

Steps to Complete Financial Check-In Online

All international students must complete Financial Check-In online in order to determine your full semester bill.

1. Go to Liberty's homepage, www.liberty.edu, and click **Student Login** at the top of the page.
2. Login with Username and Password in the Student Login box, click **Go**.
3. Click **ASIST** → Select **Student** → Select **Financial Check-In**.
4. Click the **Financial Check-In Tutorial Video** in the bottom right corner. This will guide you through the steps of Financial Check-In.
5. International students have three (3) payment options for completing Financial Check-In.

Option 1: Complete Financial Check-In Online by Entering a Payment Plan:

- For students who have a **U.S. bank account** or **major credit card** (Visa, MasterCard, Discover, or American Express) which is valid for payments in the U.S.
- Must complete **all** the steps of Financial Check-In.
- You are finished when your Financial Check-In Status says "Complete".

Option 2: Pay your Semester in Full and then Complete Financial Check-In Online:

- If you do not have a major credit card or U.S. bank account, you may pay your first semester school bill in full.
- Full payment can be submitted by **wire transfer** of funds (preferred) or by sending a **bank draft** by mail.
- **Stop** Financial Check-In after completing the "**Summary of Account**" section. At this point, you will have determined your full semester bill.
- **Wire** or **send bank draft for full semester payment**. Please be sure to include the student name, ID number and a daytime phone number with the check or wire transfer.
- **Contact your Admissions Counselor** to inform them that you completed these initial steps.
- Once your funds have been received and credited to your student account, **complete the final steps of Financial Check-In** through your ASIST account.

Option 3: Pay 50% of your Semester Bill:

- You may pay **50% your first semester bill** by wire transfer or bank draft.
- See Option 2 for more detailed information on submitting a wire transfer or bank draft.
- **Stop** Financial Check-In after completing the "**Summary of Account**" section. At this point, you will have determined your full semester bill.
- **Wire** or **send bank draft for 50% of your first semester payment**. Please be sure to include the student name, ID number and a daytime phone number with the check or wire transfer.

- **Contact your Admissions Counselor** to inform them that you completed these initial steps.
- Once your funds have been received and credited to your student account, the **Student Accounts Office will complete** the remainder of Financial Check-In for you.
- You must **bring enough funds to pay the remaining 50% of your first semester bill**, plus an additional amount of money for books and supplies.

Send Bank Draft by Mail:

You may mail payment (international bank draft only) with a note attached requesting that Financial Check-In be completed for you.

Mail the payment to:

**Liberty University
Student Accounts Office
1971 University Blvd.
Lynchburg, VA 245#'**

Wire Transfer (may take up to two weeks):

For information on sending a wire transfer, please contact your Admissions Counselor.

Opening a U.S. Bank Account:

Upon arrival to Liberty University you will be able to open a U.S. bank account during the International Students Orientation. Make sure you bring an additional amount of money for books and supplies (at least \$500 U.S.)

To open a U.S. bank account, you must have guaranteed funds in the form of a bank draft made payable to yourself, or traveler's checks. Do not travel with large amounts of cash. If you pay funds directly to your student account, you will not be eligible for a refund until your entire school bill is paid in full. Also, please note that debit cards and credit cards from non-U.S. banks generally cannot be used as a payment option.