Completing the Western Union Bank Details Form

An email from education@westernunion.com will be sent to your university email address titled “Payment from University of Kent – Action Required”.

The link in the email will be valid for 10 calendar days. Please ensure you complete your details within this time.

Contained in the email is a unique reference number which you can quote in case of any queries.

Click on the “Complete Payment Form” link contained in the email
In the Student ID field enter your Student Number then click on Verify Account.

This will pull through your name, your email address and confirm the reason for payment.

Click on Next.
Enter the following details:

- **Beneficiary Type** – Select Individual
- **Payee Name** – Your name will show automatically
- **Bank Country** – Select the Country where your bank account is held
- **Currency** – Select the Currency of your bank account
- **Further Credit** – This is to be completed if the payment is to go to a bank account that is not held in your name.

When the above details have been entered click Next.
The next page requires you to enter:

- Your address details,
- Phone Number (optional) and
- Notification Email – Please use your university email address.

When the above details have been entered click Next
The next page requires you to enter:
- Your bank account number,
- Bank name,
- Bank address,
- SWIFT Code – This can also be known as a BIC Code
- Sort Code

These details should be available on a recent bank statement.

If your bank is outside of the United Kingdom, the form will display details relevant to the bank country. For example, if the bank country was France the form would request your IBAN number.

When the above details have been entered click on Next

Western Union Payment Form User Guide
August 2022
You will need to review and agree to the Terms of Use and Online Privacy Statement

Once you have done this click Submit

You will then receive an on-screen confirmation that your payment request has been submitted.

This will be followed up by a confirmation email.

Your payment request has been submitted to University of Kent.
Thank You

Reference Number: RYXBUK400070951