

### **RCBC ATM (Nationwide Branches)**

1. Insert your RCBC ATM Card and enter your Personal Identification Number (PIN)
2. Select "Payment", then click on "More".
3. From the selection menu, select "MAPUA" as the biller/institution.
4. Select your Account Type (Savings or Checking)
5. Key-in your Student Number and the amount to be paid.
6. Keep a copy of the ATM receipt for record purposes.
7. Present copy of the ATM receipt at the Treasury Department Intramuros or Makati Campus on the next working day for the issuance of an Official Receipt.

### **CEBUANA LHUILLIER (Nationwide Branches)**

1. Fill out the Bills Payment form with the following information:
  - a. Student Name
  - b. Student Number
  - c. Amount to be Paid
  - d. Receiver – Mapua Institute of Technology
2. Present the Bills Payment form to the teller together with the tuition fee payment and wait for validation.
3. Cebuana Lhuillier will accept only cash payments and will charge a convenience fee of Php15.00 per transaction regardless of amount.
4. Keep a copy of the validated Bills Payment form for record purposes.
5. Claim your Official Receipt at the Treasury Department Intramuros and/or Makati Campus on the next working day.

**Note: Payments made via Cebuana Lhuillier will be validated one (1) day after payment date.**

### **RCBC SAVINGS BANK (Nationwide Branches)**

1. Fill out the Bills Payment form with the following information:
  - a. Student Name
  - b. Student Number
  - c. Amount to be Paid
  - d. Biller/Company Name – Mapua Institute of Technology
2. Present the Bills Payment form to the teller together with the tuition fee payment and wait for its validation.
3. Keep a copy of the validated Bills Payment form for record purposes.
4. Claim your Official Receipt at the Treasury Department Intramuros and/or Makati Campus on the next working day.

**Note: Payments made via RCBC Savings Bank will be validated one (1) day after payment date.**

### **RIZAL COMMERCIAL BANKING CORPORATION (Nationwide Branches)**

1. Fill out the Bills Payment form with the following information:
  - a. Student Name
  - b) Student Number
  - c) Amount to be Paid
  - d) Biller/Company Name – Mapua Institute of Technology
2. Present the Bills Payment form to the teller together with the tuition fee payment and wait for its validation.
3. Keep a copy of the validated Bills Payment form for record purposes.
4. Claim your Official Receipt at the Treasury Department Intramuros and/or Makati Campus on the next working day.

**Note: Payments made via Rizal Commercial Banking Corp. will be validated one (1) day after payment date.**

### **myMapua Online Payment Facility (Available for BancNet Member ATM Cards)**

1. All students who wish to settle their outstanding balance through online payment facility will need to navigate the “Bills & Payments” menu and select the “Unsettled Charges” button to show all unsettled items.
2. Simply select the items you wish to settle and press the “Pay Now” button. This will redirect you to the Bancnet gateway that will require the following information:
  - a. Bank Name – Choose your bank from the list of banks from the drop down menu.
  - b. Card Number – Please contact your bank to get this information if your card number is not printed on the ATM card.
  - c. Member Number – Kindly choose number one “1” option. Please consult your bank in case you cannot proceed with the transaction.
  - d. Account Type – Choose the type of account for your ATM
  - e. Security PIN – Key in your security code to transact with the ATM.
3. Once you have clicked on “Submit” button, the transaction will be processed by BancNet, and myMapua will be notified if the transaction has been completed successfully or not.
4. Claim your Official Receipt at the Treasury Department Intramuros and Makati Campus on the next working day.

### **Payment through Landbank ePayment Portal**

1. Log in to your myMapúa account and navigate the Bills & Payments tab. Click the Unsettled Charges button to view all unsettled items.
2. Select the items you wish to settle and choose Landbank ePayment Portal (EPP) as the payment method. This will redirect you to EPP web page that will ask your preferred payment option (Landbank account, Bancnet, or G-Cash) and required information.
3. If the payment is successful, a message will be displayed in the Payment tab of myMapúa and an email confirmation will also be sent to the payor.

**Note: This payment method is also accessible in the Parent Portal.**

**Wire transfer (Worldwide)**

1. **Peso Remittance to Mapua**

Account Name: Mapua Institute of Technology  
Bank Name: Rizal Commercial Banking Corporation  
Bank Address: South Harbor Business Center  
Harbor Centre I, cor. Chicago and 23<sup>rd</sup> Streets  
Port Area, Manila  
Account Number: 1289-31061-0

2. **US Dollar Remittance to Mapua**

Account Name: Mapua Institute of Technology  
Bank Name: Rizal Commercial Banking Corporation  
Bank Address: South Harbor Business Center  
Harbor Centre I, cor. Chicago and 23<sup>rd</sup> Streets  
Port Area, Manila  
Account Number: 8289-00074-8  
Swift Code: RCBCPHMM

3. **RCBC International Remittance Service (Telemoney)**

Kindly e-mail Treasury Department at [treasury@mapua.edu.ph](mailto:treasury@mapua.edu.ph) for the list accredited RCBC Telemoney Centers abroad.