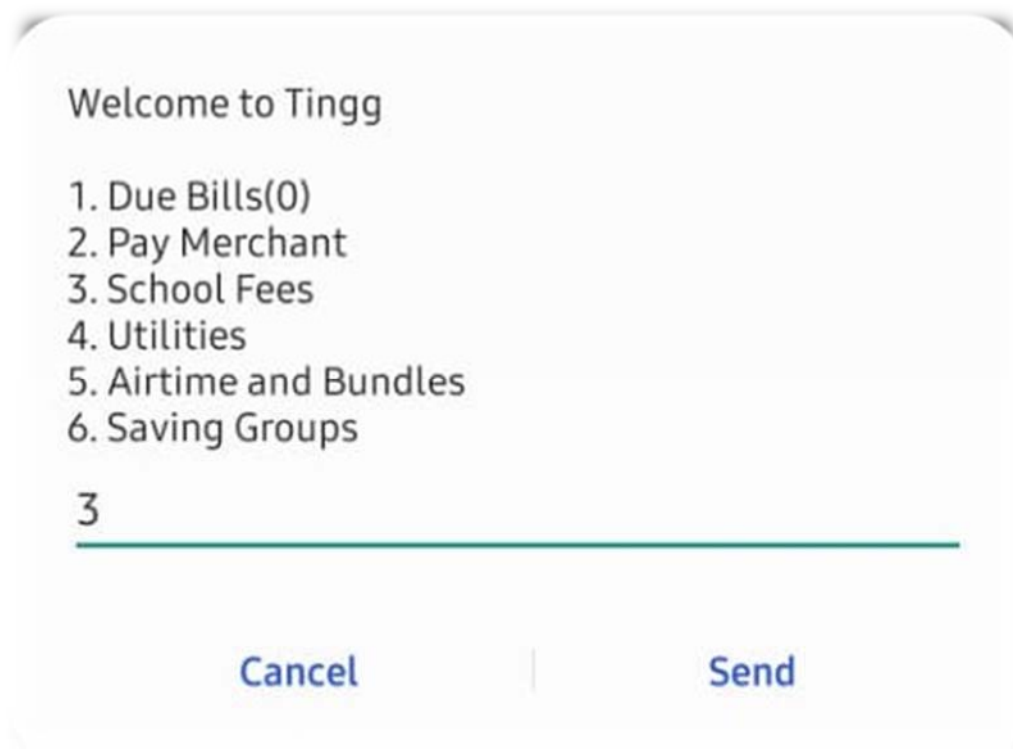


# USSD PAYMENT GUIDELINES

**Step 1:** Dial \*265# to carryout transaction from your Airtel / MTN / ZAMTEL

**Step 2:** From the listed options, choose “3” School fees and Click Send

A screenshot of a USSD menu. At the top, it says "Welcome to Tingg". Below that is a numbered list: "1. Due Bills(0)", "2. Pay Merchant", "3. School Fees", "4. Utilities", "5. Airtime and Bundles", and "6. Saving Groups". The number "3" is entered and highlighted with a green underline. At the bottom, there are two buttons: "Cancel" on the left and "Send" on the right, separated by a vertical line.

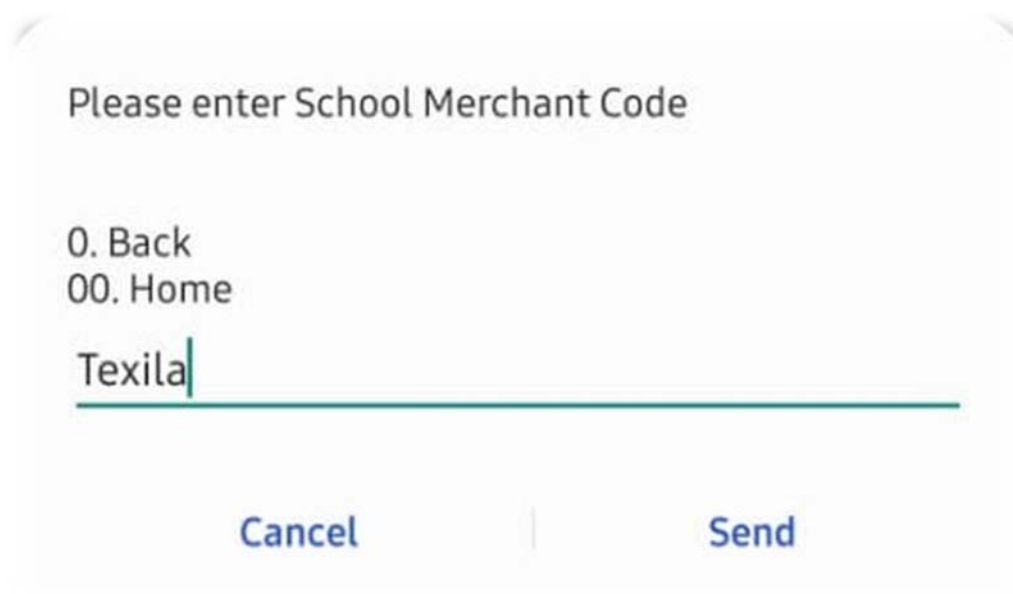
Welcome to Tingg

1. Due Bills(0)
2. Pay Merchant
3. School Fees
4. Utilities
5. Airtime and Bundles
6. Saving Groups

3

Cancel | Send

**Step 3:** Enter the school merchant code as “**Texila**” and click Send

A screenshot of a USSD screen for entering a merchant code. It says "Please enter School Merchant Code". Below that are two options: "0. Back" and "00. Home". The word "Texila" is entered into a text field and highlighted with a green underline. At the bottom, there are two buttons: "Cancel" on the left and "Send" on the right, separated by a vertical line.

Please enter School Merchant Code

0. Back
00. Home

Texila

Cancel | Send

**Step 4:** Select one among the three listed options and click Send to pay Application fees, Admission Processing fees or Tuition fees

Select School Service

1. Texila University Fees
2. Texila Application Fees
3. Texila Admin Process Fee

0. Back  
00. Home

2

---

Cancel | Send

**Step 5:** Select option “1” and click Send to enter your Application number as per your Eligibility letter

Texila Application Fees

1. Select to enter Student Number

0. Back  
00. Home

1

---

Cancel | Send

**Step 6:** Enter your Application number as per your Eligibility letter

Texila Application Fees

Please enter your Student Number

0. Back  
00. Home

35012

Cancel | Send

**Step 7:** Verify if your name as per the Eligibility letter is reflected in the screen as below:

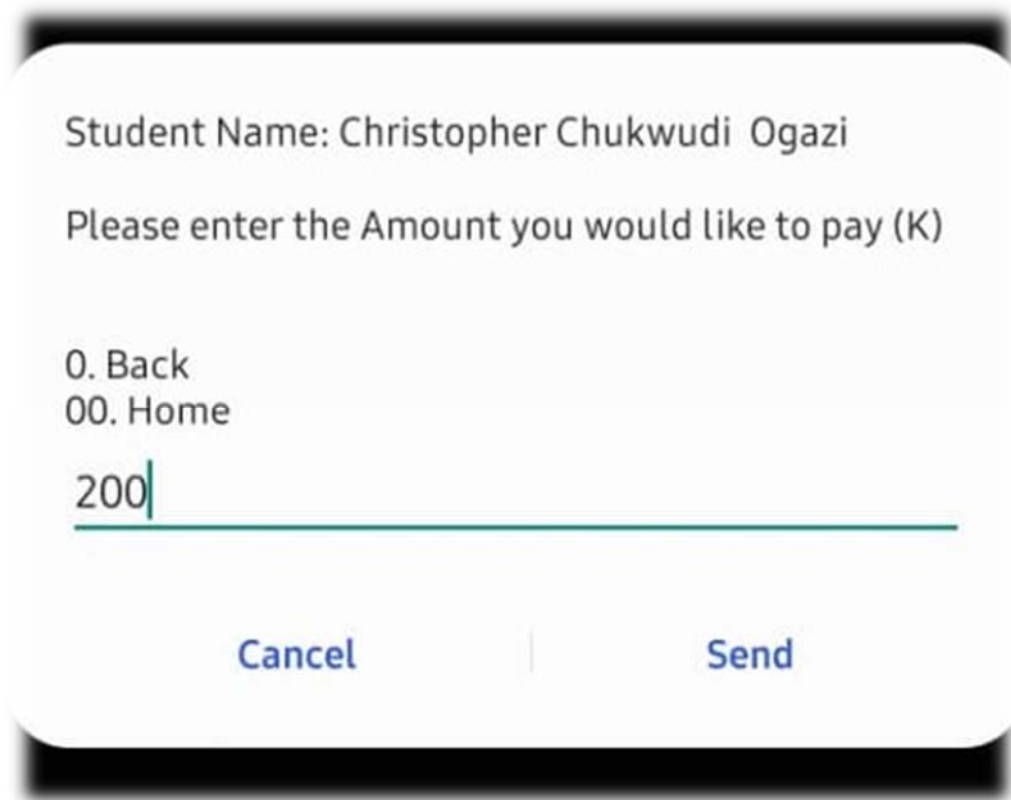
Student Name: Christopher Chukwudi Ogazi

Please enter the Amount you would like to pay (K)

0. Back  
00. Home

Cancel | Send

**Step 8:** Enter the amount you would like to pay as per the below screen



Student Name: Christopher Chukwudi Ogazi

Please enter the Amount you would like to pay (K)

0. Back  
00. Home

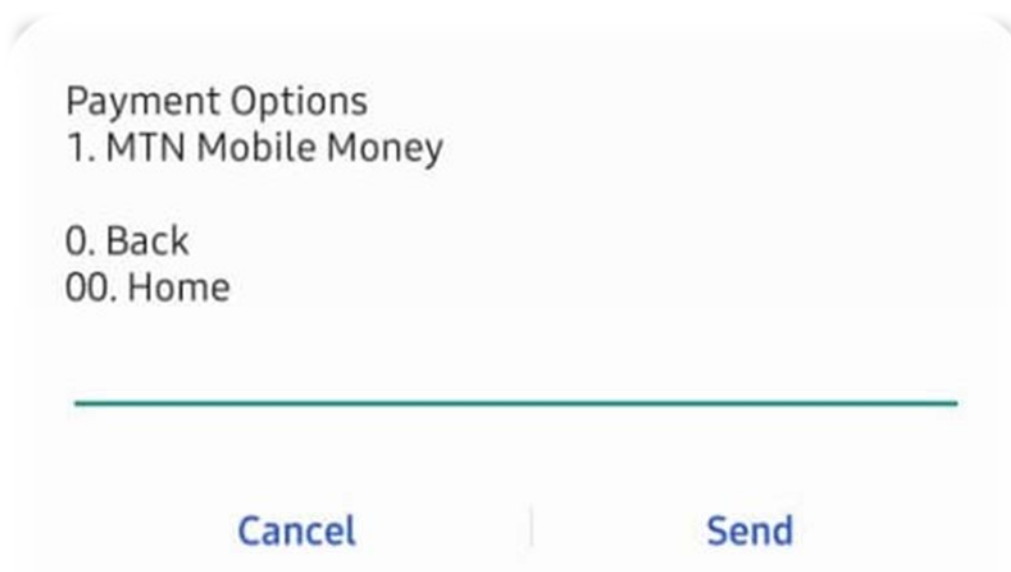
200

Cancel | Send

For every transaction, ZMW 10 service charge to be included along with the actual amount to avoid service charge deduction from the actual amount

*Example: If your paying Application fees of ZMW 200, you must add ZMW 10 along with the application fees accounting to sum of ZMW 210*

**Step 9:** Choose the payment option as per your convenience. The below screen displays the option for MTN mobile money.



Payment Options

1. MTN Mobile Money

0. Back  
00. Home

Cancel | Send

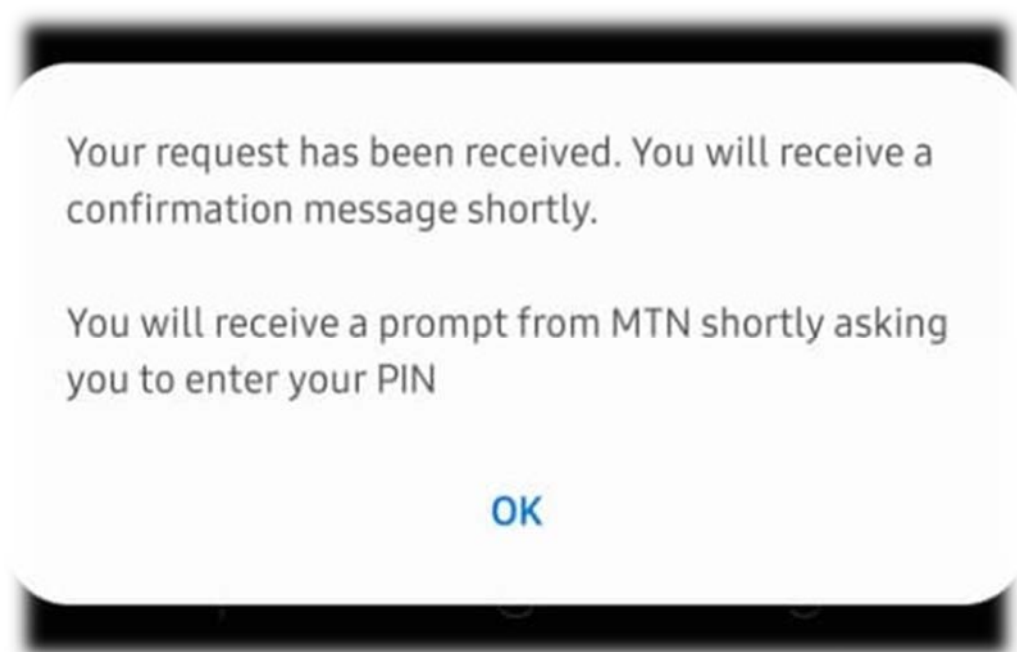
Choose “1” and Click “send”

**Note:**

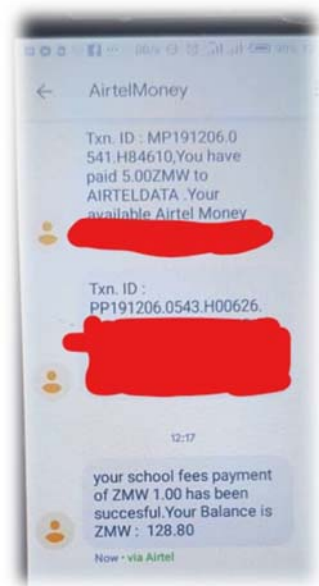
This option will work in Zamtel mobile money, Airtel Mobile money and Standard Chartered online banking

**Step 10:** Upon receiving the below message, hit “ok” .

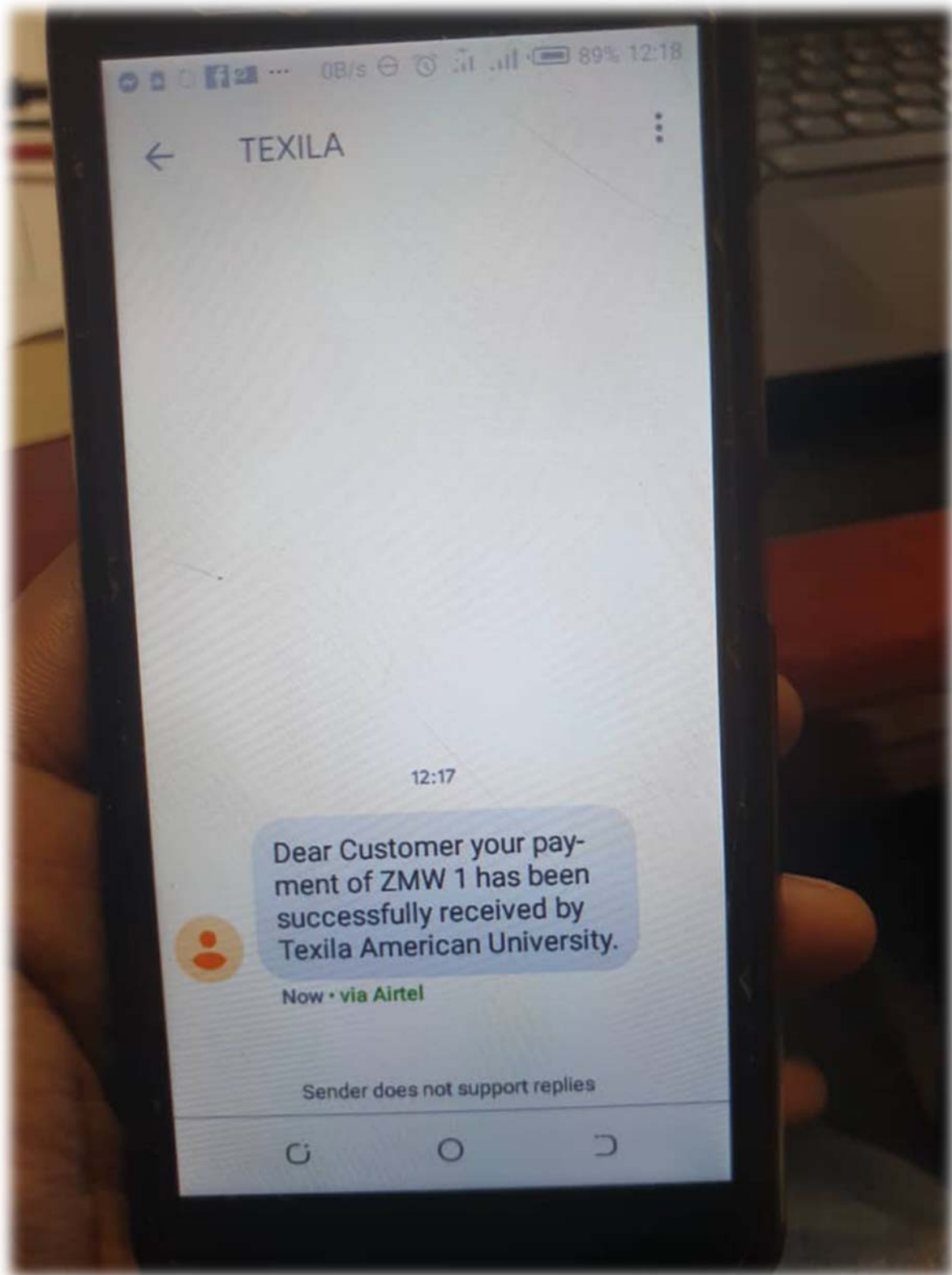
Enter the pin code for your mobile money to initiate the transaction upon prompting



**Step 11:** Once the payment is initiated, confirmation message along with the transacted amount will be sent to your registered mobile number as below:



**Step 12:** Confirmation SMS will be sent to the registered number from Texila American University as below:



**Step 13:** Send the above screenshot to your Sales Counsellor for payment confirmation