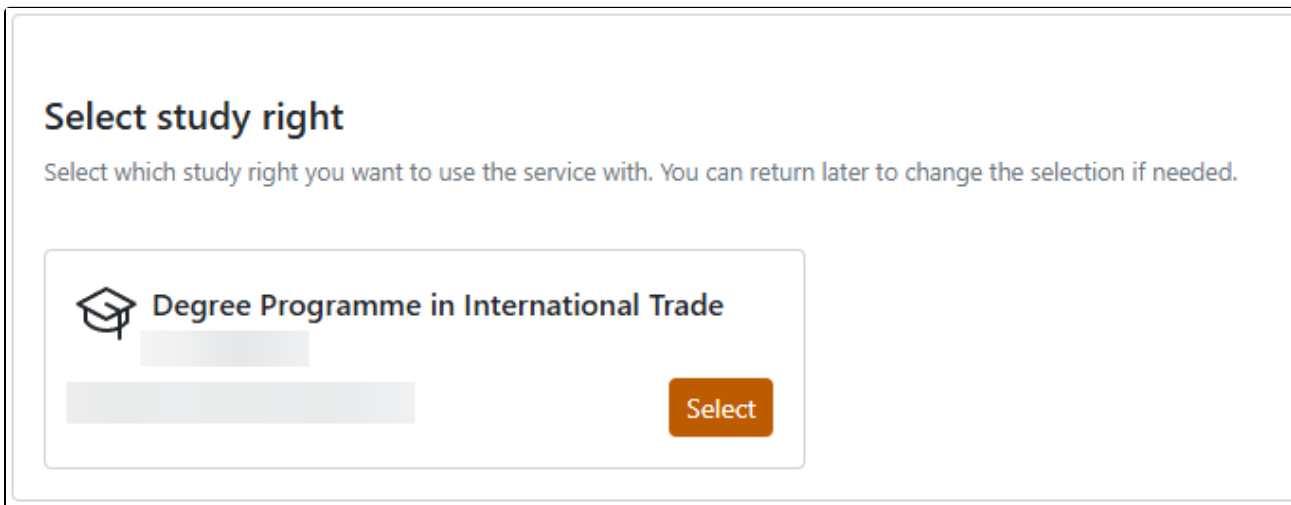


## Eduplan Payments - Student's manual

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### Introduction

Eduplan Payments is a service where you can pay and monitor your tuition fees and send a notification about your residence permit to a higher education institution. When you log in to the service, first select the study right whose related fees you want to monitor.



The details of your study right open in a new page. In this manual, that page is referred to as a study right page.

**Study right : Degree Programme in International Trade** [redacted]

[Change study right](#)

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**Study right details**

Degree programme: Degree Programme in International Trade  
 Study right: [redacted]  
 Study right end date: 31.12.2028

Reported residence permits (pending approval) 1 →

**Instructions**

This view contains information related to your study right. Below you can see active tuition payments, and by selecting a section you can view payment history, scholarships, or residence permit details on the same page.

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**Active payments** [Share all payments](#) [Pay all](#)

Autumn 2027 <span style="float: right;"><a href="#">Open</a></span>	
Amount	5 000,00 €
VAT	0 %
Due date	31.7.2027
Paid	-

[Download PDF](#) [Share payment](#) [Pay](#)

---

**Payment history**

Browse payments related to your study right

**Shared payments**

Here you can see the payments you have shared with external recipients.

**Scholarships**

Browse reported scholarship amounts

**Residence permits** 1

Browse approved residence permits or report a new one

## Payments

In the "Active payments" section, you can view your open, i.e. unpaid payments. You can pay them in bulk or one by one.

You can send an external payer a link for the payment of your fee(s) by selecting **Share payment** or **Share all payments**, which opens a sharing pop-up. Once the recipient of the link has paid, the fee's status changes into "Paid" and it is transferred into the "Payment history" section of your study right page, the same way it does when you pay a fee yourself. The related payment link is transferred to the "Used" status and can no longer be used for paying.

**i** You can only send payment link(s) to one e-mail address at a time.

**Share payment** ✕

You can share a payment with an external person by email.

**Shared payments: 1**

**Recipient email address**

**Message (optional)**

Tuition fee for autumn term

**Link validity (days)**

14

Cancel
Send payment link

Sharing the payment link is recorded in the "Shared payments" section of the page. From there you can copy links or revoke sharing them, the latter of which also removes them from the list. In this case, the recipient of the payment link can't use the link for paying the tuition fee. You can also delete expired, redundant sharings from the list.

**Shared payments**

Created: 1/15/2026

Expires: 1/16/2026

**Shared payments**

Autumn 2027

Expired



Copy link
Revoke sharing

## Scholarships

The section shows scholarships granted to you. Depending on the settings and practices of the higher education institution, the scholarships might be deducted from tuition fees.

## Residence permit reports

After your residence permit application has been processed, report your approved residence permit to the higher education institution. On the "Approved residence permits" section of your study right page, select **Report a new residence permit** and fill in the permit details and add the permit as an attachment.

 <p><b>Scholarships</b> Browse reported scholarship amounts</p>	 <p><b>Residence permits</b> <span>1</span> Browse approved residence permits or report a new one</p>
<p>Approved residence permits <span style="float: right;">+ Report a new residence permit</span></p>	

A permit report waiting to be processed by the higher education institution is transferred to the "Reported residence permits (pending + processed)" section at the bottom of your study right page. If the institution approves your report, it is shown as accepted in the processed permits section and as active in the "Approved residence permits" section. A rejected report is only shown among processed permits.