

# Guide for Online Payment

Payment Instructions for Non-Academic Vacancies

([www.pay.ruh.ac.lk](http://www.pay.ruh.ac.lk))

## 1. Please fill in the required details accurately.

- Select **"Faculty/Unit/Center"** : **Administration**
- Select **"Programme Information"** : **Non-Academic Establishment**
- Select **"Payment Category"** **Application Fee(Non-Refundable)**.
- Enter **NIC, Email, First Name, and Last Name** (Please ensure that you enter the correct email address, as it will be used to send you the payment confirmation).
- Then, select **"LKR" OR "USD"** as the currency type.
- Enter the **payment amount** (e.g., 1000).
- Next, enter the **six-character word displayed in the "CAPTCHA"** field and click **"Submit"** to proceed to the next step.



Pay Online  
University of Ruhuna

Welcome to the University of Ruhuna online payment gateway. This secure and efficient platform is designed to streamline your payment process, making it easy for you to manage fees related to administration and educational expenses

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help@rucit.ruh.ac.lk / +9441 2033250 Ext. 12181

## 1. Information

Fill your Details here.

Select Faculty/Unit/Centre

Select Programme Information

Select Payment Category

NIC or Passport Number

Email Address

Enter Your First Name

Enter Your Last Name

LKR/USD

Paying amount

WU6oK9

Regenerate CAPTCHA

Enter CAPTCHA:

Reset

Submit

## 2. Next, you must verify the information you have entered.



## 2. Confirmation

Verify your Details here.

Payment Reference No: 407012431982035RU0Y4

Faculty/Unit: Distance and Continuing Education Unit

Payment Category: Course Fee/Registration Fee

Programme Information: Bachelor of Arts External Degree

Name: Sarala Hareendra

NIC/Passport Number: 89268355v

Email: shareendra@gmail.com

Paying Amount: LKR 2,500.00

Convenience Fee: LKR 25.00

**Total Amount: LKR 2,525.00**

Enter OTP \*:

Validate

\* Please check your email to find your one-time password(OTP). This OTP is valid for 3 minutes. Once you enter and validate the OTP, you can proceed with your payment.

After verifying the entered information, you will need to **provide the OTP** to proceed with the payment. The OTP will be sent as an **email message** to the email address you provided. It consists of **six digits**. Enter the OTP and click "**Validate**" to confirm it. Once validated successfully, it will be displayed in **green** as "**OTP is Valid**".

**OTP is valid.**

Enter OTP \*:

217804

Validate

\* Please check your email to find your one-time password(OTP). This OTP is valid for 3 minutes. Once you enter and validate the OTP, you can proceed with your payment.



**Note:** The OTP must be verified **within 3 minutes**. If not, it will expire, and the process will need to be restarted. Further, please be aware that a **1% service fee** will be charged for payments made in **LKR**, while a **2.75% service fee** will be applied to payments made in **USD**.

Once the OTP is validated, you can proceed to the next **steps** by clicking "**Confirm**". You will then be redirected to the payment portal to complete the transaction. The image below displays the interface where you need to enter your card details to complete the online payment process.

### Payment Details

\* Required field

Card Type \*

☐  Visa
 ☐  Mastercard

Card Number \*

Expiration Month \* 


Month

 Expiration Year \* 

Year

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.



Cancel

Pay

### Your Order

Total amount

2,020.00 Rs

### 3. To complete the payment process, please refer to the steps below:

- Enter your **card details** in the provided fields. The image below illustrates where to find the necessary details on your card.

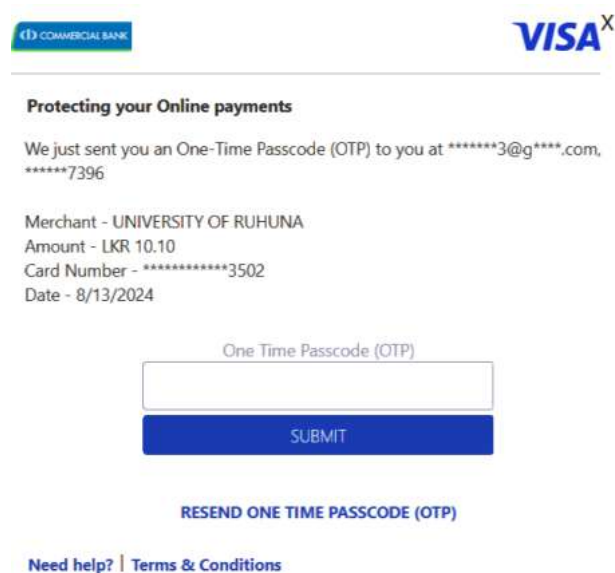


- Select your **card type**, either **Visa** or **MasterCard** (you can identify the card type by checking the logo on your card, as shown in the image).
- Enter your **Card Number** (a 16-digit number displayed on the front of your card).
- Enter the **Expiration Date** of your card.
- Enter the **Card Verification Number (CVN)** (a 3-digit or 4-digit security code found on the back of your card).
- After filling in all the required details, click **"Pay"** to proceed with the payment.

#### 4. OTP Requests from bank side

You will be redirected to the OTP (One-Time Password) request page. The OTP will be sent to your mobile phone or email as per your bank's security settings. The availability of OTP depends on your bank's policies and whether this service is activated for your card.

The OTP authentication process is linked to Step 5 of the payment process. Please, note that the OTP verification interface may vary depending on your bank and card provider.



COMMERCIAL BANK VISA<sup>X</sup>

**Protecting your Online payments**

We just sent you an One-Time Passcode (OTP) to you at \*\*\*\*\*3@g\*\*\*\*.com, \*\*\*\*\*7396

Merchant - UNIVERSITY OF RUHUNA  
Amount - LKR 10.10  
Card Number - \*\*\*\*\*3502  
Date - 8/13/2024

One Time Passcode (OTP)

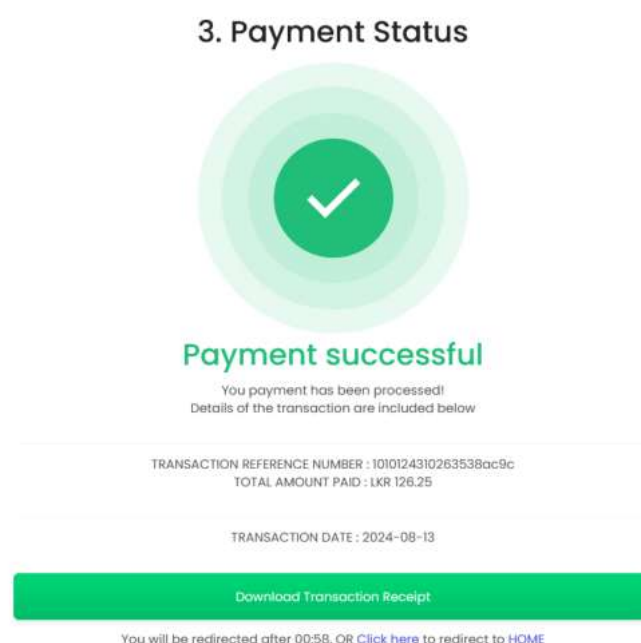
SUBMIT

RESEND ONE TIME PASSCODE (OTP)

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#### 5. Final Payment Confirmation and Receipt Download:

- a. After successfully submitting the OTP, you will be redirected to **pay.ruh.ac.lk** (as shown in the image).



### 3. Payment Status

Payment successful

You payment has been processed!  
Details of the transaction are included below

TRANSACTION REFERENCE NUMBER : 1010124310263538ac9c
TOTAL AMOUNT PAID : LKR 126.25

TRANSACTION DATE : 2024-08-13
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Download Transaction Receipt

You will be redirected after 00:58. OR [Click here](#) to redirect to HOME

- b. If the payment is successful, you will see a confirmation message stating "**Payment Successful.**"
- c. You can then download the **payment receipt** by clicking on "**Download Transcript Receipt.**"  
*Furthermore, the payment receipt from the university will also be sent to the email address you provided earlier during the payment process.*
- d. Please note that after the payment confirmation page is displayed, you will be automatically redirected to the main website after one minute.

💡 Important: Ensure you download the receipt before the timer expires.

- e. Additionally, you will receive a **payment confirmation** from the bank via email, as shown below.

**cybersource**  
A Visa Solution

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**Receipt** Date: 12-08-2024  
Order Number: 1010124310263538ac9c

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**Billing Information**

sarala hareendra  
University of Ruhuna  
Matara  
SL

[shareendra@gmail.com](mailto:shareendra@gmail.com)

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Payment Details	Order Total
Visa xxxxxxxxxxxx1111	Total amount 126.25 Rs

## 6. Payment Failure Notification

If **Steps 4 and 5** are not completed successfully, you will see a "**Payment Failed**" message. This indicates that the transaction was unsuccessful due to one or more of the following reasons:

1. **Internet service interruptions**
2. **Insufficient funds in the card**
3. **Incorrect card details entered**

Please check the above factors and try the payment process again.



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3. Payment Status



Payment Failed

Your transaction has been declined. Please contact your bank for further details or, to proceed with the payment, you can pay with a different card or try again!  
Details of the transaction are included below

TRANSACTION NUMBER : 4070124132950436bf87
TRANSACTION AMOUNT : LKR 10.10
TRANSACTION DATE : 2024-08-13

You will be redirected after 00:58. OR [Click here](#) to redirect to HOME