



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

Vancouver Campus

## Office of Enrollment Services

# FAQs during COVID-19

[esvancouver@fdu.edu](mailto:esvancouver@fdu.edu)

Document	What is it for?	How to request it?	Processing time	Fees	How can I pay?
<b>Confirmation of Enrollment</b>	Official document that confirms that the student is enrolled at FDU	Submit a <a href="#">Document Request form</a> by email	5 - 6 Business Days	<b>Free</b>	N/A
<b>Official Transcript</b>	Student's academic record printed on official transcript paper.	Submit a <a href="#">Document Request form</a> by email	6 - 10 Business Days <i>Transcripts will be mailed by regular post (no pickups). Please allow an additional 3-4 business days for delivery.</i>	<b>\$5 each</b>	<b>Credit Card (USD)</b> in Webadvisor>STUDENTS > Financial Information> Payments/Payment plans
<b>Unofficial Transcript</b>	Student's academic record printed on plain paper.	Students can PRINT their unofficial transcript at any time using Student Planning	Immediately	<b>Free</b>	N/A
<b>Tax forms T2202/T4A</b>	Tax forms are issued annually, recognizing education-related activity within the tax (calendar) year.	<b>A. Webadvisor&gt;STUDENTS &gt; Financial Information</b> <ul style="list-style-type: none"> <li>• <b>Undergraduate and Graduate Students:</b> Click T2202 Information &gt; Click Year</li> <li>• <b>Only Undergraduate Students</b> who received a scholarship or grants: Click T4A Information – Vancouver &gt; Click Year</li> </ul>	Immediately (Tax forms are uploaded in February)	<b>Free</b>	N/A
		<b>B. Submit a <a href="#">Document Request form</a> by e-mail</b> <b>NOTE: This option only applies if tax forms are not found in Webadvisor.</b>	24 hours	<b>Free</b>	N/A
<b>Graduation Letter</b>	Official document that confirms the completion of the program requirements	All graduating students will receive the Graduation Letter by email after program completion	5 - 8 weeks	<b>Free</b>	N/A
<b>Tuition Statement</b>	Document that shows student's tuition fees.	<b>Master</b> students can check their tuition fees in Student Planning	Immediately	<b>Free</b>	N/A
		<b>Undergraduate</b> students will receive a Tuition Statement by email	Within 5 Business Days after registration		

**IMPORTANT NOTE:** Transcript fee must be paid right after submitting the document request form and ES office charging the fee in your account. ES office will not process documents until all fees are paid, or with any outstanding balances. Rush document requests are NOT available at this time due to COVID-19 and enrollment services working remotely.



FAQ'S	ANSWER
<p><b>How can I withdraw for Spring 2020?</b></p>	<p>The withdrawal deadline for Spring 2020 has been extended until <b>Friday, April 10<sup>th</sup></b> at 5 pm for <b>Undergraduate</b> students and <b>Friday, March 27<sup>th</sup></b> at 5pm for <b>Graduate</b> Students Please send a <b>Pink Form</b> to <a href="mailto:esvancouver@fdu.edu">esvancouver@fdu.edu</a>. Please note that withdrawn courses will show on your transcript with a "W". If you don't withdraw from a course, you will receive a final grade for it.</p>
<p><b>How can I register for Summer 2020?</b></p>	<p>Summer 2020 registration starts on <b>Monday, March 30<sup>th</sup></b>. All registrations must be done using Student Planning. Webadvisor &gt; Student Planning 1. Plan 2. Approval by Advisor 3. Register</p>
<p><b>How much is my balance? When is the payment deadline for Summer 2020?</b></p>	<p>For <b>Master students</b>, It can be checked through Webadvisor&gt;Student Planning* For <b>Undergraduate students</b>, an email will be sent within 5 business days after registration The payment deadline for Summer 2020 is <b>Monday, May 25<sup>th</sup></b>.</p>
<p><b>How can I join a payment plan?</b></p>	<p><u>After</u> registration, please send an email to <a href="mailto:esvancouver@fdu.edu">esvancouver@fdu.edu</a> by <b>April 29<sup>th</sup></b>. Payment dates for Summer: <b>April 29<sup>th</sup>, May 29<sup>th</sup> and June 29<sup>th</sup></b> Payment Plan fee: \$45.00, Late Payment Plan fee after April 29th: \$75.00 (only two installments)</p>
<p><b>How can I pay my tuition fees?</b></p>	<p>1. <b>Flywire:</b> Go to <a href="http://www.flywire.com/pay/fdu">www.flywire.com/pay/fdu</a> 2. <b>Credit Card or ACH payments</b> (if you have a USD account in the USA): Webadvisor&gt; STUDENTS&gt;Payments/Payment Plans  <b>To ensure the safety of our students and staff, as of April 1<sup>st</sup> 2020 FDU Vancouver will temporarily stop accepting bank drafts and cheques by mail.</b></p>
<p><b>I made a payment yesterday, but I am not sure if the university will receive it before the payment due date. What shall I do?</b></p>	<p>Your payment date is not the date the university receives the money but the <b>date you sent the money</b>. Ex. If you send money on Sept. 12<sup>th</sup> and the university receives the money on Sept. 18<sup>th</sup>, your payment date is Sept. 12<sup>th</sup>.</p>
<p><b>What happens if I am on the waitlist for classes?</b></p>	<p>Please be patient. Enrollment Services will contact you when/if there are any changes on the waitlist.</p>
<p><b>What happens to 2020 Commencement Ceremony?</b></p>	<p>Due to the outbreak of COVID-19, our 2020 Commencement Ceremony and related events have been postponed until further notice. For commencement ceremony or graduation inquiries, please email to <a href="mailto:vancouver-graduation@fdu.edu">vancouver-graduation@fdu.edu</a></p>
<p><b>How do I change my name, address, or phone number?</b></p>	<p>Please submit an <a href="#">Address and Name Verification form</a> to <a href="mailto:esvancouver@fdu.edu">esvancouver@fdu.edu</a></p>
<p><b>How do I change my program and/or specialization?</b></p>	<p>Please submit a <a href="#">Program Change Form</a> to <a href="mailto:esvancouver@fdu.edu">esvancouver@fdu.edu</a></p>

\* For Master students with a payment plan, please send an email to [esvancouver@fdu.edu](mailto:esvancouver@fdu.edu).