



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Vancouver Campus

Office of Enrollment Services

FAQs during COVID-19

esvancouver@fdu.edu

Document	What is it for?	How to request it?	Processing time	Fees	How can I pay?
Confirmation of Enrollment	Official document that confirms that the student is enrolled at FDU	Submit a Document Request form by email	5 - 6 Business Days	Free	N/A
Official E-Transcript	Password secured document delivered electronically that contains the student's academic record	Simply go to the Transcript Ordering Page and follow the instruction	3-5 business days except during peak times (beginning/end of terms) or during official university closure	\$5 USD each + \$2.50 USD Processing fee	<u>Credit Card in USD</u> directly in the portal
Unofficial Transcript	Student's academic record printed on plain paper.	Students can PRINT their unofficial transcript at any time using Student Planning	Immediately	Free	N/A
Tax forms T2202/T4A	Tax forms are issued annually, recognizing education-related activity within the tax (calendar) year.	A. Webadvisor>STUDENTS > Financial Information <ul style="list-style-type: none"> • Undergraduate and Graduate Students: Click T2202 Information > Click Year • Only Undergraduate Students who received a scholarship or grants: Click T4A Information – Vancouver > Click Year 	Immediately (Tax forms are uploaded in February)	Free	N/A
		B. Submit a Document Request form by e-mail NOTE: This option only applies if tax forms are not found in Webadvisor.	24 hours	Free	N/A
Graduation Letter	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	Free	N/A
Tuition Statement	Document that shows student's tuition fees.	Master students can check their tuition fees in Student Planning	Immediately	Free	N/A
		Undergraduate students will receive a Tuition Statement by email	Within 15 Business Days after registration		

IMPORTANT NOTE: 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.

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FAQ'S	ANSWER
How can I withdraw for Summer 2020?	The withdrawal deadline for Summer 2020 has been extended until Sunday, July 5th at midnight . Please send a Pink Form to esvancouver@fdu.edu . Please note that withdrawn courses will show on your transcript with a "W".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.
How can I register for Fall 2020?	Fall 2020 registration starts on Monday, June 22nd . All registrations must be done using Student Planning. Webadvisor > Student Planning 1. Plan 2. Approval by Advisor 3. Register
How much is my balance? When is the payment deadline for Fall 2020?	For Master students , It can be checked through Webadvisor > Student Planning*. The payment deadline is Monday, September 14th . For Undergraduate students , an email will be sent by July 15 th . The payment deadline is Tuesday, September 8th .
How can I join a payment plan?	After registration, please send an email to esvancouver@fdu.edu by August 24th with your NAME, STUDENT ID and one of the following installment options: <i>Option 1: August 24th, September 24th, October 23rd and November 24th</i> <i>Option 2: September 24th, October 23rd, November 24th and December 18th</i> Payment Plan fee: \$45.00 . Late Payment Plan fee after September 24 th : \$75.00 (only 3 installments)
How can I pay my tuition fees?	1. Flywire : Go to www.flywire.com/pay/fdu 2. Credit Card or ACH payments (if you have US account in the states): Webadvisor> STUDENTS>Payments/Payment Plans 3. Bank drafts or Cheques : If you want to pay using Canadian Dollars, check our Daily Exchange Rate . Make sure to include your full name & student ID number . All bank drafts and cheques must be mailed to the following address. <i>Fairleigh Dickinson University Attn. Enrollment Services Department 842 Cambie Street, Vancouver, BC, Canada, V6B 2P6</i>
I made a payment <u>yesterday</u> , but I am not sure if the university will receive it <u>before the payment due date</u> . What shall I do?	Your payment date is not the date the university receives the money but the date on your cheque/draft . Ex: If you send money on Sept. 12 th and the university receives the money on Sept. 18 th , your payment date is Sept. 12 th .
What happens if I am on the waitlist for classes?	Please be patient. Enrollment Services will contact you when/if there are any changes on the waitlist.
What happens to 2020 Commencement Ceremony?	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 vancouver-graduation@fdu.edu
How do I change my name, address, or phone number?	Please submit an Address and Name Verification Form via DocuSign
How do I change my program and/or specialization?	Please submit a Program Change Form to esvancouver@fdu.edu

* For Master students with a payment plan, please send an email to esvancouver@fdu.edu.