



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 E-Transcript</b>	Password secured document delivered electronically that contains the student's academic record	Simply go to the <a href="#">Transcript Ordering Page</a> and follow the instruction	3-5 business days except during peak times (beginning/end of terms) or during official university closure	<b>\$5 USD each + \$2.50 USD Processing fee</b>	<b>Credit Card in USD</b> directly in the portal
<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 15 Business Days after registration		

**IMPORTANT NOTE:** ES office is not accepting cash as a form of payment.  
 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.

## Office of Enrollment Services

### FAQs during COVID-19

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

FAQ'S	ANSWER
How can I register for Spring 2021?	Spring 2021 registration starts on <b>Monday, November 16<sup>th</sup></b> . 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 Spring 2021?	For <b>Master students</b> , It can be checked through Webadvisor > Student Planning*. The payment deadline is <b>Monday, January 25<sup>th</sup></b> . For <b>Undergraduate students</b> , an email will be sent within 15 business days after registration. The payment deadline is <b>Monday, January 18<sup>th</sup></b> . <i>* For Master students with a payment plan, please send an email to <a href="mailto:esvancouver@fdu.edu">esvancouver@fdu.edu</a>.</i>
How can I join a payment plan?	<b>After</b> registration, please send an email to <a href="mailto:esvancouver@fdu.edu">esvancouver@fdu.edu</a> by <b>December 18<sup>th</sup></b> with your NAME, STUDENT ID and one of the following installment options: <i>Option 1: December 18<sup>th</sup>, January 18<sup>th</sup>, February 18<sup>th</sup> and March 18<sup>th</sup></i> <i>Option 2: January 18<sup>th</sup>, February 18<sup>th</sup>, March 18<sup>th</sup> and April 19<sup>th</sup></i> Payment Plan fee: <b>\$45.00</b> . Late Payment Plan fee after January 18 <sup>th</sup> : <b>\$75.00</b> (only 3 installments)
How can I pay my tuition fees?	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 US account in the states): Webadvisor> STUDENTS>Payments/Payment Plans 3. <b>Bank drafts or Cheques</b> : If you want to pay using Canadian Dollars, check our <a href="#">Daily Exchange Rate</a> . Make sure to include <b>your full name &amp; student ID number</b> . You can book an appointment by clicking <a href="#">here</a> and bring your bank drafts/cheques to Vancouver Campus <b>or</b> mail them 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 <b>date on your cheque/draft</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> .
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.
Can I pick up my degree at FDU Vancouver Campus during COVID-19?	Please send an email to <a href="mailto:vancouver-graduation@fdu.edu">vancouver-graduation@fdu.edu</a> with your FULL NAME, STUDENT ID and saying you want to pick up your degree. Please bring a piece of government issued photo ID or FDU ID card.
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 <a href="mailto:vancouver-graduation@fdu.edu">vancouver-graduation@fdu.edu</a>
How do I change my name, address, or phone number?	Please submit an <a href="#">Address and Name Verification Form</a> via DocuSign
How do I change my program and/or specialization?	Please submit a <a href="#">Program Change Form</a> to <a href="mailto:esvancouver@fdu.edu">esvancouver@fdu.edu</a>