



**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	Fill out an online Document Request form	5 - 6 Business Days	Free	N/A
Official E-Transcript	Password secured document delivered electronically that contains the student's academic record	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	Credit Card in USD 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 NOTE: This option only applies if tax forms are not found in Webadvisor.	5 – 6 Business Days	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 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.

Office of Enrollment Services

FAQs during COVID-19

esvancouver@fdu.edu

FAQ'S	ANSWER
How can I register for Spring 2022?	Spring 2022 registration starts on Monday, November 15th . 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 2022?	For Master students , It can be checked through Webadvisor > Student Planning*. The payment deadline is Monday, January 24th . For Undergraduate students , an email will be sent within 15 business days after registration. The payment deadline is Monday, January 17th . <i>* For Master students with a payment plan, please check your payment plan on the IPP site.</i>
How can I join a payment plan?	After completing registration and payment for the previous terms, students can set up an international payment plan (IPP). Click here for instructions on how to sign up for IPP. Spring 2022 payment plan option is as below: <i>January 17th, February 17th, March 17th, and April 17th</i> Payment Plan fee: \$45.00. Important: All students on a Payment Plan must pay their installments directly on the IPP site.
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 . You can book an appointment by clicking here and bring your bank drafts/cheques to Vancouver Campus or mail them to the following address. <i style="text-align: center;">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?	A tuition balance will be considered as paid or partially paid until the university receives a payment. <ul style="list-style-type: none"> • If you mail a cheque/draft, the university will honor the date on the cheque/draft. However, we should receive it within 12 days from when it was issued. • If you drop a cheque/draft, the university will consider the date when it is dropped as the payment date. • If you pay through Flywire, the university will consider your payment date as the day when we receive it. <p style="text-align: center;"><i>Please keep in mind the processing time to ensure that we receive your payment on time.</i></p>
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 vancouver-graduation@fdu.edu 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 2022 Commencement Ceremony?	Due to the outbreak of COVID-19, our 2022 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 . Please note this process takes up to 2 weeks to be completed.