



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

Vancouver Campus

## Office of Enrollment Services

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

Office 203, Cambie Campus

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	Fill out an online <a href="#">Document Request form</a>	5 - 6 Business Days	Free	N/A
<b>Official E-Transcript</b>	Password secured document delivered electronically that contains the student's academic record	Go to the <a href="#">Transcript Ordering Page</a> and follow the instructions	3-5 business days except during peak times (beginning/end of terms) or during official university closure	<b>\$7 USD each + \$2.90 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	Free	N/A
<b>Tax forms T2202/T4A</b>	Tax forms are issued annually, recognizing education-related activity within the tax (calendar) year.	<b>A. Self-Service&gt;Financial Information&gt;Tax 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 &gt; Click Year</li> </ul>	Immediately (Tax forms are uploaded in February)	Free	N/A
		<b>B. Submit a <a href="#">Document Request form</a></b> <b>NOTE: This option only applies if tax forms are not found in Self-Service.</b>	5 – 6 Business Days	Free	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	Free	N/A
<b>Tuition Statement</b>	Document that shows student's tuition fees.	<b>Master</b> students can check their tuition fees in Self-Service	Immediately	Free	N/A
		<b>Undergraduate</b> students can check their tuition fees in Self-Service	Immediately		

**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.

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FAQ'S	ANSWER
How can I register for Spring 2024?	Spring 2024 registration starts on <b>Tuesday, November 14<sup>th</sup></b> . All registrations must be done using Student Planning. Self-Service > Academics > Student Planning 1. Plan 2. Approval by Advisor 3. Register
How much is my balance? When is the payment deadline for Spring 2024?	It can be checked through Self-Service > Financial Information*. For <b>Master students</b> , the payment deadline is <b>Monday, January 22<sup>nd</sup></b> . For <b>Undergraduate students</b> , the payment deadline is <b>Monday, January 15<sup>th</sup></b> . <i>* For students with a payment plan, please check your payment plan on the IPP site.</i>
How can I join a payment plan?	<b>After</b> completing registration and payment for the previous terms, students can set up an international payment plan (IPP). Click <a href="#">here</a> for instructions on how to sign up for IPP. Spring 2024 payment plan due dates are as below: <i>December 11<sup>th</sup>, January 11<sup>th</sup>, February 11<sup>th</sup>, March 11<sup>th</sup></i> Payment Plan fee: <b>\$45.00. Important: All students on a Payment Plan must pay their installments <u>directly on the IPP site</u>.</b> <b>Please keep in mind the processing time to ensure that we receive your payment <u>by the due date or earlier</u>.</b> <i>* Students on their last term have the option to include the Graduation Fee as part of the payment plan or pay it separately by the end of their graduating term. Please contact Enrollment Services to include this fee in your payment plan.</i>
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 a US account in the states): Self-Service> Financial Information > Student Finance > 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. <b>Fairleigh Dickinson University</b> <b>Attn. Enrollment Services Department</b> <b>842 Cambie Street, Vancouver, BC, Canada, V6B 2P6</b>
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"> <li>• 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.</li> <li>• If you drop a cheque/draft, the university will consider the date when it is dropped as the payment date.</li> <li>• If you pay through Flywire, the university will consider your payment date as the day when we receive it.</li> </ul> <b>Please keep in mind the processing time to ensure that we receive your payment on time.</b>
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?	Please book an appointment by clicking <a href="#">here</a> and bring a piece of government issued photo ID or FDU ID card.
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> . Please note this process takes 3 to 4 weeks to be completed.