

# Submitting Official Documents

Students are expected to submit their official documents by the orientation week of their starting term. Please plan for your official documents to be sent directly from your university, college, high school, or a digital credential service provider to the FDU Vancouver Admissions Office for verification purposes.

To fulfill the admission requirement, you are required to provide all academic documents submitted in your application file.

- **Final Official Transcript(s)**
- **Official Degree Certificate(s)**

All documents submitted to FDU become the property of the University and cannot be returned.

## Acceptable forms of documents accepted by FDU Vancouver Admissions

- **Original transcript and Original Degree Award Certificate** – is the only copy of the transcript issued to you by the University/College/High School (usually is printed on the secure paper, has registration number and official seal). Replacement of that document would require a police certificate.
- **Official transcript** - is prepared by the issuing University/College/High School. It's usually from the Registrar Office with an original signature of a school official on the school letterhead and is sealed by the school.
- **Certified transcript** – is a copy of the transcript that is stamped and signed by an appropriate member of College/University/High School staff. Such as the Academic Registrar or the Head of Department/Director of Studies to verify that the marks shown are accurate and is sealed by the school.
- **Official credential evaluation by a NACES accredited evaluation agency** – is an electronic or paper copy of a course-by-course evaluation of your credential(s) prepared, sealed, and sent directly to FDU by the evaluation agency. We accept evaluations by NACES accredited agencies. ( <https://www.naces.org/> )
- **Electronic official transcript** – Credential information issued by a digital credential service provider. It's usually through a portal that requires some sort of login and/or password (e.g. Parchment, National Student Clearinghouse, CHSI).

## How to submit your documents

### Electronically

FDU accepts electronic final official transcripts and degree certificates sent **directly** through email from the issuing school or sent **directly** through a recognized digital credential services provider.

- **Email:** Official documents can be submitted by emailing a copy to FDU. Please make sure the documents must be emailed **directly** from your university, college, or high school to FDU at [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu).

*Note: The sender email address domain must belong to the school and be a trusted source. FDU will verify the sender's email address to ensure it originates from your school. Documents from email domains such as "GMAIL/HOTMAIL/QQ.COM," etc., will not be considered as official documents by FDU.*

- **Recognized digital credential service providers include (but are not limited to):**
  - NACES
  - CSSD (for Chinese institutions)
  - Parchment
  - National Student Clearing house

### Physically

If you are unable to submit your documents electronically, you have the option to arrange for them to be mailed to FDU Vancouver campus or deliver them in person to the Vancouver Admissions Office.

- **Mail:** Official documents can be submitted by having them mailed directly from your university, college, or high school to FDU. It is important to ensure that these documents are sealed in the official university envelopes. Please note that any documents presented in a broken or opened original sealed envelope WILL NOT be considered as official documents.

Fairleigh Dickinson University  
Vancouver Campus Admissions  
842 Cambie Street  
Vancouver, BC V6B 2P6 Canada

- **In-Person:** Official or Original documents can be submitted in person to the Vancouver Admissions Office before or during the New Students Orientation. Please ensure that Official documents are sealed in the official university envelopes. Any documents presented in a broken or opened original sealed envelope WILL NOT be considered as official documents.  
**Original documents will be verified and returned to the student.**

*Note: to submit the documents in person, please make an appointment via the link below for the Admissions office.*

<https://outlook.office365.com/owa/calendar/AdmissionServicesVancouverCampus@fduedu.onmicrosoft.com/bookings/s/HVEEMB4Em0eJSGoVYhsyOA2>

**If your official documents are issued in a language other than English:**

Please request academic documents in the original language, accompanied by certified English translations from your university/college or certified translators.

Please note translators or notary certificates are not accepted as certified official documents.

*Note: Ensure that all information on your academic records is translated.*

Please contact FDU - Vancouver Admissions team at [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu) if you have any questions regarding the document verification process.

## Applicants from Chinese Institutions:

If your academic records are from institutions in China, we encourage you to verify and electronically transmit them to FDU through [China Credentials Verification CSSD \(CHSI\)](#).

### ***How to Apply for CHSI Report(s)***

Please refer to the following website for instructions on how to request your records:

<https://my.chsi.com.cn/archive/rzbg/index.action?trnd=1700700941474>

FDU requires the following documents from CHSI:

- Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告)
- Verification Report of China Higher Education Degree Certificate (中国高等教育学位认证报告)

### **Attention:**

Please follow the instructions provided on the website to fulfill your request. Upon receiving your report, ensure that you enter the designated email address, [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu), to **directly** submit it to **FDU Vancouver Admissions**.

请按照 CHSI 网站上的步骤提示来完成您的报告请求。收到报告后，请确保通过邮件的形式将您的报告发送到 [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu) FDU 温哥华招生办公室。

以下截图供您参考：



The screenshot shows the CHSI website interface. At the top, there is a navigation bar with the logo '学信档案' and several menu items: '首页', '高等教育信息', '在线验证报告', '学历学位认证与成绩验证', '出国报告发送' (highlighted with a red box), '调查/投票', '职业测评', '就业', and '个人中心'. Below the navigation bar, there is a sub-navigation bar with '首页', '传输费用', and '英文翻译'. The main content area shows a table titled '学历电子注册备案表'. The table has columns for '学校名称', '专业名称', '层次', '在线验证码', '有效期', '状态', and '操作'. The '操作' column contains a '查看' button (highlighted with a red box) and a link '延长验证有效期'.

When you are on the report page, click the "email" icon, and enter the FDU Vancouver Admissions email address ([vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu)) to send your report directly to us.

*Note: Please DO NOT use the "Search University Name" option to send your report, as this may result in your report being directed to other FDU campuses, causing delays in retrieval.*

当您在报告页面，您可以点击右上角的“邮件”图标（如图），输入您我们的邮箱地址 [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu) 您的报告即可直接发送到 FDU 温哥华招生办公室。

注：请不要通过“搜索大学名称”发送您的报告，该操作可能会导致您的报告被发送到 FDU 其他校区，从而造成 FDU 温哥华招生办公室延迟收到您的报告。

学籍/学历/学位在线验证报告查询

报告语种 中文

英文



Please enter FDU Admissions Email:  
[vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu)

### Online Verification Report of Higher Education Qualification Certificate

We also accept the following types of official documents:

- Official transcript and degree certificate in sealed university envelopes  
密封在大学信封中的官方成绩单和学位证书
- Original degree certificates  
学位证书原件
- If you have previously completed a course-by-course evaluation with World Education Services (WES), you can request for your evaluation report to be released to FDU Vancouver Admissions  
如果您之前已完成了与 World Education Services (WES) 的课程评估，您可以请求 将评估报告发送至 FDU 温哥华招生办公室。

For general details on submitting official documents, please review the previous page. Should you have any inquiries concerning the official document verification process, please reach out to the FDU - Vancouver Admissions team at [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu).

有关提交 Official Documents 的其他具体须知，请查阅前一页。如果您对 Official Documents 验证过程有任何疑问，您可以通过邮箱 [vancouver-admissions@fdu.edu](mailto:vancouver-admissions@fdu.edu) 联系 FDU 温哥华招生办公室。

Thank you for your cooperation!

感谢您的合作!