

Student Application Portal Guide

Welcome to the FDU Vancouver Applicant Portal! This guide will help applicants navigate the portal and complete the required steps for their application.

Table of Content

Introducing the New FDU Vancouver Admissions Portal	2
1. Creating Your Applicant Account	3
Getting Started	3
First-Time Users	3
2. Applicant Dashboard	5
3. Starting Your Online Application	6
4. Filling Out Your Application	7
Former Name / Legal Name Change Requirement	7
Education	8
English Proficiency Requirements	8
Signature Page – Authorizing an Agent or Representative	9
Reviewing Your Application	9
5. Pay Your Application Fee	10
6. Your Application Status Page	10
7. Submitting Your Documents	11
8. Receiving an Admission Offer	12
9. Accepting Your Offer	13
I. Review Your Offer	13
10. Receiving Your Letter of Acceptance (LOA)	13
11. Receiving Your Provincial Attestation Letter (PAL)	13

Introducing the New FDU Vancouver Admissions Portal

As part of our ongoing efforts to enhance the admissions experience and improve communication with prospective students, FDU Vancouver is proud to introduce a new, streamlined Admissions Portal this fall 2026.

This easy-to-use, centralized platform allows undergraduate and graduate applicants to create accounts, upload required documents, and communicate directly with admissions officers throughout their application journey. Designed with the student experience in mind, the portal offers a step-by-step guide that clearly outlines each stage of the process while providing timely updates on application progress and next steps.

Whether applying as a domestic or international student, the portal supports a more personalized and guided experience, helping ensure that applicants receive the information and documentation they need at the right time.

Term dates and application deadlines are as follows:

Application Deadlines	International	Domestic
Fall term September start	June 15	August 31
Winter term January start	October 15	December 31
Summer term May start	February 15	April 30

In addition, FDU Vancouver is also launching a dedicated agency portal to support our education partners, enabling them to efficiently submit applications, share required information, and better guide students from initial inquiry to enrollment. If you are an agent, please visit fdu.edu/vanapply to begin setting up your agency account or email vancouver-recruitment@fdu.edu to connect with our student recruitment team.

FDU Vancouver Transforming Lives Through Education

1. Creating Your Applicant Account

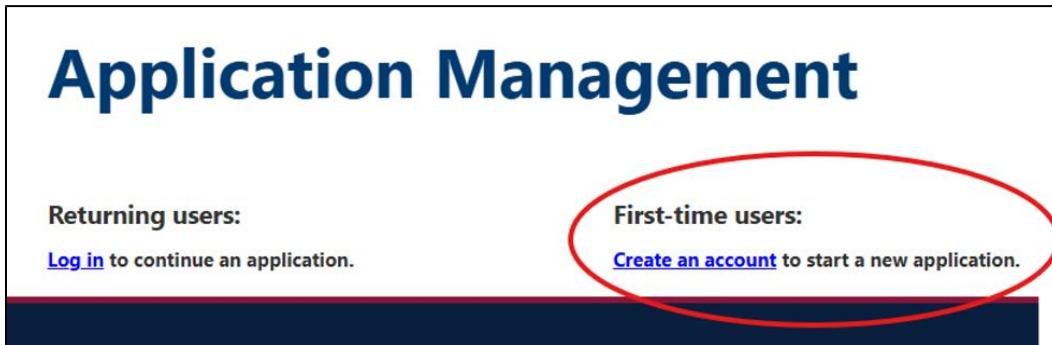
Getting Started

To begin your application, visit fdu.edu/vanapply or click [here](#) to begin your application. You can also go to the FDU Vancouver Admissions page and select Apply Now.

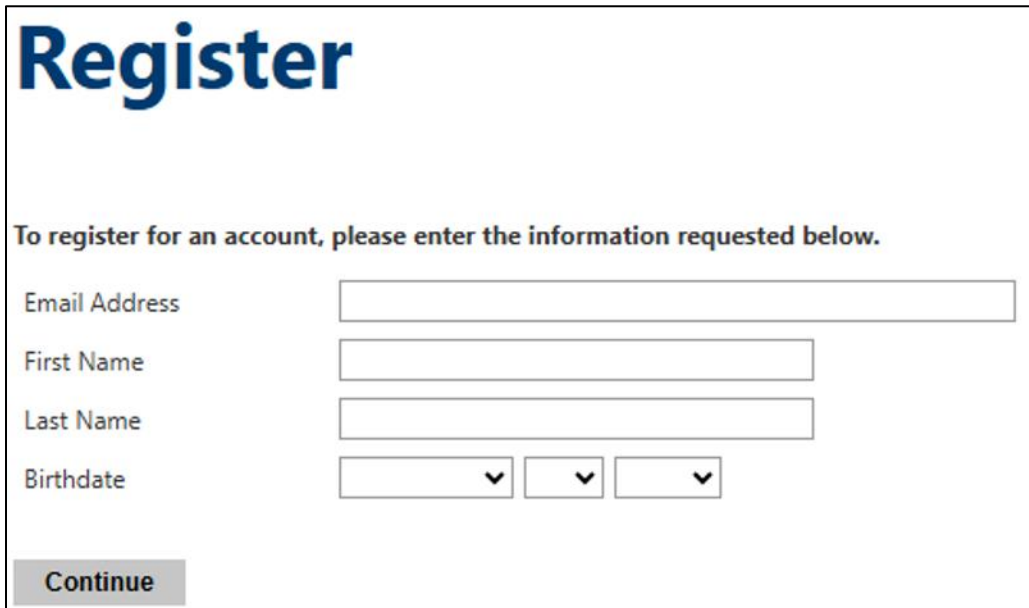
First-Time Users

To create your account:

1. Click “**Create an account**” under the First-time user’s section.



2. Enter the required information. Make sure your details match your passport or other government-issued identification. If you do not have a last name, enter a period (“.”). This email address will be your username, and all application-related communications will be sent to it.



- After you submit, a temporary PIN will be sent to your email address. *If you do not receive the temporary PIN within a few minutes, please check your junk or spam folder*

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email fdu_vancouver@gmail.com [switch](#)

Account Brown, Taylor

Temporary PIN

Birthdate

[Login](#)

- Use the temporary PIN to create your password.

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

[Set Password](#)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

Once your password has been created, you will be automatically directed to the **Application Management** dashboard.

Use your registered email address and newly created password for all future logins to access your account.

Application Management

Your Applications

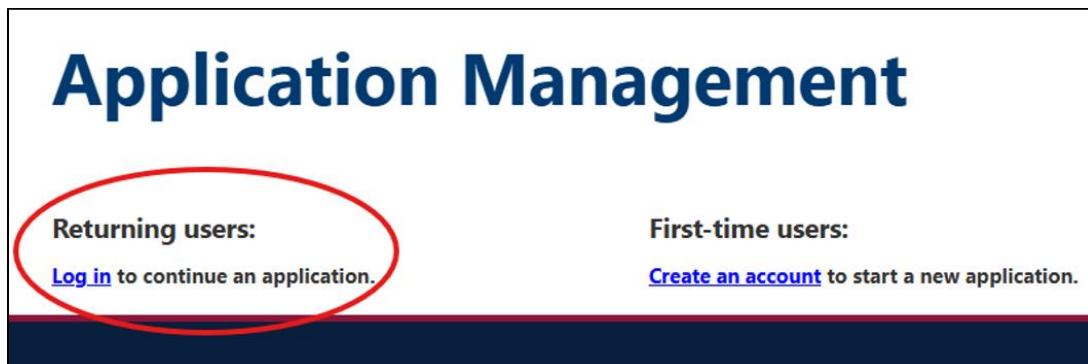
Type	Status	Started	Submitted
You have not yet started an application using this account.			

2. Applicant Dashboard

If you have already created an applicant account:

- Log in using your existing username and password to continue your application.
- Previously entered application information will be saved and available for review.
- You may upload additional required documents, update application details, and track your application progress before submitting.
- Return to your application at any time before the submission deadline to make permitted updates.

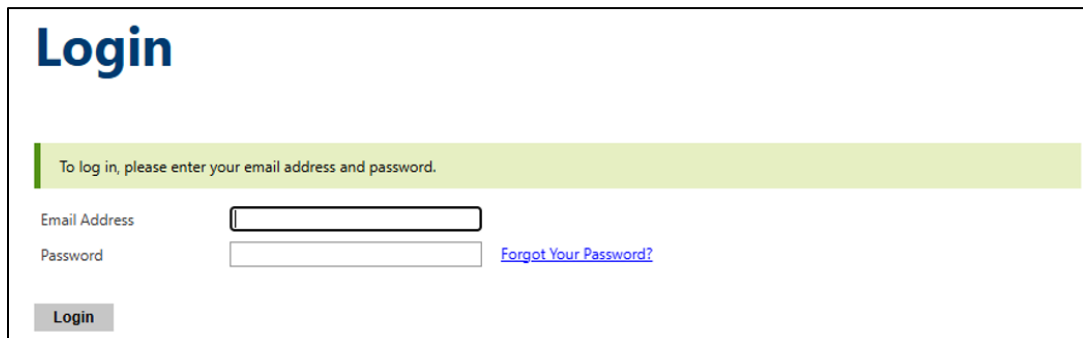
Returning Applicants: Click “**Log in**” to access and continue your application.

A screenshot of the "Application Management" dashboard. The title "Application Management" is in large blue font. Below it, there are two sections: "Returning users:" with a red oval around the text "Log in to continue an application." and "First-time users:" with the text "Create an account to start a new application." The background is white with a dark blue footer bar.

Application Management

Returning users:
[Log in](#) to continue an application.

First-time users:
[Create an account](#) to start a new application.

A screenshot of the "Login" form. The title "Login" is in large blue font. Below it, there is a green bar with the text "To log in, please enter your email address and password." followed by two input fields for "Email Address" and "Password". A "Forgot Your Password?" link is next to the password field. A "Login" button is at the bottom left.

Login

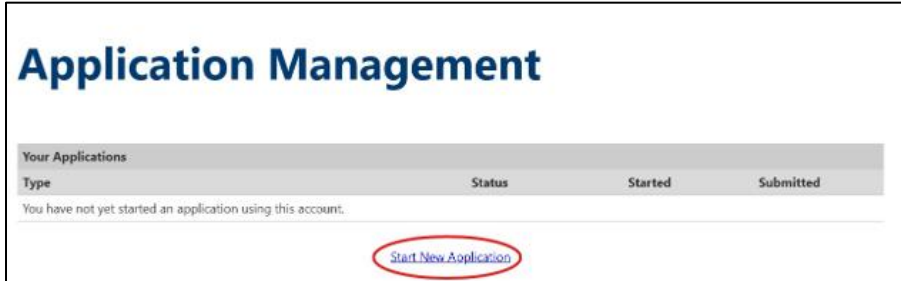
To log in, please enter your email address and password.

Email Address

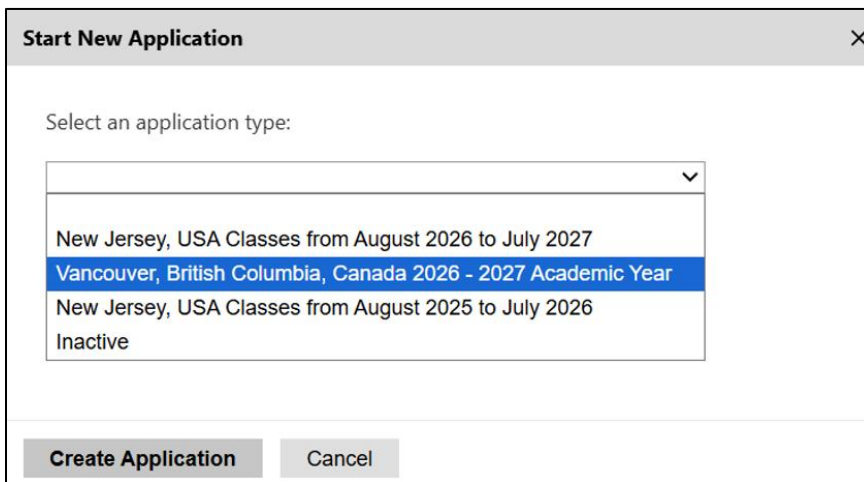
Password [Forgot Your Password?](#)

3. Starting Your Online Application

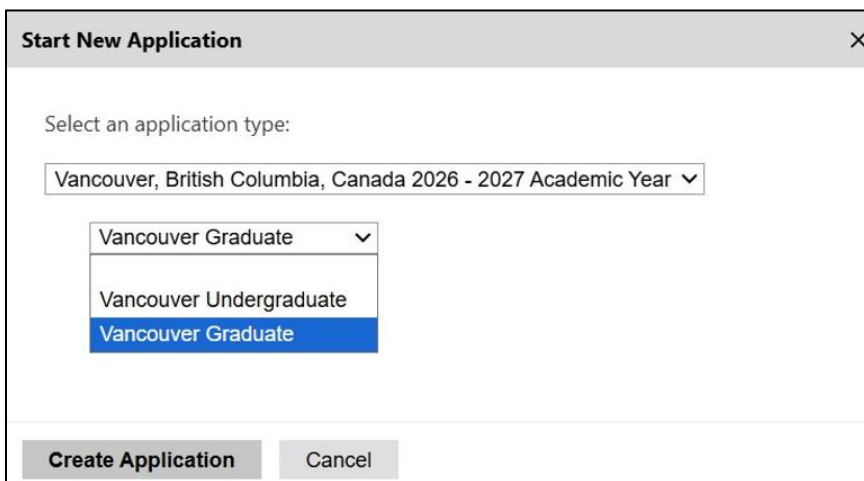
- Click **“Start New Application”** to begin a new application for an available intake term.



- Select **Vancouver, British Columbia, Canada** as the application location.



- Choose the appropriate application type:
 - Vancouver Undergraduate** for bachelor's programs.
 - Vancouver Graduate** for master's programs.



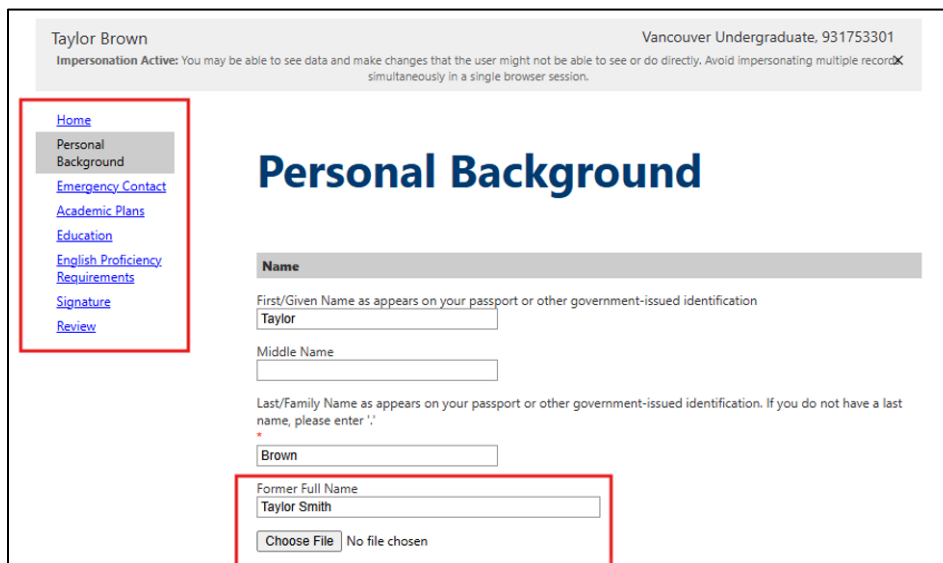
- Click **“Create Application”**

4. Filling Out Your Application

After creating your application, ensure you complete all required sections by visiting each tab in the portal. Each tab covers different areas, including personal information, academic history, program selection, and supporting documents.

Completing all sections is required to successfully submit your application for review. You may return to any tab at any time before final submission to update or correct information.

Note: *Missing information in any tab may prevent you from submitting your application. Please ensure all sections are fully completed before submission.*



Taylor Brown Vancouver Undergraduate, 931753301
 Impersonation Active: You may be able to see data and make changes that the user might not be able to see or do directly. Avoid impersonating multiple records simultaneously in a single browser session.

Home
 Personal Background
 Emergency Contact
 Academic Plans
 Education
 English Proficiency Requirements
 Signature
 Review

Personal Background

Name

First/Given Name as appears on your passport or other government-issued identification
 Taylor

Middle Name

Last/Family Name as appears on your passport or other government-issued identification. If you do not have a last name, please enter ' '
 Brown

Former Full Name
 Taylor Smith

Choose File | No file chosen

Former Name / Legal Name Change Requirement

If your current legal name differs from the name on your previous academic records (e.g., due to marriage or a legal name change), you must provide supporting documentation.

ACCEPTED DOCUMENTS

- Marriage certificate
- Court affidavit or statutory declaration
- Government-issued identification showing the name change
- Previous passport or national identity card
- Birth certificate
- Official Gazette publication
- Newspaper announcement

Accepted proof of name change varies by country. If additional documentation is required, you will be notified.

Education

Upload **scanned copies of your official transcripts/marksheets/statement of results and degree or completion certificate(s)**. You may also include your institution's grading scale, if available.

If applicable, please provide any additional information that helps clarify your academic background, such as joint programs, exchange studies, study gaps, withdrawals, retakes, or backlogs.

- [Home](#)
- [Personal](#)
- [Background](#)
- [Emergency Contact](#)
- [Academic Plans](#)
- [Education](#)
- [English Proficiency Requirements](#)
- [Test Scores](#)
- [Work Experience](#)
- [Signature](#)
- [Review](#)

Education

You are required to list all colleges, universities you attended or currently attending after completing high school/secondary school.
Please list each institution below in chronological order from oldest to most recent.
FULL DISCLOSURE IS REQUIRED

Institution	Degree or Level of Study	Dates Attended
Add Schools*		
Example University	Graduate	01/2019 - 08/2020
ABC University	Undergraduate	11/2012 - 02/2017

[Continue](#)

English Proficiency Requirements

Select the option that best describes how you meet the English language proficiency requirement and upload any required supporting documents (e.g., English proficiency test results).

- [Home](#)
- [Personal](#)
- [Background](#)
- [Emergency Contact](#)
- [Academic Plans](#)
- [Education](#)
- [English Proficiency Requirements](#)
- [Work Experience](#)
- [Signature](#)
- [Review](#)

English Language Proficiency

Please refer to our [Graduate English Requirements](#) or [Undergraduate English Requirements](#) page for the list of accepted English proficiency tests. How will you fulfill the English proficiency requirements for the program that you are applying for?

▼

I have completed an approved English language proficiency test.

I qualify for an English language proficiency waiver based on the waiver criteria.

I intend to complete an approved English pathway program.

[Continue](#)

Signature Page – Authorizing an Agent or Representative

On the Signature page, you will be asked whether you would like to authorize another individual to act as your representative for your application.

This may be an authorized student recruitment agent, education consultant, family member, or another trusted individual.

By providing their information, you authorize the university to communicate with them regarding your application. Authorized representatives may request and receive application-related information and, where permitted, request updates or changes on your behalf.

If you do not wish to authorize a representative, simply select “**No**” and leave the section blank.

Authorizing a representative is optional and is not required to submit your application.

Would you like to authorize an individual to make inquiries on your behalf during the application process?

Yes
 No

Add: Representative
 The following agency or individual is authorized to make inquiries on your behalf during the application process.

First Name	Last Name	Relation Type
Add New		

Reviewing Your Application

If there are any errors or missing information in your application, the portal will display a message. If errors are identified, review and correct them before submitting your application.

Review

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Personal Background	Required: Permanent Address
Emergency Contact	Required: At Least One Emergency Contact
Signature	Required: Acknowledge FDU Prohibit Sexual Harassment

As an administrator, you may bypass application warnings and submit the application in an incomplete state.

Submit Application
Save for Later

Once all sections have been reviewed and updated, click “**Submit Application**” to finalize your submission.

5. Pay Your Application Fee

You will be redirected to an external payment page to complete your application fee payment.

An application fee is required for each application submitted for admission consideration.

Please note that application fees are non-refundable. Applicants are responsible for ensuring that all required documents and fees are submitted by the applicable application deadlines.

6. Your Application Status Page

Once you submit your application form, you will be directed to your **Application Status** page. On this page, you will find your **Application Checklist**, which lists all required documents.

DOCUMENT STATUSES

- **Received:** The document has been submitted and reviewed.
- **Awaiting:** The document has not yet been received and must be uploaded to complete your application.
- **Waived:** The document submission is not required.

If any required documents were not submitted with your application form, they will be marked as “**Awaiting**”. You can upload missing documents by following the instructions on the next page.

Your application will be considered complete once all required Checklist items are marked as “**Received**”.

Welcome to your FDU Application Status Page!

Thank you for applying.

As you progress through the admissions process, we encourage you to visit this portal regularly. Below, you will see your Application Checklist showing the supplemental documents we have received and which items are still awaited from you to complete your application for review. You can also use the section below to submit some materials directly. Most importantly, this is where you will learn about your FDU admissions decision!

We look forward to partnering with you on this transformational journey.

Status	Details	Date
✘	Awaiting Individual semester by semester marksheets	
✔	Received Transcript (Unofficial) ABC University	06/01/2026
✘	Awaiting Transcript (Unofficial) Example University	
✔	Received Bachelors Degree Certificate	06/01/2026
✘	Awaiting English Test Score	
✔	Received Passport	05/27/2026
✔	Received Proof of Name Change	05/27/2026

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

Important: All items marked as “**Awaiting**” are required and must be submitted through the portal to avoid delays in the review of your application.

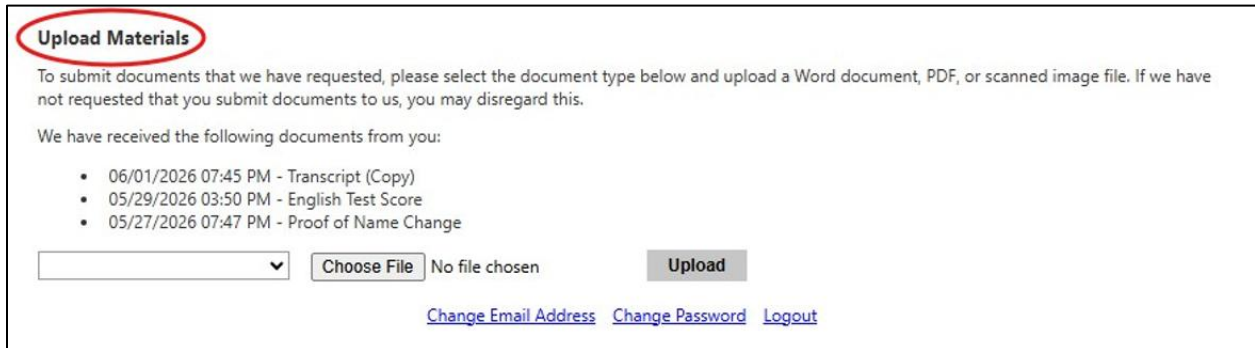
Please Note:

- The Admissions team reserves the right to request additional documentation as needed to comprehensively assess your application. This will help ensure the admissions officer is able to completely evaluate your application.
- You will receive email notifications when documents are reviewed or if additional action is required on your part.
- Regularly monitor your **Application Status** page to ensure all requirements have been met and to stay informed of any updates to your application.

7. Submitting Your Documents

If any documents are marked as **“Awaiting”** in your Application Checklist, follow the steps to upload them:

1. Go to your Application Status page.
2. Locate the document(s) marked as **“Awaiting.”**
3. Navigate to the **Upload Materials** section.
4. Select **Choose File** to upload each document individually. Ensure each document is uploaded under the correct document type.
5. Click **Upload** to submit your file.



Upload Materials

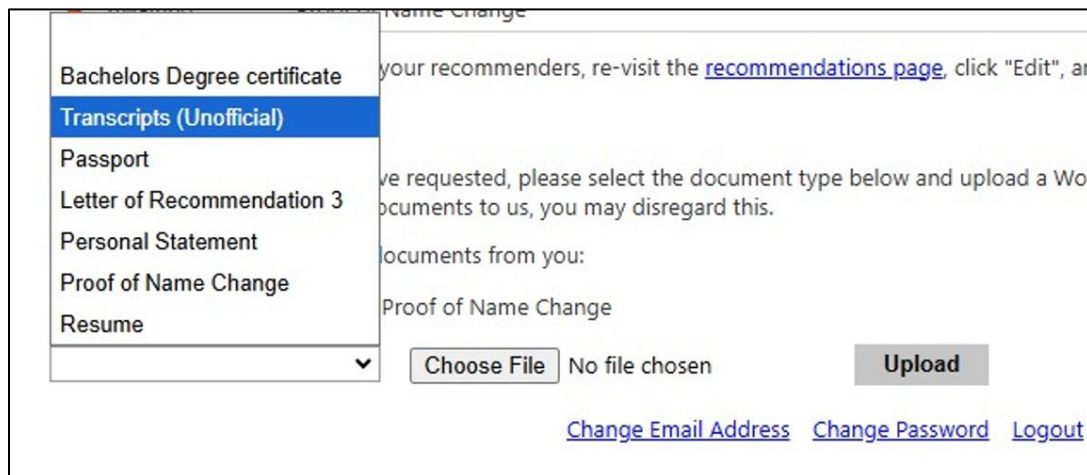
To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

We have received the following documents from you:

- 06/01/2026 07:45 PM - Transcript (Copy)
- 05/29/2026 03:50 PM - English Test Score
- 05/27/2026 07:47 PM - Proof of Name Change

No file chosen

[Change Email Address](#)
[Change Password](#)
[Logout](#)



No file chosen

[Change Email Address](#)
[Change Password](#)
[Logout](#)

IMPORTANT NOTES:

- Document status will remain “**Awaiting**” until it has been reviewed and approved by the Admissions team.
- Please check your Application Checklist regularly to monitor any status updates.
- If a document status does not update after **5 business days**, please contact Vancouver Admissions for assistance at vancouver-admissions@fdu.edu.
- For the **Master of Hospitality Management Studies (MHMS)** program, applicants may be invited to attend an interview with the faculty following the admissions review. Please ensure you respond promptly to the invitation email to schedule your interview.

8. Receiving an Admission Offer

Once all required documents are marked as “**Received**” and your application has been reviewed, your admission decision will be finalized. If an admission offer is issued, it will be made available as an offer letter in the applicant portal.

NOTIFICATION:

You will receive a status notification email once a decision has been issued for your application

VIEWING YOUR ADMISSION DECISION:

1. Log in to the portal and go to your **Application Status Page**.
2. Click “**View Update**” to access your offer letter.
3. Download your offer letter in PDF format for your records.

Welcome to your FDU Application Status Page!

Thank you for applying.

As you progress through the admissions process, we encourage you to visit this portal regularly. Below, you will see your Application Checklist showing the supplemental documents we have received and which items are still awaited from you to complete your application for review. You can also use the section below to submit some materials directly. Most importantly, this is where you will learn about your FDU admissions decision!

We look forward to partnering with you on this transformational journey.

Status Update

New updates to your application were posted June 1, 2026.

[View Update >>](#)

Application Checklist

Status	Details	Date
✓ Received	Individual semester by semester marksheets	06/01/2026
✓ Received	Transcript (Unofficial) ABC University	06/01/2026
✓ Received	Transcript (Unofficial) Example University	06/01/2026
✓ Received	Bachelors Degree Certificate	06/01/2026
✓ Received	English Test Score	05/27/2026
✓ Received	Passport	05/27/2026
✓ Received	Proof of Name Change	05/27/2026

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

9. Accepting Your Offer

I. Review Your Offer

Carefully review your offer conditions and check your **Application Checklist** on your Application Status page. If any items are marked “**Awaiting**,” upload the documents required to satisfy the conditions of your admission following the same steps in the [Submitting Your Documents](#) section.

You will also receive an email outlining the next steps before you can proceed with your tuition deposit payment. Please read the email carefully and follow all instructions provided.

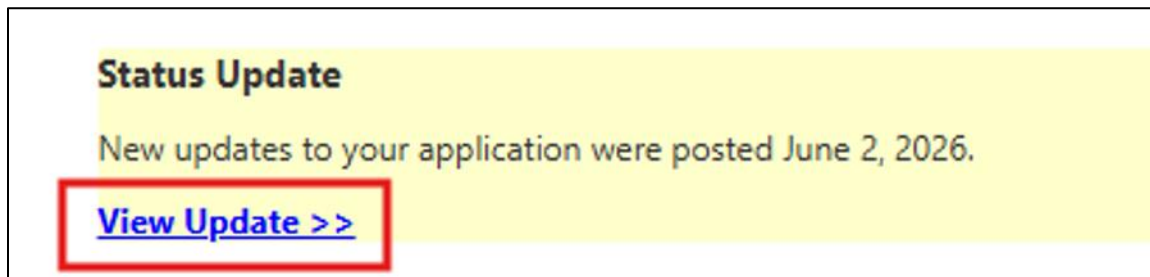
10. Receiving Your Letter of Acceptance (LOA)

NOTIFICATION:

You will receive an email notification when a new update is available in your applicant portal.

VIEWING YOUR LOA:

1. Log in to the applicant portal.
2. Navigate to the **Application Status Page**.
3. Click “**View Update**” to access your LOA.



IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

Your LOA is required for your Canadian study permit application. Please download and save the PDF for your records. **International students must obtain a Provincial Attestation Letter from FDU before applying for a Canadian study permit. See the next step for details.**

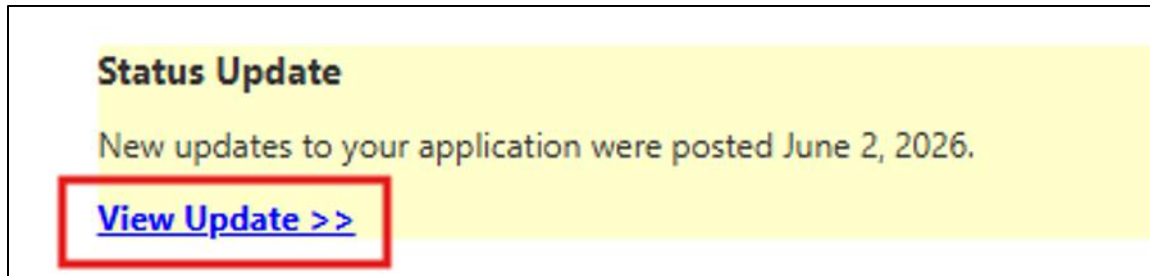
11. Receiving Your Provincial Attestation Letter (PAL)

International Students Only

Once your PAL has been approved and issued, you will receive a notification by email.

HOW TO ACCESS YOUR PAL:

1. Log in to the applicant portal.
2. Navigate to the Application Status page.
3. Click **“View Update”** to access and download your PAL.



Once you receive your PAL, please submit your study permit application.