



Official Document Verification Guide for New Students – Country Specific

Welcome to FDU Vancouver Campus!

Congratulations on your acceptance! To finalize your admission and register for classes, please follow this [guide to submit your official academic documents](#).

Official documents consist of high school documents, undergraduate documents, post-graduate academic records, credential evaluation reports (mark sheets, diplomas, degree certificates and official translations). Academic records from foreign institutions must include details of all courses attended each year, units, credits or hours, grades or marks awarded. Additionally, official proof of degree conferral.

When to start preparing your documents?

It's a good practice to provide the Official documents once you have submitted the Immigration Documents-Study permit approval.

Documents need to be submitted by Orientation Week- Please submit all official academic documents by the New Student Orientation week of your starting term. Failure to provide these original or official documents by the deadline will affect your course registration.

Important Note:

- ❖ **Non-returnable Documents:** Official documents submitted via email or in a sealed envelope by your university will be retained by the FDU Vancouver Campus and will not be returned. All submitted official documents for admission consideration become the property of the University.
- ❖ **Returnable documents:** All original documents presented during orientation will be verified and returned to you at the same time.

Students who have recently completed a degree are required to submit proof of degree conferral and a final transcript as soon as these documents become available.

Note: Ensure all documents are provided to the University by your Document Check appointment date during the Orientation Week.

Acceptable forms of documents

Depending on your country and school, ONE of the following formats is required:

1. Electronic Academic documents:

- a. **Electronic official (E-official) academic records** issued by the **Registrar's Office of your home university or high school board**. It should be sent directly to vancouver-admissions@fdu.edu from your **institution's official email domain**. The email should include FDU Student ID. FDU will verify the sender's email address to ensure it originates from your institution. Emails from domains such as 'GMAIL,' 'HOTMAIL,' or 'QQ.COM' will not be accepted.
- b. Issued by a **recognized digital credential service provider**. It is usually through a portal that requires your login credentials such as:
 - i. **NACES** Institution member- Find details in #2
 - ii. **National Student Clearinghouse**
 - iii. **Parchment**
 - iv. **CSSD**- Applicants from Chinese institutions that participate in [CSSD](#) (formerly CHESICC) service for secure electronic delivery of transcripts/parchments can share their documents directly via vancouver-admissions@fdu.edu for Chinese institutions (https://www.chsi.com.cn/en/help/howtoapply_p_en.jsp)

2. **Official Credential Evaluation:** A course-by-course evaluation of your academic credential from a **NACES Institution Member** can be submitted electronically or in a sealed envelope sent directly to FDU Vancouver admissions by the evaluation agency <https://www.naces.org/members>.

3. **Official Hard Copy of Academic documents:** Official hard/physical copies of academic records in the original language issued by the Registrar's Office of your institution on its letterhead, stamped and sealed in an official school envelope. In addition to this, the certified English translation of their academic documents is required if the original documents are in another language. You can forward the issuing authority-sealed envelope to FDU Vancouver Admissions office if the Institute has released the official academic records to you.

Submitted by Mail: Request your university to send official documents in a sealed official envelope from your university's Registrar Office to:

Fairleigh Dickinson University
Vancouver Campus Admissions
210-5968 Cornelia Mews,
Vancouver, BC V5Z 2M9
Canada

Note: Please note that any documents presented in a torn or opened original sealed envelope will not be accepted.

4. Original Transcript & Degree Certificate:

The only original documents issued by your Institution's Registrar Office, printed on a secure paper with registration number, hologram, official seal, and a signature of the authorized official. In addition to this, the certified English translation of their academic documents is required if the original documents are in another language.

Submitted In Person: If none of the modes are met, the original transcript and degree certificate issued by the University must be presented during Orientation.

Note: *FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.*

Transfer Credits -You must send official transcripts of all institutions where you earned transfer credits.

English Translation Requirements

If your documents are not in English, submit them in the original language along with certified English translation from the issuing institution or a certified translator (notary certificates are not accepted). English translations are not required to be submitted in a sealed envelope.

Terminology:

Official Documents: (such as degrees, diplomas, certificates, transcripts, marksheets or any other academic record) are documents that must come directly from the education institution or educational authority that awarded you the credential. The Official document must bear the proper seal or certified stamp, signatures and postal markings of the issuing institution. The signature, seal and/or stamp should appear on all pages of the document. The documents are considered official only if they are sent directly to **FDU Vancouver Admissions from the issuing institution in a sealed envelope or submitted electronically from the trusted source.**

Sealed Envelope: It is an envelope that contains your official academic records. The envelope must be sealed by the institution with a stamp and signature over the flap.

If the seal remains intact when the envelope reaches the recipient, the document could be considered official. It is the recipient who ultimately determines whether the document is official. **Please note that any documents presented in a torn or opened original sealed envelope will not be accepted.**

Original documents: consists of a full set of documents that were awarded for a completed education credential and are usually the documents that you have in your possession. A full set of original documents should include both an academic record (such as a transcript) and the document you were awarded upon completion (such as a diploma/degree certificate).

Note: *FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.*

If none of the modes are met, the original transcript and degree certificate issued by the University in a sealed envelope must be presented at the time of Orientation.

Disclaimer: *Any documents submitted to FDU Admissions deemed false or altered could lead to the cancellation of your application and/or withdrawal of your offer of admission.*

Country Specific Requirements

Please click on the countries to find more information:

- [BANGLADESH](#)
- [BRAZIL](#)
- [CHINA](#)
- [INDIA](#)
- [IRAN](#)
- [NEPAL](#)
- [NIGERIA](#)
- [PAKISTAN](#)
- [PHILIPPINES](#)
- [SOUTH KOREA](#)
- [SRI LANKA](#)
- [TAIWAN](#)
- [UNITED STATES](#)
- [VIETNAM](#)

Need Assistance?

For questions, **contact FDU-Vancouver Admissions** at vancouver-admissions@fdu.edu.

For commonly asked questions related to document check, [visit our FAQs](#)

BANGLADESH

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Secondary School Certificate (SSC)- Grade X Higher Secondary Certificate (HSC)-Grade XII	 Electronic: Please arrange for Official Secondary and High School Certificate to send to vancouver-admissions@fdu.edu from the <u>Board of Intermediate and Secondary Education</u> email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES accredited agency such as WES which must be sealed and sent directly to FDU Vancouver Admissions by mail or by their official encrypted email. OR  By Mail: Please arrange for the awarding <u>Board of Intermediate and Secondary Education</u> to send the Official Secondary and Higher Secondary Certificate directly to FDU Vancouver Admissions Office in the Board's sealed envelope with a stamp and the signature by appropriate official. OR  In Person: If none of the modes are met, please present original Secondary School and Higher Secondary School Certificate issued by the <u>Board of Intermediate and Secondary Education</u> with an Official stamp. Must be presented at the time of Orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English</u>
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final Degree Certificate (e.g. Bachelor, Master, Ph.D) Diplomas (State Board of Technical Education) (All Final diplomas issued by the State Board of Technical education)	 Electronic: Please arrange for Official Final degree/diploma and Transcripts to send to vancouver-admissions@fdu.edu from the Technical Board/University email domain belonging to the appropriate Registrar's office/department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES accredited agency such as WES which must be sealed and sent directly to FDU Vancouver Admissions by mail or by their official encrypted email. OR  By Mail: Please arrange for the awarding Technical Board/University to send the Official Final degree/diploma and Transcripts directly to FDU Vancouver Admissions Office in university's sealed envelope with a stamp and signature. OR  In Person: If none of the modes are met, please present your Official final Degree/Diploma and Transcripts issued by the appropriate technical board or university with an official stamp in a sealed envelope. Must be presented at the time of Orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English.</u>
Official Transcript/mark sheets for each year of study issued by the State Board of Technical Education, the Awarding University	

BRAZIL

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
High School Completion Certificate <i>Diploma - Certificado de Conclusão do Ensino Médio</i>	 Electronic: Please arrange for your Official High School certificate and transcripts to send to vancouver-admissions@fdu.edu from email domain belonging to the High School's appropriate department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR  By Mail: Please arrange for your High School to send the Official High School Certificate and transcripts directly to FDU Vancouver Admissions in a sealed school envelope with a stamp and signature by the appropriate official. OR  In Person: If none of the modes are met, please present Original (only copy issued to you by your High School) of your Academic Transcript and High School Certificate in a sealed envelope: Histórico Escolar do Ensino Médio e Certificado de Conclusão do Ensino Médio. Must be presented at the orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity Certified translation of documents is required if documents are not in English
Academic Transcript Histórico Escolar de Ensino Médio	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final Degree Award Certificate Diploma de Bacharel - Bacherelado, Títulos Diploma de Tecnólogo Diploma de Licenciado / Licenciatura Título Profissional - Médico Diploma de Mestre, Diploma de Doutor Post-Graduate Degree Certificate <i>Certificado de Especialização/ Pós-Graduação – Lato Sensu</i>	 Electronic: Please arrange for Official Final degree certificate and Transcripts to send to vancouver-admissions@fdu.edu from the university email domain belonging to the appropriate department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR  By Mail: Please arrange for the university to send the Official Final degree certificate and Transcripts directly to FDU Admissions in a sealed university envelope with a stamp and signature by the appropriate official. OR  In Person: If none of the modes are met, please arrange for the original transcript and degree certificate (diploma) issued by the university in a sealed envelope. Must be presented at the orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. Certified translation of documents is required if documents are not in English
Academic Records – Official Transcript in Portuguese Histórico Escolar Universitario Oficial	

CHINA

For Undergraduate Programs	How do I Submit the Official Documents?
Official Documents Required	
Graduation Certificate (毕业证书) High School Graduation Certificate (普通高中毕业证书) Specialized High School or Vocational/Technical High School Graduation Certificate (职高, 技校, 中专毕业证书)	CHSI (学信网) Verification: If your academic records are from institutions in China, we encourage you to provide them with FDU Vancouver Admissions through CHSI 学信网 https://www.chsi.com.cn/. Please apply for the English Version, we don't accept the documents in Chinese from CHSI. 请申请英文版, 我们不接受来自 CHSI 的中文文件。 FDU Vancouver Admissions Office requires the following documents from CHSI: • Verification Report of China Higher Education Student's Academic Transcript • Online Verification Report of Higher Education Degree Certificate OR  Electronically: Please contact your institutions and request that your Official academic documents be sent directly via email to vancouver-admissions@fdu.edu from the institution's official email domain. FDU will verify the sender's email address to confirm it is from your institution. Emails sent from domains such as 'GMAIL,' 'HOTMAIL,' or 'QQ.COM' will not be accepted. If your documents are not in English, submit them in the original language along with certified English translation from the issuing institution. OR  Credential Evaluation: Official credential evaluation reports from a NACES-accredited agency, such as WES, must be sent in a sealed WES envelope by mail or transmitted directly from the official WES Access via email to vancouver-admissions@fdu.edu. OR  By Mail: Please arrange for your Official paper academic documents, both in the original language and accompanied by the English translation issued by the awarding institution, are sent in a sealed envelope with the school's stamp to the FDU Vancouver Admissions Office. OR  In Person: Please bring your Official paper academic documents in a sealed envelope with the school's stamp to the FDU Vancouver Admissions Office during your scheduled appointment on orientation days. Please note that an opened envelope will not be considered an official document. If your documents are not in English, submit them in the original language along with certified English translation from the issuing institution. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English</u>
For Graduate Programs	
Official Documents Required	
Academic Degree Certificate (学位证书) Associate Degree Certificate/Junior College Diploma-专科文凭 Bachelor's Degree Certificate - 学士学位证书 Master's Degree Certificate - 硕士学位证书 Doctor's Degree Certificate - 博士学位证书	
Academic Transcript (成绩单)	

Official Transcripts of all higher education institutions listed in the application.

您在申请中提供的所有高等教育院校的官方成绩单
(专科, 本科, 硕士, 博士等的官方成绩单)

How to Apply for CHSI Report(s)

1. Please create an account on [CHSI](#) or login to your current [CHSI](#) account and follow the instructions provided on the website to complete your request.

请在 CHSI 上创建一个账户或登录您现有的 CHSI 账户, 并按照网站提供的说明完成您的请求。

2. Please apply for the English Version, we don't accept the documents in Chinese from CHSI.

请申请英文版, 我们不接受来自 CHSI 的中文文件。

3. FDU Vancouver Admissions Office requires the following documents from CHSI:

FDU 温哥华招生办公室要求您提供以下来自 CHSI 的文件:

- 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)

Online Verification Report of Higher Education Degree Certificate

4. Once you receive your CHSI reports, go to the "学历学位认证与成绩验证" tab and open your English reports (Academic Transcript or Degree Certificate). Click on the "email" icon and enter the FDU Vancouver Admissions email address (vancouver-admissions@fdu.edu) to send the report directly to us. 收到您的 CHSI 报告后，前往“学历学位认证与成绩验证”板块，打开您的英文报告（学术成绩单或学位证书）。点击右上角“邮件”图标，输入 FDU 温哥华招生办公室的电子邮件地址（vancouver-admissions@fdu.edu）将报告直接发送给我们。



5. Make sure to enter the designated email address, vancouver-admissions@fdu.edu, to submit it directly to FDU Vancouver Admissions Office. 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. 您在 CHSI 账户中收到报告后，请确输入指定的电子邮件地址 vancouver-admissions@fdu.edu，确保文件直接提交给 FDU 温哥华招生办公室。请不要使用“搜索大学名称”选项发送您的报告，因为这样可能会导致报告被发送到其他 FDU 校区，从而延迟处理。

INDIA

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final certificate issued and attested by the appropriate State Examination Board (e.g. Higher Secondary Certificate-Grade 12th and Secondary Certificate-Grade 10th) OR High School Mark sheet cum Certificate issued by the Board of Intermediate and Secondary Education	 Electronic: Please arrange for Official Grade 10th and Grade 12th Statement of Marks documents to send to vancouver-admissions@fdu.edu from the appropriate examination Board's official email domain belonging to the appropriate department that oversees academic document issuance. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES which must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR  By Mail: Please arrange for Official Grade 10th and Grade 12th Statement of Marks (stamped, signed, and dated by the appropriate examination Board, or the institution responsible for conducting the examinations) that lists all subjects taken and marks earned in a sealed envelope directly to FDU Vancouver Admissions Office. OR  In Person: If none of the modes are met, please present your Original Grade 10th and 12th Statement of Marks issued by the appropriate Examination Board with an official stamp. Must be presented at the time of Orientation. Note: <i>FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.</i> Certified translation of documents is required if documents are not in English
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final or Provisional Diploma/Degree Certificate University Education (Bachelor, Post graduate Diploma, Master, Ph.D) State Boards of Technical Education (Diploma in Engineering, Diploma in Technology issued by a State Board of Technical Education) State Councils of General Nursing and Midwifery (e.g. Diploma/Certificate of General Nursing and Midwifery)	 Electronic: Please arrange for Official degree certificate/diploma and Marksheets to send to vancouver-admissions@fdu.edu from the institution's official email domain belonging to the appropriate department that oversees academic document issuance. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES which must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR

Mark sheets/statement of marks for each year /each semester of study issued by the awarding university/institution/State Board of Technical Education/State Council

College-issued marksheets/transcripts/records will not be accepted unless from an UGC recognized Autonomous College.

We only accept marksheets from the affiliated college if it's an UGC-recognized autonomous college. The final degree certificate needs to be issued by the university.

Marksheets should include all failures, reappears issued by the University

It's advised to provide a backlog summary along with your transcripts.

✉ By Mail: Please arrange for **Official degree certificate/diploma and mark sheets/statement of marks** (stamped, signed, and dated by the Registrar/the Controller of Examinations of your university) in a sealed envelope directly to FDU Vancouver Admissions Office.

OR

👤 In Person: If none of the modes are met, please present **Official degree certificate and marksheets** issued by the University with an official stamp in a sealed envelope. Must be presented at the time of Orientation.

Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.

[Certified translation of documents is required if documents are not in English.](#)

IRAN

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Certificate of Dore Dovom Motavaseth. Prior to 2019: Pre-university Year Certificate and Diploma Metevaseth Graduation Certificate/Diploma (<i>diploam motevaseth</i> - دیپلم متوسطه or <i>Peesh-daneshgahi</i> - پیش دانشگاهی) in Persian	 Electronic: Please arrange for Official Graduation Certificate/Diploma and Secondary school transcripts to send to vancouver-admissions@fdu.edu from the examination board email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES which must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR  By mail: Please arrange for the Ministry of Education to send the Official Graduation Certificate/Diploma and Secondary school transcripts directly to FDU Vancouver Admissions Office. It must be in the examination board's sealed envelope with a stamp and the signature by an appropriate official. OR  In-person: If none of the modes are met, please present original Graduate Certificate/Diploma and Secondary school transcripts issued by the Ministry of Education to you in an official sealed envelope. Must be presented at the time of Orientation. Note: <i>FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.</i> <u>Certified translation of documents is required if documents are not in English.</u>
Transcripts (<i>karnameh tahsili</i> - کارنامه تحصیلی) in Persian (Secondary School Transcripts)	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final Degree Certificate (<i>daneshnameh</i> - دانشنامه) in Persian	 Electronic: Please arrange for Official final degree certificate and academic transcripts to send to vancouver-admissions@fdu.edu from the University's email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES which must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR  By mail: Please arrange for your university or institution to send the Official final degree certificate and academic transcripts directly to FDU Vancouver Admissions Office. It must be sent in an institution-sealed envelope with a stamp and signature by an appropriate official. OR  In-person: If none of the modes are met, please present Official Final degree certificate and academic transcripts issued by the University with an official stamp in a sealed envelope. <i>You can bring your original degree certificate at the time of document check. The official transcript must be in a sealed envelope.</i> Must be presented at the time of Orientation.
Academic Transcripts (<i>reeze nomerat</i> - ریزنمرات) in Persian	

Note: ***FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.***

Certified translation of documents is required if documents are not in English.

The translation of the **Official degree certificate and transcripts** must be done by a translator authorized by the **Ministry of Justice** and certified by the **Ministry of Science Research and Technology**

NEPAL

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
High School Certificate (e.g. Higher Secondary Certificate, Proficiency Certificate, Intermediate Certificate or the Uttar Madhyama Examination Certificate issued by the appropriate board or university)	✉ Electronic: Please arrange for Official High School Certificate and Transcripts to send to vancouver-admissions@fdu.edu from the examination board email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR ✉ By mail: Please arrange for the awarding board to send the Official High School Certificate and Transcripts directly to FDU Vancouver Admissions Office. It must be in the examination board's sealed envelope with a stamp and signature by the appropriate official. OR 👤 In person: If none of the modes are met, please present Original High School certificate and Transcripts issued and stamped by the Board of education in a sealed envelope. Must be presented at the time of Orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. Certified translation of documents is required if documents are not in English.
Transcripts OR Higher Secondary Education Board examination OR School leaving certificate examination Grade Sheet issued by the appropriate examination board (either Individual grade sheet for XI and XII or a combined grade sheet)	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final Degree Certificate/Diploma (Diploma, Bachelor, Master, or Ph.D)	✉ Electronic: Please arrange for Official Final degree certificate/Diploma and Transcripts to send to vancouver-admissions@fdu.edu from the institution's official email domain belonging to the appropriate department in charge of academic document issuance or verification. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR ✉ By Mail: Please arrange for your university to send Official final degree certificate/Diploma and Transcripts directly to FDU Vancouver Admissions Office in a sealed envelope. The envelope needs to be stamped, signed, and dated by the Registrar/the Controller of Examinations of the University. OR 👤 In person: If none of the modes are met, please present Official degree certificate and marksheets issued by the University with an official stamp in a sealed envelope. Must be presented at the time of Orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. Certified translation of documents is required if documents are not in English.
Transcripts/ Mark sheets for each year/semester	

NIGERIA

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final Examination Results issued by the appropriate examining body (e.g. West African Examination Council (WAEC) or National Examinations Council (NECO) from 2000, Senior School Certificate, General Certificate of Secondary Education (GCSE), General Certificate of Education – Ordinary Level (GCE O-Level), General Certificate of Education – Advanced Level (GCE A-Level). OR A scratch card Personal Identification Number (PIN) number for the following: West African Senior School Certificate (WASSCE) results received from 1991 to present (You can upload the WAEC Scratch Card Information Form to your online application)	 Electronic: For applicants who've sat an exam from 1999 onwards, please send your qualifications through the WAEC Digital Certificate Platform. OR Go to the West African Examinations Council Digital Certificate website and follow the steps for sharing your documents with Fairleigh Dickinson University. Click on the Request for Confirmation button and share your documents with vancouver-admissions@fdu.edu ◆ Please include your Institution name and reference number in the additional information field (if applicable). ○ 1. Visit the West African Examinations Council Digital Certificate website: https://www.waec.org/ ○ 2. If you haven't already, create your account by following the instructions here: https://youtu.be/QpN_VEWasWQ ○ 3. Follow the steps in this video: https://youtu.be/89qBXQcxJhg?si=QdGw6mu2tKvR71sV&t=52 to share your certificate. ◆ Upload the official WAEC Scratch Card Information Form to your online application. Make sure to click the "Request for Confirmation" button and share your documents with FDU Vancouver Admissions at vancouver-admissions@fdu.edu OR  By Mail: Please arrange for Official examination results sent directly to FDU Vancouver Admissions Office in examining body's sealed envelope by the appropriate official. The envelope must be sealed and stamped by the institution. Certified translation of documents is required if documents are not in English.
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Degree Certificate (e.g. Bachelor's Degree, master's degree, Doctoral Degree, Postgraduate Certificates) National Diploma, Higher National Diploma College of Nursing and Midwifery (Certificate of Registration issued by the Nursing and Midwifery Council of Nigeria) Nigeria Certificate of Education Transcripts from all post-secondary institutions attended.	 Electronic: Please arrange for Official electronic Degree certificate/Diploma and Transcripts must be sent to vancouver-admissions@fdu.edu . The electronic documents must be sent via an institutional official email address belonging to the Registrar's Office or appropriate department in charge of academic document issuance. Please choose this option to avoid delays. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by email or by their official portal. OR  By Mail: Please arrange for Official Degree certificate/Diploma and Transcripts sent directly to FDU Vancouver Admissions Office in the institution sealed envelope with a stamp and signature by the appropriate official. Certified translation of documents is required if documents are not in English

PAKISTAN

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Secondary Education (Secondary and Higher Secondary Certificate/Intermediate Certificate)	✉ Electronic: Please arrange for Official Secondary & High School Certificate and transcripts to send to vancouver-admissions@fdu.edu from the examination board email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR ✉ By Mail: Please arrange for the awarding State board to send the Official Secondary & High School Certificate and transcripts directly to FDU Vancouver Admissions Office in an examination board's sealed envelope with a stamp and signature. OR 👤 In Person: If none of the modes are met, please arrange for the original Secondary & High School Certificate and transcripts issued by the Institute in a sealed envelope. Must be presented at the time of orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. Certified translation of documents is required if documents are not in English
High School transcripts/Marksheet issued by the appropriate examination Board	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final or Provisional Degree Certificate/Diploma (e.g. Bachelor, Master, PhD)	✉ Electronic: Please arrange for Official Degree certificate/diploma and Marksheets to send to vancouver-admissions@fdu.edu from the examination board or university email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR ✉ By Mail: Please arrange for the awarding State board or university to send the Official Degree certificate/diploma and Marksheets directly to FDU Vancouver Admissions in an original examination board or university's sealed envelope with a stamp and signature. OR 👤 In Person: If none of the modes are met, please arrange for Original Degree certificate/diploma and Marksheets issued by the University in a sealed envelope. Must be presented at the time of orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. Certified translation of documents is required if documents are not in English
State Board of Technical Education/Nursing Examination Boards (Diploma in Engineering, Diploma in Technology issued by a State Board of Technical Education, or Diploma in Nursing issued by a Nursing Examination Board)	
Marksheets/statement of marks for each year if study issued by the Institute	

PHILIPPINES

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
High School Diploma (K-12 System) /Senior High School Certificate (Katunayan/Katibayan) Before 2017-2018: Second Year completed at a recognized university	✉ Electronic: Please arrange for Official electronic High School Diploma and Transcripts from your institution to send to vancouver-admissions@fdu.edu . The electronic transcript must be sent via an institutional official email address belonging to the Registrar's Office or appropriate department. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR ✉ By mail: Please arrange for Official High School Diploma and Transcripts issued, stamped and sent by the appropriate official of your Institution's in a sealed envelope directly to FDU Vancouver Admissions Office. OR 👤 In person: If none of the modes are met, please present Original High School Diploma and Transcripts documents issued by the school in a special paper in a sealed envelope. Must be presented at the time of Orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English.</u>
Official Transcript (Secondary School transcripts)	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Degree Certificate/Diploma (Associate's degree, Bachelor's degree, Master's degree, Postgraduate's degree, Doctor's degree)	✉ Electronic: Please arrange for Official electronic Degree certificate and Transcripts from your institution must be sent to vancouver-admissions@fdu.edu . The electronic transcript must be sent via an institutional official email address belonging to the Registrar's Office or appropriate department. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR ✉ By mail: Please arrange for Official Degree certificate and Transcripts, issued, stamped and sent by the Institution's Registrar office in a sealed envelope to FDU Vancouver Admissions Office. OR 👤 In person: If none of the modes are met, please present Original Degree certificate and Transcripts, issued by the institution with an official stamp in a sealed envelope. Must be presented at the time of Orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English.</u>
Official Transcripts from all post-secondary institutions attended	

SOUTH KOREA

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Godeung Hakgyo Jol-Up Jeung-myung-seo 고등학교 졸업증명서 (Korean Senior Secondary School Certificate of Graduation) High School (Godeung Hakgyo, 고등학교) General High Schools, Specialized High Schools, Vocational High Schools	 Electronic: Please arrange for Official electronic Secondary School certificate and transcripts from your institution must be sent to vancouver-admissions@fdu.edu . The electronic transcript must be sent via an institutional official email address belonging to the Registrar's Office or appropriate department. OR If your institution uses Certpia to issue electronic transcripts, please follow the instructions on your institution's website to have your document issued as an E-Certificate (전자증명서) to FDU Vancouver Admissions email. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR  By mail: Please arrange for Official Senior School certificate and transcripts issued, stamped and sent by the Institution's Registrar office in a sealed envelope directly to FDU Vancouver Admissions Office. <i>Certified translation of documents is required if documents are not in English.</i>
Academic Transcripts	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Graduation Certificate in Korean Associate's degree (Junmunhaksa, 전문학사) Bachelor's Degree (Haksa, 학사) Master's Degree (Suksa, 석사) Doctoral Degree (Paksa, 박사)	 Electronic: Please arrange for Official Graduation Certificate and Transcripts from your institution must be sent to vancouver-admissions@fdu.edu . The electronic transcript must be sent via an institutional official email address belonging to the Registrar's Office or appropriate department. OR Note: If your institution uses Certpia or Webminwon to issue electronic transcripts, please follow the instructions on your institution's website to have your document issued as an E-Certificate (전자증명서) to FDU Vancouver Admissions email. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR  By mail: Please arrange for Official Graduation Certificate and transcripts issued, stamped and sent by the Institution's Registrar office in a sealed envelope directly to FDU Vancouver Admissions Office. <i>Certified translation of documents is required if documents are not in English.</i>
Academic Transcripts	

SRI LANKA

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Sri Lankan General Certificate of Education examination results issued by the Department of Examinations (e.g. General Certificate of Education-Ordinary Level, General Certificate of Education-Advanced Level)	 Electronic: Please arrange for Official General Certificate of Education results to send to vancouver-admissions@fdu.edu from the examination board email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR  By Mail: Please arrange for the awarding Department of examination to send the Official General Certificate of education results directly to FDU Vancouver Admissions Office in the Department of examination's sealed envelope with a stamp and signature by the appropriate official. OR  In Person: If none of the modes are met, please present original Sri Lankan General Certificate of Education examination results issued by the Department of examination in a sealed envelope. Must be presented at the time of orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <i>Certified translation of documents is required if documents are not in English</i>
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final award (Degree certificate/ Diploma) issued by the awarding institution recognized by Ministry of education (e.g Bachelor, Master, Ph.D) 2. Transcript of study/Examination results Note: For doctoral programs without coursework: a letter confirming the awarding of a doctorate – sent directly by the awarding institution.	 Electronic: Please arrange for Official degree certificate and transcript must be sent to vancouver-admissions@fdu.edu from the University email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver Admissions by mail or by their official portal. OR  By Mail: Please arrange for the Awarding University to send the Official degree certificate and Transcripts directly to FDU Vancouver Admissions Office in a university's sealed envelope with a stamp and signature by the appropriate official. OR  In Person: If none of the modes are met, please present your original degree certificate and transcripts issued by the Awarding University in a sealed envelope with its stamp. Must be presented at the time of orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <i>Certified translation of documents is required if documents are not in English.</i>

TAIWAN

For Undergraduate Programs Official Documents Required	How do I Submit the Official Documents?
Senior High School Graduation Diploma or Certificate (高級中等學校畢業證書) Senior Vocational School Graduate Certificate (高級職業中學畢業證書)	 Electronically: Please contact your school and request that your Official academic documents be sent directly via email to vancouver-admissions@fdu.edu from the institution's official email domain. FDU will verify the sender's email address to ensure it originates from your institution. Emails from domains such as 'GMAIL,' 'HOTMAIL,' or 'QQ.COM' will not be accepted. If your documents are not in English, submit them in the original language along with certified English translation from the issuing institution. OR  Credential Evaluation: Official credential evaluation reports from a NACES-accredited agency, such as WES, must be sent in a sealed WES envelope to FDU Vancouver Admissions by mail or transmitted directly from the official WES Access via email. OR  By Mail: Please arrange for your Official academic documents, both in the original language and accompanied by the English translation issued by the awarding institution, are sent in a sealed envelope with the school's stamp to the FDU Vancouver Admissions Office. OR  In Person: If none of the modes are met, please bring your official academic documents in a sealed envelope with the school's stamp to the FDU Vancouver Admissions Office during your scheduled appointment on orientation days. Please note that an opened envelope will not be considered an official document. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English</u>
Official Transcript of Academic Record from Senior High School (高級中等學校成績單) Official Transcript of Academic Record from Senior Vocational School (高級職業中學成績單)	
For Graduate Programs Official Documents Required	
University Graduation Diploma (大學畢業證書) Degree Certificates from the Postsecondary and Postgraduate Education (大學學位證書) For example: Bachelor's Degree Certificate (學士學位證書) Master's Degree Certificate (碩士學位證書) Doctor's Degree Certificate (博士學位證書)	
Official Transcript of Academic Record from the Postsecondary and Postgraduate Education For example: Bachelor's Transcript (學士學位成績單) Master's Transcript (碩士學位成績單) Doctor's Transcript (博士學位成績單)	

UNITED STATES

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Secondary School Graduation Diploma (High School Diploma or equivalent)	✉ Electronic: Please arrange for Official High School Diploma and Transcripts from your institution must be sent to vancouver-admissions@fdu.edu . The documents must be sent via an official email address belonging to the Registrar's Office or appropriate department. FDU also accepts transcripts sent via secure electronic mode from US schools if your school uses National Student Clearinghouse and Parchment. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR ✉ By mail: Please arrange for Official High School Diploma and Transcripts issued, stamped, and sent by the institution's Registrar's Office in a sealed envelope to FDU Vancouver Admissions Office.
High School Transcript/Statement of Marks	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Degree Certificate/Diploma/Certificate (Associate, Bachelor, Master, Postgraduate, Ph.D.)	✉ Electronic: Please arrange for Official Degree certificate and Transcripts /Statement of Marks from your institution must be sent to vancouver-admissions@fdu.edu . The documents must be sent via an official email address belonging to the Registrar's Office or appropriate department. FDU also accepts transcripts sent via secure electronic mode from US schools if your school uses National Student Clearinghouse and Parchment. OR 📄 Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR ✉ By mail: Please arrange for Official Degree certificate and Transcript/Statement of Marks issued, stamped and sent by the institution's Registrar's Office in a sealed envelope to FDU Vancouver Admissions Office.
Transcript/Statement of Marks from all post-secondary institutions attended, including Degree Awarded Date	

VIETNAM

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Upper Secondary School Graduation OR Senior High School Certificate Bằng tốt nghiệp trung học phổ thông	 Electronic: Please arrange for Official High School Certificate and Transcript must be sent to vancouver-admissions@fdu.edu from the Institute's email domain belonging to the appropriate office/department in charge of academic document issuance or verification. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal. OR  By Mail: Please arrange for the awarding institute to send the Official High School Certificate and transcripts directly to FDU Vancouver Admissions Office. It must be sealed in an original examination board envelope with a stamp and signature. OR  In person: If none of the modes are met, please present Original High School certificate and transcript provided in a sealed envelope stamped and issued by the Institution. Must be presented at the time of orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English</u>
High School Transcript	
For Graduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Diploma/Degree certificate (e.g. Bachelor Bằng Tốt Nghiệp Đại Học, Master Bằng Thạc Sĩ, Doctorate Bằng Tiến Sĩ)	 Electronic: Please arrange for Official Diploma/Degree certificate and academic transcripts must be sent to vancouver-admissions@fdu.edu from the institution's official email domain belonging to the appropriate department. OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such as WES must be sent directly to FDU Vancouver by mail or by their official portal.  By Mail: Please arrange for Official Diploma/Degree certificate and academic transcripts issued, stamped and sent by the Institution's Registrar office in a sealed envelope to FDU Vancouver Admissions Office. OR  In person: If none of the modes are met, Original Diploma/Degree certificate and academic transcripts issued by the University with an official seal. Must be presented at the time of Orientation. Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity. <u>Certified translation of documents is required if documents are not in English</u>
Academic Transcripts	

Frequently Asked Questions

Q. Why is Official Academic Document Verification Required?

A. To verify the authenticity of the required academic documentation you submitted with your application; the Admissions Office will require students who accepted the offer to submit the Official Academic Documents prior to the Orientation.

Q. If I have already submitted my official documents from my institution, do I still need to complete the document check during the Orientation?

A. If your academic document check has already been completed and receive an email confirmation from admissions that “your document check is complete”, you do not need to bring any original or official documents or visit the Admissions Office for this purpose. However, you are still required to **book an appointment to meet with other departments** to collect your Student ID and complete the registration process.

Q. If I have already submitted E-official documents and received an email stating, "Your Document Check is Complete," do I still need to provide my official documents in person or during orientation?

A. No, **once your E-official documents or any form of official documents have been verified** and you have received the email confirming that your document check is complete, your document check process is finalized. You do not need to provide or present any documents in person or during orientation. However, you will need to **book an appointment to meet with other departments** to collect your Student ID and complete the registration process.

Q. I have my original degree certificate and other academic documents. Besides bringing these documents, what else should I prepare or bring before orientation/coming to Canada?

A. New students can submit their official documents through various modes specified in the **country-specific Document Check Guide** [Insert Link]. Please refer to the guide for detailed instructions on submission methods.

If you choose to bring your original documents at the time of orientation, ensure you have all your academic documents, including transcripts and degree certificates for all the credentials you completed. ***FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.***

Q. I am planning to come to Canada soon. If I bring all my academic documents with me for in-person verification, is it still necessary to send these documents directly from my previous academic institution?

A. If your institution offers the option to send official academic documents electronically, we strongly recommend that your official academic documents be sent to the Admissions Office at vancouver-admissions@fdu.edu. However, if your university doesn't provide electronic official documents, you may present them in person with a scheduled appointment during orientation.

Please ensure that the official academic documents are kept in a sealed school envelope with a stamp.

Any documents presented in a broken or opened sealed envelope WILL NOT be considered official. FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.

Q. I have received my enrollment letter. Do I still need to go through a document verification process?

A. Regardless of whether you have received the Letter of Enrollment, if you do not receive an email titled 'Your document check is completed' from the Admissions Office, you will still need to complete the official academic document verification.

Q. I have WES-evaluated documents. Can I submit them for document verification?

A. If you wish to submit the official WES report, please request the official course-by-course WES report to be sent to vancouver-admissions@fdu.edu via email or mail it in a sealed official WES envelope. Please note that any WES reports submitted directly by individuals will not be considered official documents.

Q. Do you accept the QR code of the documents for verification

A. Please kindly be advised that we DO NOT accept the QR code for Official Academic Verification from the University. However, we accept QR codes for CHSI report submission.

Q. I submitted scanned copies of my degree certificate, official transcript, etc., during the application process. Do I still need to complete the document check/verification?

A. Yes, the academic documentation submitted with your application is for evaluation purposes. When you have received your study permit approval, you can start preparing the official academic documents to be sent to FDU Vancouver Admissions Office.

Q. Would copies of my academic documents issued by the Registrar's Office of my university be accepted?

A. Yes, copies of official academic documents sent directly from the Registrar's Office of the issuing university, either via email or mail in a sealed envelope, will be considered official documents.

Q. What if I bring the academic documents physically to FDU?

A. We strongly recommend that the official academic documents be sent electronically. If your institution does not provide electronic copies, copies of official documents or original documents can be presented in person at the FDU Vancouver Admissions Office during New Student Orientation, with a scheduled Document Check Appointment.

- Please ensure that copies **of official documents are sealed in the official university envelopes**. Any documents presented in a broken or opened sealed envelope WILL NOT be considered official.
- If you bring the original academic documents (degree certificates, transcripts, mark sheets), the physical documents must be printed on secure paper and include the registration number, official seal, and the signature of an authorized official. Original documents submitted in person will be verified and promptly returned to the student. **Note: FDU may decline accepting original documents if the admissions office cannot confirm its authenticity.**