

## 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 <a href="mailto:viayancouver-admissions@fdu.edu">viayancouver-admissions@fdu.edu</a> for Chinese institutions (<a href="https://www.chsi.com.cn/en/help/howtoapply">https://www.chsi.com.cn/en/help/howtoapply</a> p en.isp)
- 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 <a href="https://www.naces.org/members.">https://www.naces.org/members.</a>
- 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 842 Cambie Street Vancouver, BC V6B 2P6 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.

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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 <u>vancouver-admissions@fdu.edu</u>. For commonly asked questions, visit our FAQs in the other tab.

## **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 <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> from the Board of Intermediate and Secondary Education 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 Board of Intermediate and Secondary Education 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 Board of Intermediate and Secondary Education 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. 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 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 <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> 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		
Official Transcript/mark sheets for each year of study issued by the State Board of Technical Education, the Awarding University	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.  Certified translation of documents is required if documents are not in English.		

## **BRAZIL**

	For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?	
High School Completion Certificate	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	
Diploma - Certificado de Conclusão do Ensino Médio	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	
Academic Transcript	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	
Histórico Escolar de Ensino Médio	The 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	
	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	Electronic: Please arrange for Official Final degree certificate and Transcripts to send to <u>vancouver-admissions@fdu.edu</u> from the university email domain belonging to the appropriate department in charge of academic document issuance or verification.	
Diploma de Licenciado / Licenciatura Título Profissional - Médico Diploma de Mestre, Diploma de Doutor	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	
Post-Graduate Degree Certificate Certificado de Especialização/ Pós-Graduação – Lato Sensu	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	
Academic Records – Official Transcript in Portuguese Histórico Escolar Universitario Oficial	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	

#### **CHINA**

**For Undergraduate Programs** 

Academic Transcript (成绩单)

#### How do I Submit the Official Documents? **Official Documents Required** Graduation Certificate (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 High School Graduation Certificate 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。 (普通高中毕业证书) FDU Vancouver Admissions Office requires the following documents from CHSI: Specialized High School or Vocational/Technical High School Verification Report of China Higher Education Student's Academic Transcript **Graduation Certificate** Online Verification Report of Higher Education Degree Certificate (职高,技校,中专毕业证书) OR Academic Transcript (成绩单) 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 Official transcripts of High School sender's email address to confirm it is from your institution. Emails sent from domains such as 'GMAIL,' 'HOTMAIL,' (普通高中官方成绩单) or 'OO.COM' will not be accepted. If your documents are not in English, submit them in the original language along with certified English translation from Official transcript of Specialized High School or Vocational/Technical the issuing institution. High School OR Credential Evaluation: Official credential evaluation reports from a NACES-accredited agency, such as WES, (职高,技校,中专官方成绩单) 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. **For Graduate Programs** OR Official Documents Required 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. Academic Degree Certificate (学位证书) OR in Person: Please bring your Official paper academic documents in a sealed envelope with the school's stamp Associate Degree Certificate/Junior College Diploma-专科文凭 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. Bachelor's Degree Certificate - 学士学位证书 If your documents are not in English, submit them in the original language along with certified English translation from Master's Degree Certificate - 硕士学位证书 the issuing institution. Note: FDU may decline accepting original documents if the admissions office cannot confirm its Doctor's Degree Certificate - 博士学位证书 authenticity.

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

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, <u>vancouver-admissions@fdu.edu</u>, 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 <u>vancouver-admissions@fdu.edu</u>, 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	Electronic: Please arrange for Official Grade 10 <sup>th</sup> and Grade 12 <sup>th</sup> Statement of Marks documents to send to <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> 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
(e.g. Higher Secondary Certificate-Grade 12 <sup>th</sup> and Secondary Certificate- Grade 10 <sup>th)</sup>	such as WES which must be sent directly to FDU Vancouver Admissions by mail or by their official portal.  OR
OR  High School Mark sheet cum Certificate issued by the Board of Intermediate and Secondary Education	☑ By Mail: Please arrange for Official Grade 10 <sup>th</sup> and Grade 12 <sup>th</sup> 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 10 <sup>th</sup> and 12 <sup>th</sup> Statement of Marks issued by the appropriate Examination Board 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. 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)	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
State Boards of Technical Education (Diploma in Engineering, Diploma in Technology issued by a State Board of Technical Education)	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.
State Councils of General Nursing and Midwifery (e.g. Diploma/Certificate of General Nursing and Midwifery)	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 Motavasete. Prior to 2019: Pre- university Year Certificate and Diploma Metevaseth	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
دىيلەم -Graduation Certificate/Diploma (diplom motevaseth متوسطه or Peesh-daneshgahi متوسطه	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
Transcripts ( <i>karnameh tahsili-کار نامه تحصیلی</i> ) in Persian (Secondary School Transcripts)	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: 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.
	For Graduate Programs
Official Documents Required	How do I Submit the Official Documents?
Final Degree Certificate (daneshnameh-الشنامه) 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
Academic Transcripts (reeze nomerat- ریزنمرات) in Persian	☑ 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.
	You can bring your original degree certificate at the time of document check. The official transcript must be 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.  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
Transcripts	as WES must be sent directly to FDU Vancouver by mail or by their official portal.  OR
OR Higher Secondary Education Board examination	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 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)	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.
	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 <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> 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
Transcripts/ Mark sheets for each year/semester	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.

## **NIGERIA**

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Final Examination Results issued by the appropriate	Electronic: For applicants who've sat an exam from 1999 onwards, please send your qualifications through the WAEC Digital Certificate Platform.
examining body (e.g. West African Examination Council (WAEC) or	OR
National Examinations Council (NECO) from 2000, Senior School	Go to the West African Examinations Council Digital Certificate website and follow the steps for sharing your documents
Certificate, General Certificate of Secondary Education (GCSE), General Certificate of Education – Ordinary Level (GCE O-Level),	with Fairleigh Dickinson University. Click on the Request for Confirmation button and share your documents with <u>vancouver-admissions@fdu.edu</u>
General Certificate of Education – Advanced Level (GCE A-Level).	Please include your Institution name and reference number in the additional information field (if applicable).
OR	1. Visit the West African Examinations Council Digital Certificate website: <a href="https://www.waec.org/">https://www.waec.org/</a>
On .	2. If you haven't already, create your account by following the instructions here: <a href="https://youtu.be/QpN_VEWasWQ">https://youtu.be/QpN_VEWasWQ</a> 3. The property of the pro
A scratch card Personal Identification Number (PIN)	<ul> <li>3. Follow the steps in this video: <a href="https://youtu.be/89qBXQcxJhg?si=QdGw6mu2tKvR71sV&amp;t=52">https://youtu.be/89qBXQcxJhg?si=QdGw6mu2tKvR71sV&amp;t=52</a> to share your certificate.</li> </ul>
number for the following:	♦ Upload the official <b>WAEC Scratch Card Information</b> Form to your online application.
	Make sure to click the "Request for Confirmation" button and share your documents with FDU Vancouver Admissions at
West African Senior School Certificate (WASSCE) results	vancouver-admissions@fdu.edu
received from 1991 to present	OR
(You can upload the WAEC Scratch Card Information Form to your online application)	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)	■ 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
National Diploma, Higher National Diploma	option to avoid delays.
College of Nursing and Midwifery  (Certificate of Registration issued by the Nursing and Midwifery	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
Council of Nigeria)	<b>By Mail:</b> Please arrange for <b>Official Degree certificate/Diploma and Transcripts</b> sent directly to FDU Vancouver
Nigeria Certificate of Education	Admissions Office in the institution sealed envelope with a stamp and signature by the appropriate official.
Transcripts from all post-secondary institutions attended.	Certified translation of documents is required if documents are not in English
mansoripts from all post-secondary institutions attended.	

## **PAKISTAN**

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Secondary Education (Secondary and Higher Secondary Certificate/Intermediate Certificate)  High School transcripts/Marksheet issued by the	Electronic: Please arrange for Official Secondary & High School Certificate and transcripts to send to vancouveradmissions@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
appropriate examination Board	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
	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
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)	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.
Marksheets/statement of marks for each year if	OR
study issued by the Institute	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

## **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)	Electronic: Please arrange for Official electronic High School Diploma and Transcripts from your institution to send to <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> . The electronic transcript must be sent via an institutional official email address belonging to the Registrar's Office or appropriate department.  OR
Before 2017-2018: Second Year completed at a recognized university	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
Official Turns and the	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
Official Transcript (Secondary School transcripts)	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.  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/Diploma	Electronic: Please arrange for Official electronic Degree certificate and Transcripts from your institution must be sent to <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> . The electronic transcript must be sent via an institutional official email address
(Associate's degree, Bachelor's degree, Master's degree, Postgraduate's degree, Doctor's degree)	belonging to the Registrar's Office or appropriate department.  OR  Credential Evaluation: Please arrange for Official credential evaluation reports from NACES Institution Member such
<b>Official Transcripts</b> from all post-secondary institutions attended	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.
	Certified translation of documents is required if documents are not in English.

## **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)	Electronic: Please arrange for Official electronic Secondary School certificate and transcripts from your institution must be sent to <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> . The electronic transcript must be sent via an institutional official email address belonging to the Registrar's Office or appropriate department.  OR	
High School	If your institution uses <u>Certpia</u> to issue electronic transcripts, please follow the instructions on your	
(Godeung Hakgyo, 고등학교)	institution's website to have your document issued as an <b>E-Certificate (전자증명서)</b> to FDU Vancouver	
General High Schools, Specialized High Schools, Vocational High Schools	Admissions email.	
Academic Transcripts	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.	
	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?	
Graduation Certificate in Korean	<b>▼ Electronic:</b> Please arrange for <b>Official Graduation Certificate and Transcripts</b> from your institution must	
Associate's degree (Junmunhaksa, 전문학사)	be sent to <u>vancouver-admissions@fdu.edu</u> . The electronic transcript must be sent via an institutional official	
Bachelor's Degree (Haksa, 학사)	email address belonging to the Registrar's Office or appropriate department.  OR	
Master's Degree (Suksa, 석사)	Note: If your institution uses Certpia or Webminwon to issue electronic transcripts, please follow the	
Doctoral Degree (Paksa, 박사)	instructions on your institution's website to have your document issued as an <b>E-Certificate (전자증명서)</b> 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.	
Academic Transcripts	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.	
	Certified translation of documents is required if documents are not in English.	

## **SRI LANKA**

For Undergraduate Programs	
Official Documents Required	How do I Submit the Official Documents?
Sri Lankan General Certificate of Education	<b>▼ Electronic:</b> Please arrange for <b>Official General Certificate of Education results</b> to send to <u>vancouver-</u>
examination results issued by the Department of Examinations	<u>admissions@fdu.edu</u> from the examination board email domain belonging to the appropriate office/department in charge of academic document issuance or verification.
(e.g. General Certificate of Education-Ordinary Level, General Certificate of Education-Advanced Level)	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.
	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 award (Degree certificate/ Diploma) issued by	<b>™ Electronic:</b> Please arrange for <b>Official degree certificate and transcript</b> must be sent to <u>vancouver-</u>
the awarding institution recognized by Ministry of education	<u>admissions@fdu.edu</u> from the University email domain belonging to the appropriate office/department in charge of academic document issuance or verification.
(e.g Bachelor, Master, Ph.D)	OR
2. Transcript of study/Examination results	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.
2. Transcript of study/Examination results	OR  No. Mails Diagon arrange for the Awarding University to cond the Official degree continues and Transacints directly to
Note: For doctoral programs without coursework: a	☑ <b>By Mail:</b> Please arrange for the Awarding University to send the <b>Official degree certificate and Transcripts</b> directly to FDU Vancouver Admissions Office in a university's sealed envelope with a stamp and signature by the appropriate official.
letter confirming the awarding of a doctorate – sent	OR
directly by the awarding institution.	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.
	Certified translation of documents is required if documents are not in English.

#### **TAIWAN**

# For Undergraduate Programs Official Documents Required

#### 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)

#### 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)

#### How do I Submit the Official Documents?

Electronically: Please contact your school and request that your Official academic documents be sent directly via email to <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> 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.

OF

**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>

## **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 <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> . 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.
High School Transcript/Statement of Marks	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.
	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 <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> . 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.
Transcript/Statement of Marks from all post-secondary institutions attended, including Degree Awarded Date	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.

## **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.
High School Transcript	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.  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?
<b>Diploma/Degree certificate</b> (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 <a href="mailto:vancouver-admissions@fdu.edu">vancouver-admissions@fdu.edu</a> 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.
Academic Transcripts	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.  Certified translation of documents is required if documents are not in English