

# Admitted International and Americans Abroad Student Matriculation Form

To verify important information and confirm your understanding of University policies, the Office of International Admissions asks that you review this form and complete the items on the bottom. Also please review your acceptance letter CAREFULLY! It contains important information you must verify. If you have any questions, please contact Fairleigh Dickinson's Office of International Admissions by calling the telephone number listed on the reverse side or send an e-mail message to [global@fdu.edu](mailto:global@fdu.edu).

**Registration:** Final official transcripts of course work currently in progress, and/or course work that will be completed before your enrollment at FDU, along with your diploma or provisional certificate of completion, must be submitted to the Office of International Admissions.

**Tuition Deposit:** A \$200 non-refundable tuition deposit is required for all new students as a means of verifying their intention to attend Fairleigh Dickinson. Payment is due on the date indicated in your letter of admission. The deposit guarantees a place in the entering class in the indicated major/program and is applied to the first invoice for tuition and fees. It is considered a service fee covering the administrative cost of the matriculation process and is not refundable should a student fail to register and/or enroll for the term accepted, UNLESS THE STUDENT IS DENIED AN FDU VISA. Please fill out both sides of the yellow copy of this form, clearly indicating the method of payment that you have selected. You may attach your check, bank draft or money order to this form and submit both the form and the payment to the Office of International Admissions by mail. Alternatively you may scan, fax or mail the matriculation form to us and make a payment by credit card or wire transfer. Retain the white copy of the matriculation form for your records.

**Housing:** If you have been accepted as either a resident or commuter student and you would like to request a change in this status, make your request in writing to the Director of International Admissions at [global@fdu.edu](mailto:global@fdu.edu). To confirm your resident student status for the academic year, please include a \$350 non-refundable housing fee in addition to your \$200 tuition deposit. A portion of your housing fee includes a \$200 room deposit and is applied to the first invoice for housing. The \$150 balance is applied to an escrow account as a damage deposit. Please keep in mind that University housing is available to newly-admitted students on a first-come, first-served basis. Please complete and attach the Housing and Meal Plan application to the yellow copy of this form. Submission of the housing application and non-refundable deposit signifies a commitment to on-campus housing for one academic year.

**Meal Plan:** All students residing on campus are required to participate in a meal plan for the fall and spring semesters. Details of this program, which includes vegetarian and Kosher meals, will be forwarded automatically to all

resident students. Commuter students are not required to select a meal plan, but may do so if desired. Commuter students interested in learning more about this option should call the Dean of Students Office at 201-692-2190 (Metropolitan Campus, Teaneck, NJ) or 973-443-8935 (College at Florham, Madison, NJ).

**International Student Orientation:** Students who have verified their intention to attend Fairleigh Dickinson by paying their tuition deposit are REQUIRED to attend orientation in order to begin their transition to the University. At orientation, immigration documents will be collected and visa rules and regulations will be discussed. In addition, new students will take placement exams, have photographs taken for I.D. cards, meet with their academic advisor, meet other members of the University community, and complete many of the administrative details connected with enrollment. **New Student Orientation information will be sent by e-mail to deposited students prior to their arrival on campus.**

**Health Forms:** Please carefully read the instructions included with the enclosed health forms. New Jersey state law requires that these forms be submitted to the Office of International Admissions before a student checks into the residence halls or registers for classes. No exceptions will be granted. Questions about completing these forms can be answered by calling the Wellness Center/Student Health Services Office at 201-692-2437 (Metropolitan Campus) or 973-443-8535 (College at Florham).

**Academic Regulations:** The student is responsible for knowing the official rules and regulations of Fairleigh Dickinson University. Enrollment is considered an acceptance of all the conditions specified. Fairleigh Dickinson reserves the right to exclude, at any time, students whose conduct or academic standing does not meet the standards set forth in the University Bulletin or Student Handbook. In such cases, any fees paid in advance to Fairleigh Dickinson will not be refunded or remitted in whole or in part.

**Financial Obligations:** The Board of Trustees of Fairleigh Dickinson University has adopted regulations governing the payment of tuition and fees. Students pay their bills with this understanding. Students who have not paid their bills on the due date may be withdrawn. The rules for refund of tuition and fees upon withdrawal from the University are explained fully in the University Bulletin.

**Tuition and Resident Deposit Form:** Please fill out the reverse side of the yellow form and attach your required deposit. Resident students must also attach the Housing and Meal Plan application form.

**Visa Rejection:** In the event that your FDU visa has been rejected based on your FDU I-20, you will receive a full refund of deposits upon written request and documentation of the rejection.

*I have read and understand the above.* (PLEASE PRINT ALL INFORMATION)

ENROLLING STUDENT'S PRINTED NAME

ENROLLING STUDENT'S SIGNATURE

STUDENT IDENTIFICATION NUMBER (SEE LETTER OF ADMISSION)

PARENT OR GUARDIAN SIGNATURE [in the case of students who are legally minors (under age 18)]

TELEPHONE (INCLUDING COUNTRY CODE)

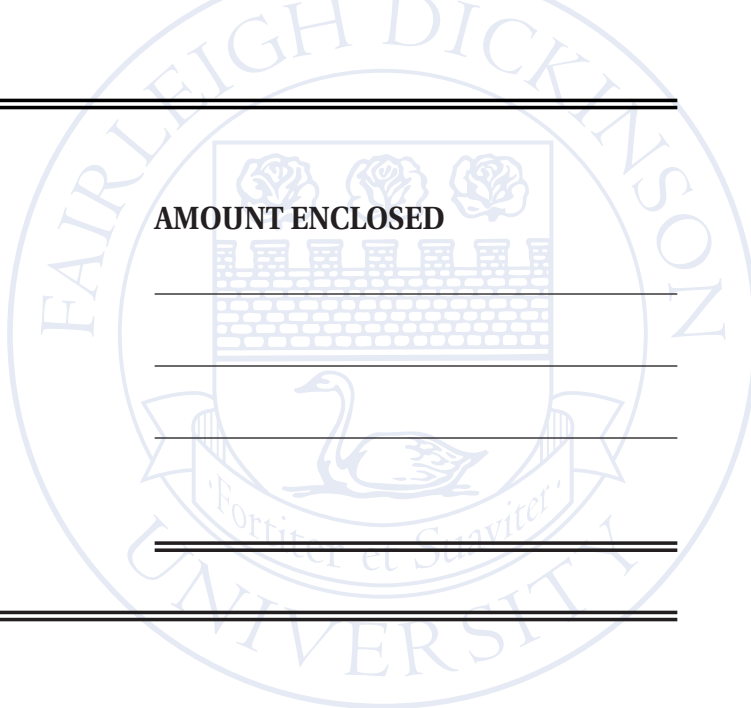
DATE

DATE OF BIRTH (mm/dd/year)

E-MAIL

**Please complete other side** ➡





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## Tuition and Resident Deposit Form

	DEPOSITS REQUIRED	AMOUNT ENCLOSED
Commuter Student	\$200 Tuition Deposit	_____
Resident Student	\$200 Tuition Deposit	_____
	\$350 Room & Damage Deposit	_____
	<b>TOTAL</b>	_____

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### Deposit Payment Options *(Check one)*

**Option #1 – Check, Bank Draft or Money Order**

Attach a check, bank draft or money order (payable in U.S. dollars) to “Fairleigh Dickinson University” for the tuition deposit and residence hall deposit (if applicable) to the yellow copy and return to Fairleigh Dickinson’s Office of International Admissions. Please retain the white copy for your records.

**Option #2 – Wiring Funds to Fairleigh Dickinson University**

**IMPORTANT: All wire transfers must include the student’s full name and 9-digit admissions identification number. That number is provided on the admission letter.**

You may route your payment to the following: **TD Bank  
6000 Atrium Way  
Mount Laurel, NJ 08054  
FDU General Operations Accounting #7867442290  
ABA Routing #031201360**

If you encounter any problems with the wire transfer, contact the University’s Bursar at 201-692-2214. Once you have completed the transfer, please scan, fax or mail the matriculation form to the Office of International Admissions.

**Option #3 – Payment by Credit Card or Electronic Check**

Tuition and residence hall deposits can be made by credit card (VISA, MasterCard or American Express) or via ACH (electronic check). To do so, use the very first link (Deposit Only) on the following web page: <http://www.fdu.edu/makeapayment>. Using the Deposit Only link will allow you to pay the deposit without a surcharge.

Once you have completed the transfer, please scan, fax or mail the matriculation form to the Office of International Admissions at the address listed below.

**Office of International Admissions  
Fairleigh Dickinson University  
1000 River Road • T-KB1-01  
Teaneck, New Jersey 07666 • USA**

**Voice:** 201-692-2205

**Fax:** 201-692-2560

**E-mail:** [global@fdu.edu](mailto:global@fdu.edu)