

**American University of Beirut  
Registrar's Office  
Cross Registration Form**

*A student studying at the American University of Beirut may be allowed to cross-register for a course at other institutions if all of the following conditions are met:*

- *The course is required by AUB*
- *The course is not offered at AUB during the semester at the end of which the student expects to graduate*
- *The course in which the student intends to cross-register is equivalent to a course that AUB offers (the number and title of each of the two equivalent courses should be clearly indicated)*
- *the chairperson of the department in which the student is majoring sends the Registrar a written statement confirming that all the conditions listed above have been met*
- *the Registrar authorizes the student to cross-register; the student submits authorization to the concerned institution*

**To** : Registrar, \_\_\_\_\_  
**From** : Registrar, American University of Beirut  
**Subject:** Cross Registration

This is to certify that Mr. /Ms \_\_\_\_\_ has our permission to take the following course(s) for credit at your Institution.

Course Number	Course Title	Credit

In case of your approval, you are kindly requested to sign this form and return it to the Registrar's Office at AUB.

A bill should be prepared for all students taking courses at your Institution and sent to the Registrar's Office at AUB, which in turn will instruct the Comptroller's Office to pay you the required amount.

Thank you.

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

**APPROVAL OF THE HOST INSTITUTION**

Cross-registration for the above-mentioned course(s) is allowed.

University: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature & Seal

\_\_\_\_\_  
Date