

REQUEST FOR TRANSCRIPTS, CERTIFICATES AND AUTHENTICATIONS

Fill in this request, sign it and fax it to 00961-1-744469 **OR** Scan it and email it to regist@aub.edu.lb **OR** Send it via regular mail to: American University of Beirut, Registrar's Office, P.O.Box 11-0236, Riad El Solh, Beirut, 1107 2020, Lebanon.

In addition to a copy of your Passport/ID showing picture and name and your mode of Payment

Missing documents request will not be processed

Upon receipt, kindly allow 3-4 working days for the process

Authorization Form is required to be filled if you want someone to pick up your requested documents.

Name (as spelled on degree or last issued transcript):

Ms. " Mr. "		
	Student ID#:	E-mail:
First	Father	Last
Degree Received	Major	Faculty

Indicate your graduation year or the last semester you attended the University: _____

Item(s) Requested	Number of Copies
.. Transcript of Records (Student Copy)	
.. Transcript of Records (Official Copy)	
.. Certificate in Arabic showing years spent at AUB	
.. Certificate in English showing years spent at AUB	
.. Certificate in Arabic indicating Degree Received	
.. Certificate in English indicating Degree Received	
.. Authenticating a Photocopy of a Degree <u>(PLEASE PROVIDE COPIES)</u> otherwise you request will not be processed	

Current Address: Please **PRINT** or fill out clearly using **BLOCK LETTERS** (ineligible addresses will result in holding then discarding your request)

Address to where you want your requested documents to be mailed to: (if different from current address) **Fill out clearly using BLOCK LETTERS or PRINT. Provide a full physical address (i.e. contact person name, street, building, floor, room number plus a phone number) if ARAMEX is REQUIRED. Incomplete addresses will not be processed**

_____ Date Requested _____ Signature of Student

\$10 For each official transcript (<u>if order is less than or equal to five</u>) and \$5 for each copy in excess of five (example for 6 copies you pay \$55)	(i.e. if you are requesting 6 official transcripts, the cost will be \$55)
\$2 for each student copy transcript	\$2.75 for each Certificate
\$4 for each authentication of Degree	\$10 for the Aramex Pouch (if needed urgently)

Payments can be made via Money Transfer to

Bank Name : HSBC
Bank Address : Ras Beirut Branch
Bank Account Name : American University of Beirut
Bank Account Number \$: 003-013687-100
IBAN : LB73000700000000003013687100
Bank Account Number LBP : 003-013687-001
IBAN : LB30000700000000003013687001
Bank Swift Address : BBMELBBX
Bank Routing Number : 0070031

These Details are for all incoming transfers to our accounts at HSBC bank for more details please contact Malek Shreim at Ext 2482
email: ms33@aub.edu.lb

US and Canada Residents may send their request and payment to New York Office address:

American University of Beirut, 3 Dag Hammarskjold Plaza, 8th floor, New York, NY 10017-2303, USA
Tel: 212-583-7600, Fax: 212-583-7650, Email: vanet@aub.edu

For Transfers through JPMorgan Chase Bank New York

Bank Account Name : American University of Beirut- Lebanon Account
Bank Address : New York, NY 10016 1-12/210
Bank Account : 134 195493
Bank Routing Number : 021000128

ARAB BANK (*Lebanon*) – advised best for Transfers from Kingdom Of Jordan

Account # 0332-311521-811 [*US currency*]
Account # 0332-311521-800 [*LBP currency*]
Swift code: ARABLBBX