



Welcome

2011-12

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Note: Please enclose the orientation registration form, the housing application, the family information form, and the medical form in their respective envelopes provided with this package and submit them at the Office of Student Affairs, the Office of Development, and University Health Services respectively.



Welcome to AUB

March 2011

Dear new student,

CONGRATULATIONS on your admission to AUB.

Please make sure to reserve your seat at the AUB by filling the enrollment card and paying the enrollment fee of \$300 (LL450,000) before June 30, 2011.

Orientation sessions for new students, which will cover university requirements, faculty and departmental requirements, transfer policies and other related issues of interest to students, will take place in July and September (see attached for details).

Also, you will need to submit the required documents mentioned in the acceptance letter **between August 8 and September 13, 2011** (for new undergraduate students **registering in July**) and **on September 15 and 16, 2011** (for new students registering in September). Those documents include:

1. Proof of having met the English Language Proficiency Requirement (SAT Writing, TOEFL, IELTS or EEE)
2. True authenticated copy of Diploma/Secondary School Certificate and evidence of successful completion of Grade 12 at school
3. **Lebanese Freshman students only: Permission** to enter freshman class, (only if registering as a Lebanese citizen) **Sophomore students only:** Equivalence of Lebanese Baccalaureate Part II (if Lebanese with a non-Lebanese diploma)
4. Medical Form (to be submitted to the University Health Services in the attached envelope)
5. Residence Application Form (must be submitted **by July 29, 2011**)
6. Hospital Insurance Plan Exemption Form (if seeking exemption, sign waiver form **between August 8 and 19, 2011 for new students registering between July 20 and August 5, 2011** and **between September 19 and October 7, 2011 for all students**, Benefit's Coordinator's Office.)

Advising and online registration for all new students will take place **between July 19 and August 5, 2011**. New freshmen, graduates, and students arriving from abroad may complete advising and online registration **between September 21 and 23, 2011** (Details are listed on the following page).

Please read through all the materials in this booklet and follow the instructions carefully and let us know of any questions you or your family might have. We look forward to welcoming you to AUB this fall!

With best regards,

Salim Kanaan, PhD
Director of Admissions

For more information on the admission requirements or detailed explanation of the information included in this booklet, please contact the Office of Admissions at

admissions@aub.edu.lb
Tel.: +961 1 374374
Fax: + 961 1 750775

Sobhi	Ext: 2585
Lama	Ext: 2596
Mohamad	Ext: 2593
Mira	Ext: 3505

For more information on the housing and dorms procedure, kindly contact the Office of Student Affairs at

stdhouse@aub.edu.lb
Tel.: +961 1 374374
Ext: 3175

If you are an international student, wishing to know more about pre-departure and arrival information, kindly contact the Office of International Student Services at

OIP@aub.edu.lb
Tel.: +961 1 374374
Ext: 3146 OR 3176

Please visit the websites below for important information about the coming year's tuition fees as well as AUB's generous financial aid programs. You will also find information on student life, activities and clubs at AUB.

2011–12 Tuition Fees: <http://www.aub.edu.lb/main/admissions/Pages/fees.aspx>

Office of Financial Aid: <http://www.aub.edu.lb/faid/Pages/index.aspx>

Financial Aid brochure: <http://www.aub.edu.lb/main/admissions/Documents/FA-2011-12.pdf>

Student Housing: <http://www.aub.edu.lb/sao/housing/Pages/index.aspx>

Office of International Programs: <http://www.aub.edu.lb/oip/Pages/index.aspx>

Student medical insurance plan: <http://staff.aub.edu.lb/~webuhs/hip/hip.htm>

AUB's Facebook page: <http://www.facebook.com/aub.edu.lb>

Photo gallery on Flickr: <http://www.flickr.com/photos/51788915@N06/collections/>

Student clubs and activities: http://www.aub.edu.lb/main/student_life/Pages/index.aspx

YouTube AUB video: <http://www.youtube.com/AUBatLebanon#p/u/113/1p61W2b6agg>



This enrollment card must be received at AUB with the enrollment fee no later than **June 30, 2011**. AUB cannot hold a place for any student who has not returned this card with the enrollment fee on or before this deadline. The **USD300 (LL450,000)** will be credited against your first semester's tuition.

Freshman Enrollment Card

Please return this card at your earliest convenience and make sure that it reaches the **Office of Admissions no later than June 30, 2011**. A non-refundable enrollment fee of USD300 (LL450,000) must be enclosed with the card for all students who plan to enroll in the fall semester 2011–12. Acceptable modes of payment are:

- 1- Check made out to the American University of Beirut (AUB). **Checks should be drawn in banks in the US or LEBANON only**
- 2- Bank Transfer to HSBC, 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
- 3- Western Union Quick Pay to the AUB account
- 4- Cash delivered in person at the Cashier's Office at the University

We look forward to hearing from you and welcoming you to AUB!

Please check one box below:

Yes, I will enroll at AUB for the fall semester 2011–12 in the freshman program, and I am enclosing a deposit of USD300 (LL450,000).

No, I will not enroll at AUB for the fall semester 2011–12.

If you are not enrolling, please tell us here about your alternate plans/reasons.

Reason _____

Signature _____ Date _____

Name (please print, as on letter of admission) _____

Student Identification No. (as on letter of admission) _____



This enrollment card must be received at AUB with the enrollment fee no later than **June 30, 2011**. AUB cannot hold a place for any student who has not returned this card with the enrollment fee on or before this deadline. The **USD300 (LL450,000)** will be credited against your first semester's tuition.

Sophomore/First Year Professional Enrollment Card

Please return this card at your earliest convenience and make sure that it reaches the **Office of Admissions no later than June 30, 2011**. A non-refundable enrollment fee of USD300 (LL450,000) must be enclosed with the card for all students who plan to enroll in the fall semester 2011–12. Acceptable modes of payment are:

- 1- Check made out to the American University of Beirut (AUB). **Checks should be drawn in banks in the US or LEBANON only**
- 2- Bank Transfer to HSBC, 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
- 3- Western Union Quick Pay to the AUB account
- 4- Cash delivered in person at the Cashier's Office at the University

We look forward to hearing from you and welcoming you to AUB!

Please check one box below:

Yes, I will enroll at AUB for the fall semester 2011–12 in the following faculty and major, and I am enclosing a deposit of USD300 (LL450,000).

Faculty _____ Major _____

No, I will not enroll at AUB for the fall semester 2011–12.

If you are not enrolling, please tell us here about your alternate plans/reasons.

Reason _____

Signature _____ Date _____

Name (please print, as on letter of admission) _____

Student Identification No. (as on letter of admission) _____

Registration Guide for Fall 2011–12

To facilitate your registration, please follow the stages, 1–5 as is indicated below in the first table. In order to meet certain deadlines of items that pertain to you, please then refer to the second table.

Registration Stages	Time and Date	Place
Pre-registration submission of documents ¹	August 8–September 13, 2011 9:00 am– 12:00 noon (for those who will register between July 20 and August 5) September 15–16, 2011 (for those who will register between September 21 and 23)	College Hall (Office of Admissions)
Advising	July 19–August 5, 2011 8:30 am – 4:30 pm (for those who will register between July 20 and August 5) September 21–23, 2011 8:30 am–4:30 pm (for those who will register between September 21 and 23)	Department concerned
Online course registration via Internet	July 20–August 5, 2011 (for those who will register between July 20 and August 5) September 21–23, 2011 (for those who will register between September 21 and 23)	Check registration schedule next page
New Student Orientation Program	July 18 (for those who will register between July 20 and August 5) September 16 (for new international students) September 19–21 (for those who will register between September 21 and 23)	
Payment of fees ² Statements of fees could be obtained online through AUBSIS ³	August 8–29 (for those who registered between July 20 and August 5) September 23–27 (for those who registered between September 21 and 23)	Ras Beirut branches of: Arab Bank, Bank Audi, Bank Med, HSBC, BLOM, and Western Union Bank
Classes begin	September 26, 2011	Assigned classes

Item	Deadline	Place
Dorm residents	July 29, 2011	Office of Student Affairs
Deferred payment	June 30–August 9, 2011 (for those who registered between July 20 and August 5) September 15–20, 2011 (for those who registered between September 21 and 23)	Office of the Comptroller (Students' Accounts Section)
Registration formalities for staff and staff dependents	August 15–September 16, 2011	Human Resources/ Office of the Comptroller
Drop and add period	September 26–29, 2011	Via the Internet
Late payment of fees	August 30–September 14, 2011 (for those who registered between July 20 and August 5) September 28–October 5, 2011 (for those who registered between September 21 and 23)	Bank assigned
Hospitalization Insurance Plan waivers	August 8–19, 2011 (for new undergraduate students registering between July 20–August 5) September 19–October 7, 2011 (for all students)	Human Resources
Submitting of NSSF declaration ⁴	Not later than October 21, 2011	Office of the Registrar
Last date for withdrawal	December 6, 2011	Department Concerned/ Registrar's Office

¹ New students must report to the University Health Services for medical clearance before starting to register.

² New students are urged to secure a post office box immediately after payment of fees.

³ Bursary students should go in person to the Office of Student Affairs to collect their statements of fees and finalize their registration.

⁴ Fees are paid, in certified cheques only. Cheques should be issued to the order of the bank concerned according to the following format: "Pay to the order of (Name of the Bank) Account AUB". The value of the cheque should be the exact amount shown on the statement of fees.

⁵ Lebanese and some European citizens have to submit the NSSF declaration within the scheduled period according to the registration guide at the university calendar.

Online Registration Schedule for New Students

Date	Class	Time
July 19–August 5	All other New Undergraduate Students	To be determined
September 21–23	New Freshman Students, New Undergraduates coming for abroad, New Graduate Students, Old Returning, and Cross Registering students	To be determined

Registration Centers

Faculty	Free Labs (8:30 am–4:30 pm)
FAS	Bliss 208, 209, 210, and Physics Lab 102
OSB	Lab I, fourth floor, and Lab II, first floor (School of Business)
FAFS	FAFS Computer Center
FEA	Labs 1, 2, 3, 5, and 6
FHS	Van Dyck Computer Labs

Note: Prepare your schedule with your adviser before your registration time.

For information regarding guides for registration, university calendar, catalogue, graduation requirements, and the latest announcements, please check the updated Office of the Registrar web page at <http://staff.aub.edu.lb/~webregist>

Web Registration

Fall 2011–12

How to register online

New students can register online via the Internet from their homes, from campus registration centers, or from assigned computer labs, only on the dates assigned to them on the previous page.

Student's web registration account activation steps (AUBsis account)

1. Go to directly to <http://www.aub.edu.lb/banner> or
Go to AUB homepage at <http://www.aub.edu.lb> and
Select **Students, current students, AUBsis Student Information System**.
2. Access the **login secure area**.
3. Enter your **student ID** number and your **PIN-Code**, and then reconfirm your **PIN-Code**.
(NOTE: first time access, your PIN-Code is set to your birthday in this format "MMDDYY.")
4. You will be asked to **change your PIN-Code**
(NOTE: select a difficult to guess even by your closest friends PIN-Code)

How to register your courses online

1. If you are not logged in to AUBsis; go directly to <http://www.aub.edu.lb/banner>
 - Access the **login secure area**.
 - Enter your **student ID** number and your **PIN-Code**, and then reconfirm your **PIN-Code**.
2. Select **student services**.
3. Select **registration, term selection** and select **fall 2011–12** to register courses.
4. Select **check your registration status** to display various items that affect student registration including registration holds and time ticket. Then click on [**return to menu**]
5. Select **add/drop classes** to register courses.
The system will ask you to enter an **Alternative PIN-Code**, which will be provided to you by your academic adviser during academic advising period.
The link for Class Search helps you look up for available sections. You need to select one or more subject and then narrow your search by entering other choices like course number, course title, schedule type, campus, and instructor name, along with desired days and time. From the search list select the desired course section. You can then register (The process of registering the course is performed), or add to worksheet (the course CRN is added to the array of the registration page where you should click on the **submit changes button** to finalize the registration process.)

Other online registration options

1. **Registration menu > look up classes to add:** During registration and drop/add use this option to look up and search for availability of places in courses.
2. **Registration menu > student schedule by day and time:** Use this option to display and print the term schedule.
3. **Registration menu > student detail schedule:** Students can display detailed information of their registered courses.
4. **Student services > student records > web statement of fees:** Displays the selected term fees.

Help Desk: The Registration help desk will be located in the West Hall.

How to activate your AUB email account (AUBnet Account)

New students can activate their AUBnet email via the Internet from their homes, from campus computer labs, or from assigned labs. Communication at AUB between faculty, administration and students is conducted mainly over AUBnet email. So even if you plan to use other email services such as Yahoo or Hotmail, as a new student you are urged to activate your AUBnet email account and forward it to you other email account or access it via AUB Imail or POP services.

Student's email account activation steps (AUBnet account)

1. Go to AUB homepage at <http://www.aub.edu.lb>.
2. Select Students, current students, and select **AUBnet student computing services**.
3. From the quick access box, select **new AUBnet user account**.
4. Follow the instruction and read and agree to abide by AUB code of conduct for users of computing services. This would open the "managing personal AUBnet accounts" page.
5. Select **activate student AUBnet account**.
6. Enter your student ID number and your password (Your birthday in this following format (MMDDYY), then your new password and reconfirm your new password.
7. Submit.
8. Your AUBnet account will be activated and ready for use within 20 minutes.

To access your AUBnet email via Imail

1. Go to AUB homepage at <http://www.aub.edu.lb>.
2. Select **Imail** from the top menu bar.
3. Authenticate using your AUBnet user account and password.

To forward your AUBnet email to your preferred email account

1. Go to AUB homepage at <http://www.aub.edu.lb>.
2. Select students, current students, and select **AUBnet student computing services**.
3. From the quick access box, select **email forwarding**.
4. Select **add/update**.
5. Enter your AUBnet user account, your password and the **forward email address**.
6. Submit.

AUBnet online help and frequently asked questions

1. Go to AUB homepage at <http://www.aub.edu.lb>.
2. Select students, current students, and select **AUBnet student computing services**.
3. Select **new students** for online help, configuration tips, and FAQ.

You can also contact **CNS Help Desk** via email cns.helpdesk@aub.edu.lb

Schedule of annual fees for undergraduate new students with 15 or more credits

Academic Year 2011–12

Tuition (two semesters) (Depending on the faculty in which the student enrolls)	LL20,700,000 - LL28,890,000 (USD13,726 - USD19,158)
General deposit (returned, minus indebtedness at the end of course study)	LL300,000 (USD200)
Hospitalization Insurance Fee (for 12 months, starting October. Required unless student has another insurance)	LL443,000 (USD295)
National Social Security Fund-Medical Branch (Required for all Lebanese students unless exempted based on official subscription of students of parents)	LL150,000 (USD100)
Student activity fee	LL50,000 (USD33)
Internet fee	LL300,000 (USD200)
Late registration/payment fees	LL150,000 (USD100)

Undergraduate tuition, per semester, by Faculty for 2011–12 for 15 or more credits

Faculty/division	Fall 2011–12	Spring 2011–12	Summer 2012 (per credit)
Arts and Sciences			
Freshman	LL12,450,000 (USD8,256)	LL12,450,000 (USD8,256)	LL830,000 (USD550)
Humanities	LL12,105,000 (USD8,027)	LL12,105,000 (USD8,027)	LL807,000 (USD535)
Sciences	LL12,825,000 (USD8,505)	LL12,825,000 (USD8,505)	LL855,000 (USD567)
Agriculture and Food Sciences	LL13,035,000 (USD8,644)	LL13,035,000 (USD8,644)	LL869,000 (USD576)
Engineering and Architecture	LL14,445,000 (USD9,579)	LL14,445,000 (USD9,579)	LL963,000 (USD639)
Health Sciences	LL13,455,000 (USD8,922)	LL13,455,000 (USD8,922)	LL897,000 (USD595)
School of Business and Management	LL13,995,000 (USD9,281)	LL13,995,000 (USD9,281)	LL933,000 (USD619)
School of Nursing	LL10,350,000 (USD6,863)	LL10,350,000 (USD6,863)	LL690,000 (USD458)
Intensive English	LL9,684,000 (USD6,422)	LL9,684,000 (USD6,422)	N/A
University Preparatory Program (UPP)	LL7,474,000 (USD4,956)	LL7,474,000 (USD4,956)	N/A

Additional costs to consider

Food costs (Estimated food costs per two semesters for students using AUB's cafeteria facilities)	LL7,000,000 - LL9,000,000 (USD4,642 - USD5,968)
Incidental expenses (Estimated costs for books, supplies, stationary, laundry, etc)	LL2,500,000 - LL3,500,000 (USD1,658 - USD2,321)
Accommodation expenses (exact rates are per room per semester)	
On campus double room	LL1,867,000 (USD1,238)
On campus semi-private room	LL2,306,000 (USD1,529)
On Campus single room	LL3,019,000 (USD2,002)
Mayfair double room (off campus)	LL2,698,000 (USD1,789)
Mayfair single room (off campus)	LL4,720,000 (USD3,130)
Mayfair suite (off campus)	LL5,058,000 (USD3,354)

Financial aid for the academic year 2011–12

Admitted students who applied for financial aid, for the academic year 2011–12, before the financial aid application deadline (February 2, 2011), will receive notification of the decisions on their applications for aid by mid-May 2011. Please note that your admission status will not be jeopardized by applying for financial aid.

Preventing Plagiarism at AUB: The Plagiarism Test

To plagiarize, according to Longman's Language Activator, is "to copy words, ideas, etc. from a book, article etc. written by someone else, and use them in your own work, pretending that you thought of them" (p. 272).

Plagiarism and cheating are serious offences and are not acceptable at AUB. The Plagiarism Test is a tool used at AUB in order to teach new students about plagiarism and how to avoid it. All students are required to take the Plagiarism Test, it is **not optional**.

Failure to pass the Plagiarism Test during your first semester at AUB will delay your registration for the spring 2012 semester.

You can take the test as many times as necessary. When you achieve 100% on the test, a notification will be generated and saved in your files in the Office of the Registrar. This notification will become part of your student records as evidence of your understanding of plagiarism and how to avoid it.

You can access the Plagiarism Test by going to the below webpage. The page also includes an overview about plagiarism, examples and a practice test. You should cover this material **before** taking the actual Test. It often takes 1-2 hours to go over the material and pass the test.

http://staff.aub.edu.lb/~eplagio/Tutorial-Test/home_Tutorial_Test.htm

Good luck and have a plagiarism free semester!

AUB Academic Advisers

At the American University of Beirut (AUB), advisers work with students to help them set their educational goals, achieve their potential, and become successful learners. Academic advising is also an opportunity to inform students about AUB's rules and regulations, culture and values.

The process of academic advising should assist students to view their educational experience as meaningful, purposeful, and consistent with their goals and interests. Regular contact with advisers is an important part of a successful advising relationship. The goal is to assist students to become self-reliant and able to make significant decisions about their educational experience and their future career plans.

Successful academic advising requires that the student fulfill her/his responsibilities. These responsibilities include the following:

1. establish initial contact with academic adviser;
2. seek out the academic adviser as the primary point person;
3. be familiar with policies and regulations, academic and administrative processes, and standards of achievement at AUB;
4. consult with the adviser at least once a semester to decide on courses, verify graduation time and requirements, and review academic performance;
5. beware of program requirements; and
6. ensure that all required placement/aptitude tests have been taken.

The role of the adviser is to insure that students successfully met the requirements of their academic programs. Advisers serve as essential support for students when they face academic, administrative, and personal problems.

As a new student, please make sure you meet with your adviser when you arrive on campus and maintain contact as you pursue your academic career.

The English Placement Test

Only students who have taken the old **SAT I** (mathematical and verbal reasoning) and/or **IELTS**, and have met the English Language Proficiency Requirement (ELPR) and transfer and special students, are required to sit for an English Placement Test (EPT). The EPT, which consists of writing an essay, determines the English course that the student will register for in the first semester.

Students who have taken the **TOEFL** and/or **EEE**, and/or the new SAT I (mathematical reasoning, critical reading and writing), and have met the (ELPR), **are not required to take the English Placement test.**

The EPT will be given on **Monday, July 25, at 9am**. Students who would like to take the EPT should register their names with the English Department secretary (Fisk 345) prior to taking the test. The test is a one hour essay, and students should check with the secretary to know in which room it will be given.

The Arabic Placement Test

The Arabic Placement Test is optional. Students who opt not to sit for the APT will have to register in ARAB 201B or any course above 211 excluding ARAB 213, 214, 215, 216, 217, and 218. The option of APT will be reserved for those students who think they may be too weak to follow higher courses and that they should take ARAB 201A. Such students may sit for their APT to ascertain that their level of proficiency in Arabic is not appropriate for a higher course. This will be further ascertained during the course itself. This does not include students who are exempted from Arabic.

Students entering at the freshman level do not have to sit for the Arabic Placement Test. Their placement for future Arabic requirements will be decided by their scores in the Arabic freshman courses.

The Arabic Placement Test will take place on **Monday, July 25, 2011** and **Tuesday, July 26, 2011** according to the following schedule:

Monday	25/7/2011	at 9:00-9:30	in 500 Nicely
Tuesday	26/7/2011	at 9:00-9:30	in 500 Nicely

Students should bring their ID (letter of acceptance in case ID is not issued) and a pen.



Arabic Exemption Form

Students following the Lebanese Bacculaureate program or a program leading to the government secondary school certificate from an Arabic speaking country are required to take Arabic courses. Students admitted to the sophomore class are required to take one Arabic course as mentioned in the previous page; students admitted to the freshman class are required to take one freshman Arabic course in addition to one Arabic course in their sophomore year.

Other students who were following a foreign program and who have not taken Arabic in their secondary school years or whose proficiency in the Arabic language does not qualify them to take university level Arabic courses may apply to be given an exemption by filling this form.

Name: _____ | _____ | _____
Family First Father's (Middle) Name

AUB ID No.: _____

Major and faculty accepted in: _____

School and diploma received: _____

Email: _____

Please state briefly the reason(s) for requesting exemption from Arabic (include any supporting documents such as transcript of record and/or statement from high school explaining why you do not qualify for taking Arabic courses). Exemptions requests lacking supporting documents will not be considered:

Signature: _____ Date: _____

This form should be submitted at the Office of Admissions during pre-registration.

For office purposes only

Decision: _____

Signature: _____ Date: _____



Please detach

Orientation Program

Office of Student Affairs

Office of Student Affairs
West Hall – Ground Floor
Room 112

New Student Orientation Program

All newly admitted students are expected to participate in the New Student Orientation Program (NSOP) organized by the Office of Student Affairs to familiarize themselves with the University, the faculty and each other. All new students (freshman, sophomore, transfer and special students) are kindly requested to sign up for NSOP before June 30, 2011.

Please choose **ONE** of the following options you would like to attend and submit the form to the Office of Student Affairs:

- July Orientation (Monday, July 18, 2011)
- September Orientation (Monday, September 19, 2011)

NSOP REGISTRATION – for all students (freshman, sophomore, transfer, and special students)

I am officially registering for the New Student Orientation Program.

Name: _____ | _____ | _____
Family First Father's (Middle) Name

Nationality: _____

School/University Graduated from: _____

Mobile: _____

AUB ID No: _____

Current Residence: _____

Faculty: Check one

- Faculty of Agricultural and Food Sciences Faculty of Arts and Sciences School of Nursing
 Faculty of Engineering and Architecture Faculty of Health Sciences S. Olayan School of Business

Class:

- I am accepted to freshman class in the faculty of Arts and Sciences
 I am accepted as: Sophomore Special Transfer Other: _____

Major: _____

Email Address (Since you will be confirmed via e-mail, please write clearly): _____

I hereby confirm that I am aware that the New Student Orientation Program is a requirement for registration at AUB. I am also aware that missing the NSOP may result in failing to enroll in the courses of my choice.

Date: _____ Signature: _____

New Student Orientation Program (NSOP)

Monday, July 18, 2011

Date	Activity	Department
9:00 am–9:30 am	Sign-in	West Hall
9:30 am–9:50 am	Welcome and Program Overview	Bathish Auditorium, West Hall
10:00 am–10:40 am	Faculty Orientation	
	Faculty of Arts and Sciences (FAS)	Assembly Hall
	Faculty of Agricultural and Food Sciences (FAFS)	Agriculture Building, Room 102
	Faculty of Engineering and Architecture (FEA)	Bechtel Wing D
	Olayan School of Business (OSB)	Maamari Auditorium, OSB
	Faculty of Health Sciences (FHS)	Van Dyck Auditorium
	Hariri School of Nursing (HSON)	Hariri School of Nursing, Classroom 3

Concurrent Sessions Schedule

Group A – FEA students only		
12:00 pm –12:30 pm	Introduction to AUBnet services (CNS)	Bathish Auditorium, West Hall
12:30 pm –1:30 pm	Training: Online course registration	Designated Computer labs on Campus

Group B – FAFS and HSON students only		
12:40 pm –1:10 pm	Introduction to AUB net services (CNS)	Bathish Auditorium, West Hall
1:10 pm –2:10 pm	Training: Online course registration	Designated Computer labs on Campus

Tuesday, July 19, 2011

Date	Activity	Department
9:00 am–2:00 pm	Individual Academic Advising	Concerned Departments
10:00 am –12:00 pm	Concurrent Sessions for FAS, OSB, and FHS students only (see schedule below)	

Concurrent Sessions Schedule

Group C – FAS students only (Freshman and Sophomore students)		
10:00 am –10:30 am	Introduction to AUBnet Services (CNS)	Bathish Auditorium, West Hall
10:30 am –11:30 am	Training: Online course registration	Designated Computer labs on Campus

Group D – OSB and FHS students only		
10:40am –11:10 am	Introduction to AUBnet services (CNS)	Bathish Auditorium, West Hall
11:10am –12:10 pm	Training: Online course registration	Designated Computer labs on Campus

Wednesday, July 20, 2011

General Sessions introducing new students to University Resources at Bathish Auditorium, West Hall *

Date	Activity	Department
9:00–9:15 am	Introduction to Student Life	Office of Student Affairs
9:15–9:30am	University Libraries	Jafet Library
9:30–9:45am	An Overview of Moodle and Plagiarism	Academic Computing Services
9:45–10:00am	Health Insurance Plan	Benefits Coordinator's Office
10:00–10:15am	Health on Campus (Smoking)	University Health Services
10:15–10:30am	University Sports on Campus	Hostler Center
10:30–10:45am	Community Service Opportunities	Community Service Opportunities
11:00 am –2:00 pm	Individual Academic Advising	Concerned Departments
11:00am–11:00pm	Online Course Registration	Designated Computer Labs on Campus

* General Sessions are useful sessions for students to attend.

Residence Hall Application

New Students Fall 2011–12

Office of Student Affairs–Student Housing

West Hall, Ground Floor

Room 112A/B

Please read the information found on this sheet and keep it as a reference.

Priority for on-campus housing is for undergraduate students—mainly freshmen and sophomore students.

Applications for new students are processed on a first come, first served basis. **Early application is strongly advised. Applications beyond the stated deadline will only be considered subject to availability.** Graduate students will be accommodated only if space is available. Due to our limited capacity and the high demand for private rooms are not usually available.

Application submission

The completed Residence Hall application must be submitted along with a passport size photo to the Student Housing Office in West Hall, Room 112, following the payment of a deposit fee of LL300,000 at the AUB Cashier's. Students coming from abroad can send the application by mail accompanied by a certified check for USD200 payable to **American University of Beirut. Please do not send cash money by mail. Applications or photos sent by Email are not accepted.**

Criteria for entry into the student residence halls

As a general principle, subject to availability, all AUB students are entitled to accommodation for on-campus housing. **Choice of building** is based on priority in the following order:

1. Seniors, who in their previous years at AUB, did not reside in their preferred residence hall.
2. Those wishing to remain in the same residence hall they were in the previous semester.
3. All other students—including sophomores, freshmen and graduate students.

Residence hall/room assignment and roommate criteria

Student Housing reserves the right to **change a resident's assigned room in cases where there is no roommate or in cases of room reservation cancellations. In cases where a roommate cannot be assigned a full charge for the room/suite applies.** Students who do not specify a roommate will be assigned a roommate from among the pool of applicants we have. A request to change room/roommate may not normally be accommodated. In cases of roommate disagreements students are urged to mediate their differences and find a compromise. If no agreement is reached, Student Housing will meet with both parties and decide the appropriate course of action. **Graduate students will be accommodated once all undergraduate applicants have been secured a place.**

Residence hall fees per semester for fall 2011–12

Room Type	Total Fee per Semester in Lebanese Lira
Double	1,867,000 \ 1,238 USD
Semi Private (only in the women's dorms)	2,306,000 \ 1,529 USD
Private	3,019,000 \ 2,002 USD

Off-Campus Residence for Women: Mayfair

Room Type	Fees/Semester in Lebanese Lira
Double	2,698,000/ person \ 1,789 USD
Private	4,720,000/ person \ 3,130 USD
Suite for two	5,058,000/ person \ 3,354 USD

* Mayfair is located on Sidani Street within a walking distance from AUB. Every room has its own bathroom. The suite consists of one bedroom for two, a living room, a kitchenette, and a bathroom.

Residence Hall Application

Fall 2011–12

Deadline for submitting dorm application

The completed application form should be submitted to the office of Student Affairs by Friday, July 29, 2011. Applications received after the deadline will be processed only if space is available.

Cancellation of application

Students may cancel their application for dorm reservation without financial penalty by Friday August 26, 2011. Cancellations must be submitted in writing (or via email) to the Office of Student Affairs. Students who cancel after this date will lose their deposit fee. Cancellation after the start of the term will result in higher penalty fee increasing weekly after the deadline for cancellation

Failure to take up residence and early departure

Failure to take up residence does not eliminate liability for fees. Failure to cancel the dorm reservation prior to the start of the semester will result in a fine starting at 10% of the student's residence fee. Those who voluntarily depart from their dorm before the end of a semester are not entitled to receive a refund. Petitions will be considered only in cases of extreme personal circumstances.

Confirmation of dorm/room assignments

Confirmation of dorm assignments for applicants who submitted their application forms within the deadline for applications will be announced on our webpage by Friday, September 16, 2011.

Personal property insurance

AUB cannot assume responsibility for personal property kept in a student's room. We strongly recommend private insurance coverage against risks such as fire or theft.

Keys and damage to university property

1. Room keys in the dorms are given to students during the period of their stay. Responsibility for these keys during this period is solely with the student. The student must return all keys, in person, once the term of his/her stay has ended. A fine of LL60,000 will be charged in case of loss or failure to return keys upon check out. Unauthorized duplication of any University key is strictly forbidden.
2. Any student responsible for causing damage to AUB property will be charged the repair/replacement cost, an additional fine of LL60,000 and will be subject to further disciplinary measures.

Office of Student Affairs

American University of Beirut
PO Box 11-0236, Riad El Solh 1107 2020, Beirut, Lebanon
Tel: +961 1 374-374, ext. 3170 - 3171
Fax: +961 1 744-478

Curfew policy

Curfew hours are:

Sunday–Thursday from 12 midnight until 7:00 am

Friday from 1:00 am until 7:00 am

Saturday from 2:30 am until 7:00 am

Students found in violation of the curfew hours will be subject to disciplinary action. Forged waiver forms will be subject to university action in accordance with the Student Code of Conduct, particularly relating to the sections on forging official papers and dishonesty.

Graduate/Medicine students are exempt the curfew policy.

Smoking and alcohol

As part of the AUB community, residents are required to abide by the smoking policy that is applicable on campus. In the residence halls, smoking is not permitted in public areas of the dorms, in doubles or semi-private occupancy rooms. **Alcohol is strictly prohibited at all times in all areas of the student housing buildings.**

Living in the AUB student residence halls is a privilege that may be denied at any time a student is found in violation of residence life rules and regulations. Residents are responsible for the behavior of their guests in the dorms. Please visit our webpage to know more at <http://www.aub.edu.lb/sao/housing/Pages/index.aspx>



Please detach

Residence Hall Application for New Residents

Fall 2011-12

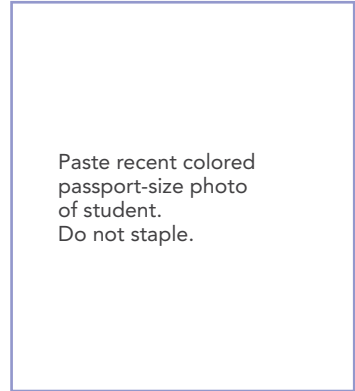
Office of Students Affairs

West Hall, Ground Floor, Room 112A

Please print clearly

Spell your name exactly as it appears on your official AUB records

Provide all 9 digits of your AUB ID Number



Personal information

Name: _____ | _____ | _____
Last name First name Middle/Father's Name

1st Nationality: _____ 2nd Nationality: _____

Date of birth (d/m/y): ____ | ____ | ____ Gender: Male Female

Telephone: _____ | _____
home mobile

Email: _____

Permanent home address: _____

Contact information, for emergencies

Name (parent or guardian): _____

Relationship to student: _____

Telephone: _____ | _____
home mobile

Fax No. (if any): _____ Email: _____

Home address: _____

Academic Information

Faculty: _____

Major: _____

AUB ID: _____

Class (as of fall 2011-12)

- UPP
- Freshman
- Sophomore
- Junior
- Senior
- Graduate

Class (as of fall 2011-12)

For schools like FEA:

- 1st year
- 2nd year
- 3rd year
- 4th year

Preferences

Completion of this section will help the attempt to match your needs, but we may not be able to accommodate all your preferences. We do not guarantee room choice or roommate preferences under any circumstances.

Please rank in order of preference 1, 2, 3, etc. and note that **current residents have a priority** in the dorm/room assignment process.

Women's Halls	Men's Halls	Room Type
<input type="checkbox"/> Boustani <input type="checkbox"/> Jewett <input type="checkbox"/> Murex <input type="checkbox"/> New Women's <input type="checkbox"/> Kerr II <input type="checkbox"/> Mayfair**	<input type="checkbox"/> Kerr <input type="checkbox"/> Penrose All rooms are either double or private.	<input type="checkbox"/> Private* <input type="checkbox"/> Double <input type="checkbox"/> Semi-private <input type="checkbox"/> Mayfair Suite <input type="checkbox"/> Mayfair Double <input type="checkbox"/> Mayfair Private

* Private is not a priority and subject to availability.

** Check the Mayfair rates before you choose double, private or suite.

Preferred roommate: _____

For further consideration, your name must appear on the application of the preferred roommate.

Relevant information

Completing this section will help us in the roommate matching process.

- | | |
|--|---|
| <input type="checkbox"/> I smoke* | <input type="checkbox"/> I do not smoke |
| <input type="checkbox"/> I prefer a non-smoking roommate * | <input type="checkbox"/> I do not mind to stay with a smoking roommate* |
| <input type="checkbox"/> I usually stay up till late | <input type="checkbox"/> I go to sleep before 12:00 midnight |
| <input type="checkbox"/> I usually wake up early before _____ am | <input type="checkbox"/> I listen to music while studying |
| <input type="checkbox"/> I prefer a quiet study environment | <input type="checkbox"/> I prefer to study outside my room |
| <input type="checkbox"/> I prefer to study in my room | |
| <input type="checkbox"/> Hobbies and interests: _____ | |
| please specify | |

* Smoking is not allowed in public areas of the residence halls and all double and semi private occupancy rooms. Violators may face eviction charges.

Type of student

You can check more than one

- Regular student
 Exchange/visiting
 Special student
 International student
 Old returning resident

Do you have a disability or allergy that we should be aware of? Please specify:

Expected graduation date: _____

Official Use Only

Date Received:

Assignment

Dorm: _____

Room: _____

Declaration

Please sign and date this declaration.

Unsigned applications cannot be processed.

I wish to apply for on-campus housing. I have read the above information and agree to abide by AUB's rules and regulations governing residence on campus. I also understand that any damage I cause to AUB property will be charged to my account.

Further, I understand that I will be charged the amount of LL300,000. Should I fail to cancel my room reservation **by August 26, 2011**.

All of the information I have provided in this application is accurate and true to the best of my knowledge. I understand that any false information may lead to disciplinary action by the Dean of Student Affairs and the university administration.

Signature: _____ Date: _____

Move-in Date

For Fall 2011–12, the move-in may begin on Friday, September 23, 2011.

Students who **fail to check-in** during the first week of the semester without notifying (in writing) the Student Housing Office **may lose their place**. Students who fail to cancel, in writing, the room reservation prior to the start of the semester will be charged a fine between 10 % and 25% of the student residence fee.

The deadline for submitting the housing application is Friday, July 29, 2011.



Waiver of Residence Requirement for Freshman Students

I, _____, the undersigned, in my capacity as _____ (parent/legal guardian only), do hereby declare that Miss / Mr. _____, ID No. _____ has my permission to live off campus during the freshman year.

Telephone: _____ | _____
Home Mobile

Fax (if any): _____ Email: _____

Mailing address: _____

Relationship to student: _____

Signature: _____ Date: _____

This form must be signed by the parent or legal guardian only and must be submitted at the Office of Student Affairs.

Coordinator of Student Housing
American University of Beirut
Office of Student Affairs
West Hall 112 A/B
PO Box 11-0236
Riad El Solh 1107 2020
Tel.: + 961 1 374374, ext. 3175
Fax: + 961 1 744 478

Curfew Waiver Form: Special to Dorms Residents

I, _____, the undersigned, (parent or legal guardian only) do hereby declare that Miss/Mr. _____

ID No. _____ Dorm and Room _____

has my permission to be exempted from the curfew policy. I understand that by granting this permission, I give the aforementioned student the freedom to get in and out of the dorm without any restriction whatsoever and throughout the period of his/her stay.

Telephone: _____ | _____
Home Mobile

Fax (if any): _____ Email: _____

Mailing address: _____

Relationship to student: _____

Signature: _____ Date: _____

This form must be **signed by the parent or legal guardian and submitted at the Office of Student Affairs** in West Hall, Room 112. The form may be sent by mail or fax. Please check the contact address below. Emails are admissible provided they are sent by the parents using an official work account.

- **Curfew hours** are as follows:
Sundays–Thursdays: 12:00 Midnight–7:00 am
Fridays: 1:00 am–7:00 am / Saturdays: 2:30 am–7:00 am
- Students who are found to have **falsified this document** will be subject to **severe disciplinary measures** at the discretion of the Dean of Student Affairs. AUB reserves to itself the right to verify the signature found on the said document by whatever means possible. **Only Graduate and Medicine** students are entitled to sign this form without being required to obtain the counter-signature of parent or legal guardian.
- This **form shall remain valid** throughout the resident’s stay at the dorm **unless** the parent or guardian concerned notifies, **in writing**, the Office of Student Affairs of his/her decision **to cancel this waiver**.
- If you have any inquiries, please contact us on the below mentioned address.

Coordinator of Student Housing
American University of Beirut
Office of Student Affairs
PO Box 11-0236
Riad el Solh 1107 2020
Tel.: +961 1 374374, ext. 3175
Fax: +961 1 744 478
Email: stdhouse@aub.edu.lb

وثيقة إعفاء من الحظر لطلاب السكن الجامعي

انا الموقع ادناه _____ بصفتي _____ (احد الابوين او الوصي الشرعي فقط) اصرح باعطاء الطالب/ة _____ حامل/ة الرقم الجامعي _____ في سكن الطلاب مبنى _____ غرفة _____، الاعفاء من الحظر المفروض فيما يتعلق بضرورة تواجد الطلاب داخل السكن الجامعي ضمن الساعات المبيّنة ادناه. انا اعني تماماً أنه بإعطائي هذا الاذن، فأني امنح الطالب الأنف الذكر الحرية الكاملة في الدخول والخروج ساعة يشاء دون قيد أو شرط وذلك طوال فترة إقامته في السكن الجامعي.

هاتف: منزل _____ محمول _____

فاكس: _____ بريد الكتروني: _____

العنوان البريدي: _____

يوقّع هذا الطلب ويرسل إلى مكتب شؤون الطلاب في مبنى الوسط حول فقط من قبل احد الوالدين او الوصي الشرعي. في حال تواجد احدهما خارج لبنان، يمكن إرساله بواسطة البريد أو الفاكس على العنوان المبيّن ادناه.

الامضاء: _____ تاريخ: _____

يرجى العلم:

• ساعات الحظر هي كالتالي:

الاحد - الخميس: ١٢ منتصف الليل - ٧ صباحاً

الجمعة: ١:٠٠ صباحاً - ٧ صباحاً / السبت ٢:٣٠ صباحاً - ٧ صباحاً

- في حال تبين ان التوقيع على هذه الوثيقة قد تمّ من قبل اشخاص غير الوالدين او الوصي الشرعي، يتعرّض الطالب المخالف لإجراءات تأديبية بناءً على توصيات عميد شؤون الطلبة. كما ويحتفظ مكتب شؤون الطلاب بحقه بالتأكد من صحة التوقيع. فقط طلاب الماجستير والطب يمكنهم توقيع هذا الطلب بأنفسهم.
- تبقى هذه الوثيقة صالحة طوال الفترة التي يكون فيها الطالب المعني مسجلاً في سكن الطلاب إلا اذا تم الإلغاء من قبل الوالدين او الوصي الشرعي بموجب كتاب خطّي موجه الى مكتب شؤون الطلاب على العنوان المبيّن ادناه.

Coordinator of Student Housing
American University of Beirut
Office of Student Affairs
PO Box 11-0236
Riad el Solh 1107 2020
Tel: +961 1 374374, ext. 3170
Fax: +961 1 744 478
Email: stdhouse@aub.edu.lb

Health Insurance Plan Guidelines for AUB Students

Summer 2011 and Fall 2011–12

Human Resources Department
Benefits Coordinator's Office
College Hall, 3rd Floor

February 24, 2011

Health insurance coverage is mandatory for all students (2nd class) during their years of study at AUB, therefore, a student, new or continuing, registered for at least 6 credits, is automatically enrolled under the Health Insurance Plan of AUB (HIP).

Students, who register at the University beginning of the fall, will be covered by HIP for twelve months, provided they do not graduate, withdraw or be suspended and/or dropped from the University. HIP fee charged per academic year: LL445,000 - per semester: LL222,500 - spring and summer: LL333,750.

A student may be exempted from enrolling in HIP if he/she presents proof that he/she is covered by another health insurance plan. In that respect, he/she may proceed signing an HIP waiver at the Benefits Coordinator's Office, College Hall, 3rd floor or at another location that will be announced in due time.

Students may sign HIP waivers as per the following timetable:

Summer 2011 New Students Except Medicine	June 13–July 1, 2011
Medicine I and II Academic Year 2011–12	August 16–September 9, 2011
Medicine III and IV Academic Year 2011–12	May 30–July 24, 2011
Fall 2011–12 All Students Except Medicine	August 8 – August 19, 2011 currently registered undergraduate students and new undergraduate students
	September 19–October 7, 2011 all students

Graduate students **registered for a thesis** are eligible to continue HIP coverage for a period of two consecutive years only. Eligible students may proceed to enroll in HIP for summer 2011 or fall 2011–12 during the dates specified in the time table here-before at the HR / Benefits Office, College Hall, 3rd floor.

Students are expected to be aware of the following HIP regulations. Kindly read them carefully.

The Health Insurance Plan (HIP) provides medical and hospital care to AUB community namely staff, students, retirees, etc. **HIP members are required to use exclusively the University Health Service and AUB Hospital for their medical and Hospital care.** Coverage will be in accordance with the Plan's Rules and Regulations.

1. HIP coverage for all students is limited to medical and hospital care inside Lebanon only; under no condition will coverage be for medical services outside the country. A hospitalised member is entitled to professional services within AUB Medical Centre facilities.
2. An HIP member is entitled to general or specialist consultation if referred by the "University Health Service" UHS. In case of emergency patients are treated and referred for required care by "AUH Emergency Unit." In both cases, HIP members are covered for medical care needed within the resources of AUB Medical Centre and in accordance with HIP Policies and Procedures.
3. Chronic or other conditions or diseases or injuries which existed on or before the date of original enrolment or re-enrolment will not be covered unless the member has completed five consecutive years of membership.

4. Student means a person registered for a course of study at the University, whether working or not for a degree, on full-time or part-time basis, provided the student is registered for at least 6 credit-hours. Auditors are not considered students.
5. Students who register at the beginning of the summer term will be covered for that term only. Coverage during summer will be limited only to the use by students of the AUBMC facilities provided they do not withdraw, are suspended or dropped from the University. Under no condition will coverage be allowed for medical care outside AUBMC (inpatient, outpatient services).
6. Eligible married students may enrol their spouse and children who are living with them in Lebanon at the regular 2nd class rates as long as they remain registered at the University and are members of the HIP. The premiums for the spouse and the children must be paid in full and in advance.
7. Members are entitled to the following hospital stay:
 - 30 days hospital care during the first calendar year of enrollment in the Plan.
 - 45 days during the second year.
 - 60 days during the third year.
 - 90 days thereafter for uninterrupted or consecutive years of enrollment.
8. A student will be covered by HIP from the beginning of a specific term provided he/she registers and pays his/her tuition and fees **up to 48 hours after graduation or leaving the University.**

It is to be noted that the wording of this memorandum is meant to be a mere summary of the provisions of the Plan and is provided solely as a matter of convenience and in no way defines or limits the scope or intent of any provision of the Plan. **For more details on HIP, check AUB webpage: Human Resources/Benefits Office.**

The Benefits Coordinator's Office wishes you healthy and successful years of study at the American University of Beirut. The office will be available to answer your queries and attend to your requests.

**Benefits Coordinator's Office
Human Resources Department
American University of Beirut
College Hall, 3rd Floor**

PO Box 11-0236
Riad el Solh 1107 2020 Beirut, Lebanon
Tel: +961 1 350000 or 374374 or 374444, ext. 2329
Fax: +961 1 744475
Email: benefits@aub.edu.lb



Please detach

Student Health Insurance Plan Waiver

Human Resources Department
Benefits Coordinator's Office
College Hall, 3rd Floor

I, the undersigned (**Name**) _____ **AUB ID No.** _____, hereby declare that I have been informed about the Health Insurance Plan and that its regulations have been explained to me.

I also hereby request exemption from enrolling in the Health Insurance Plan. Further, I fully understand that I will be responsible for payment in full of all medical care expenses incurred at the American University Hospital or any other health care provider.

Signature: _____

Phone/Email/PO Box: _____

Faculty: _____

Date: _____

Notes:

1. Copy of the health insurance policy is required with this waiver form.
2. Copy of the renewal of the health insurance policy is required if it expires during academic year 2010–11.

For office use only
Witness: _____

Student Immunization Requirements

Fall 2011–12

University Health Services

Tetanus and Diphtheria Vaccine (Td)

All students are required to document that they have received the primary series and a booster of adult Tetanus–Diphtheria (Td) vaccine within ten days of the beginning of the academic year.

Measles, Mumps, Rubella

Immunity to these diseases must be documented by immunization with the live vaccine or by serological (antibody) titers.

Varicella

All students must certify that they have had varicella or they must have a varicella titer determined. If the titer was undetectable, they are advised to receive two doses of varicella vaccine 4–8 weeks apart.

Hepatitis B

Hepatitis B vaccine is strongly recommended for all students. It is required for those entering some health care fields. It is given as a series of three vaccines.

If the student does not receive the vaccine he/she must have a Hepatitis Bs Antigen determined.

Tuberculosis Screening

Tuberculosis screening test is required for all entering students.

It will be provided to all students during the pre-registration period unless it has been done within the last 12 months.

Any student who is positive must provide either a detailed statement from his/her treating physician or the results of a recent chest x-ray.

Student Immunization Record

Required	
1. Tetanus – Diphtheria <input type="checkbox"/> Primary series of 3 doses Date: _____ <input type="checkbox"/> Td booster within the past 10 years Date: _____ <input type="checkbox"/> Tdap Date: _____	
2. MMR vaccine (Measles, Mumps, Rubella) Dose1: Date: _____ Dose2: Date: _____ (if not vaccinated, please provide titer)	Measles titer: Pos____ Neg____ Date: _____ Mumps titer: Pos____ Neg____ Date: _____ Rubella titer: Pos____ Neg____ Date: _____
3. Varicella vaccine (Chicken pox) History of Varicella (Chicken pox): Date: _____ Vaccine: Dose1: Date: _____ Dose 2: Date: _____ (If not vaccinated please confirm disease or provide titer) History of Varicella (Chicken pox): Date: _____	Varicella titer: Pos____ Neg____ Date: _____
4. Tuberculosis testing BCG vaccine if done: Date: _____ Last TST (Tuberculin skin test) within 12 months Date placed: ___/___/___ Date read: ___/___/___ Result (mm induration): _____ (if no induration record as 0 mm)	Chest X Ray if TST positive (please attach copy of the report) <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal Date read: _____ Treatment: Have you been treated with anti-tubercular drugs <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, type of treatment: _____ Length of treatment: _____
5. Meningococcal (Meningitis) vaccine: (those who live in residence hall/dorms) Date: _____	

Recommended Documentation	
6. Hepatitis B Vaccine Vaccination series: Dose 1: Date: _____ Dose 3: Date: _____ Dose 2: Date: _____ Booster: Date: _____	If not vaccinated, Hepatitis Bs Antigen: Pos____ Neg____ Date: _____ Anti Hepatitis Bs Antibody titer if available: Pos____ Neg____ Date: _____
7. Hepatitis A Vaccine Date: _____	8. Pneumococcal Polysaccharide vaccine Date: _____
9. Other vaccination, specify: _____ Date: _____	

Paste recent colored passport-size photo of student.
Do not staple.

Physician's name : _____

Address: _____

Email: _____

Physician's signature: _____

Date completed: _____

It is mandatory to return the completed form to the University Health Services (UHS) desk during pre-registration (in person).

Family Information Form

In order for your parents to receive AUB publications and for AUB to invite your parents to events on campus and in their area of residence, we would appreciate it if you would provide us with the information below. Please make sure to mail this for in the attached envelop to the Office of Development.

Student

Student ID: _____

Family name: _____ First name: _____

Father

Family name: _____ First name: _____

Middle name: _____

Deceased

Degree: _____ Year of graduation: _____

College/University: _____

Permanent address

Building, floor: _____ Street: _____

Postal code: _____ Area: _____

Nearest landmark: _____ City: _____

State: _____ Zip code: _____

Country: _____

Telephone/mobile number: _____ Email address: _____

Please check the best way to contact your father: By mail By phone By email

Employment

Company name: _____ Title: _____

Company address: _____ Work telephone(s): _____

My father would not like to be contacted after I graduate from AUB

Mother

Family name: _____ First name: _____

Middle name: _____

 Deceased

Degree: _____ Year of graduation: _____

College/University: _____

Permanent address

Building, floor: _____ Street: _____

Postal code: _____ Area: _____

Nearest landmark: _____ City: _____

State: _____ Zip code: _____

Country: _____

Telephone/mobile number: _____ Email address: _____

Please check the best way to contact your mother: By mail By phone By email**Employment**

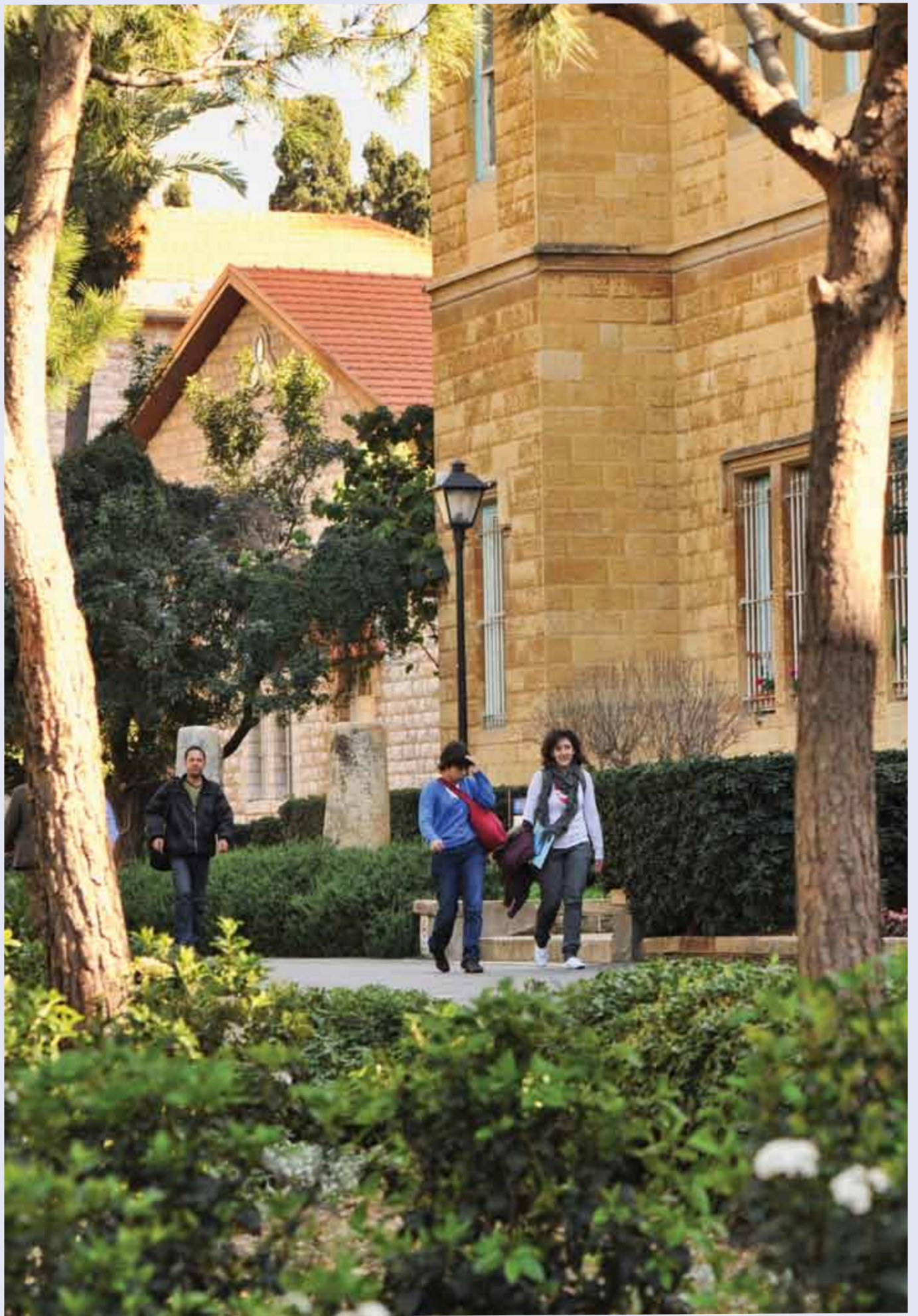
Company name: _____ Title: _____

Company address: _____ Work telephone(s): _____

 My mother would not like to be contacted after I graduate from AUB**Other members of the family**

Did any other members of your family attend AUB? If so, please list their names. (Grandparents, uncles, aunts, brothers, sisters, and cousins)

	Last Name	First Name	Relationship
1.			
2.			
3.			
4.			
5.			



Designed and produced by the Office of Communications, photo by Mazen Jannoun, AUB Photography Department

Office of Admissions
American University of Beirut
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