TO: All Non-Academic Personnel  
FROM: Benefits Coordinator’s Office  
SUBJECT: CHANGES IN FAMILY STATUS

This is to remind all non-academic personnel who are covered under the Lebanese National Social Security Fund (NSSF) that *any change in family status such as marriage, birth of a child, adoption of a child, etc.* must be reported to the Benefits Coordinator’s Office as soon as the change takes place.

Non-academic personnel are required to submit the pertinent documents to the Benefits Coordinator’s Office, College Hall 3rd floor, as soon as the changes in family status take place.

Please check the **List of Documents and other important Instructions** here-after.

Your cooperation is highly appreciated.

Nizar Faour  
NSSF Manager /HR Officer  
Extension 2317  
College Hall, 3rd Floor, Room 349
Required Documents in case of Changes in Family Status:

A. MARRIAGE:

1. Copy of the Marriage certificate.
2. Official family status record.
3. If the age of the non-working wife is less than 25 years old, a certificate issued by NSSF indicating that the wife does not benefit from NSSF under her parents’ coverage is requested.
4. If the wife is not working the husband should sign a declaration form at the Benefits Office.

B. DIVORCE

1. Copy of the divorce certificate.
2. New official family status record.

C. DEATH

1. Copy of the death certificate.
2. New official family status record.

D. WIDOW / DIVORCED

1. New official family status record.
2. Power of custody.
3. NSSF benefits approval certificate.

E. CHILDREN

a. Birth of a Child

1. Birth certificate
2. Official family status record.
3. Copy of the individual status record of the newborn.

b. Children 18 years of age and above

1. School or university certificate for student approved by the Ministry of Education.
2. Official status record for the dependent female 18 years of age and above.
3. Declaration when children start working or get married.

September 2016
Non-academic employees who are covered by the Lebanese National Social Security Fund (Family Allowance/ Medical Scheme) are requested to submit a new family status record whose date is not more than one month old. An employee whose children are 18 years of age and above is also requested to present the following documents:

- Male Children: School or University certificate for the academic year 2016-2017 approved by the Ministry of Education.
- Female Children: School or University certificate for the academic year 2016-2017 approved by the Ministry of Education plus a recent single status record for every female child.
- Certificates issued by governmental schools/ universities do NOT need to be approved by the Ministry of Education.
- Students enrolled at Universities which follow the semester term must submit an enrollment certificate at the beginning of every semester; this also applies to AUB students.

The listed documents should be submitted to the Benefits Coordinator’s Office (Mr. Nizar Faour, College Hall, Room 349) not later than October 5, 2016:

Kindly note that any change in family status concerning your spouse or children must be reported to the Benefits Coordinator’s Office as soon as the change takes place.

Your cooperation is highly appreciated.
Non-academic married female employees who are benefitting from NSSF Family Allowance Scheme are requested to provide the Benefits Coordinator’s Office, Mr. Nizar Faour, with a recent Family Status Record dating back to one month or less and a Certificate from the NSSF indicating that their spouse is not registered in NSSF. The deadline for submitting the requested documents is **October 5, 2016**.

Failure to present the above documents will result in the discontinuation of payment of family allowances.

Your cooperation is highly appreciated.