



Registrar's Office
Application for a Duplicate Degree

Name: _____

ID #: _____

Degree(s) received: _____

Major: _____

Year of graduation: _____

Phone #: _____

I have lost my original granted degree due to: _____.

So you are kindly requested to issue me a duplicate copy of the original.

Date: _____

Signature

Fill in this application, sign it and fax it to 00961-1-744469 with a copy of your passport/ID showing name and picture.

The issued Duplicate Degree can not be delivered except to the student him/herself. A legal authorization through an attorney is needed if someone else is coming to pick it up. The issued duplicate degree can not be sent via mail or courier.

Each Duplicate Degree cost \$25 and the amount can be sent **via a certified cheque drawn on American Bank** to the order of the American University of Beirut, Registrar's Office address:

American University of Beirut
Registrar's Office
P.O.Box 11-0236
Riad El Solh, Beirut 1107 2020
Lebanon

OR

Via a transfer notice to:

HSBC Bank Middle East - Ras Beirut Branch
American University of Beirut 003013687-100
Transit Number 0070031BBME

Degree received by: _____

Signature

Date: _____