

REQUEST FOR TRANSCRIPTS, CERTIFICATES AND AUTHENTICATIONS

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

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 plus a phone number if ARAMEX is REQUIRED. Incomplete addresses will be discarded.

\$10 For each official transcript if order is less than or equal to five	\$5 for each copy in excess of five
\$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)

Payment can be made via a certified cheque drawn on American Bank (**Cheque can't be less than \$10**) to the order of the American University of Beirut and sent via mail to the Registrar's Office address:
(copy of the cheque should accompany your request)

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

OR you may send a transfer notice to: HSBC Bank Middle East-Ras Beirut Branch,
American University of Beirut 003013687-100, Swift address: **BBMELBBX**

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 or mills@aub.edu

Date Requested

Signature of Student