CONFIRMATION FORM PAYMENT METHODS

When you are admitted to AUB, you will receive by email an enrollment confirmation form. To indicate your intention to enroll, you will be asked to return this form within its deadline with a non-refundable tuition deposit (deadline and amount are indicated on the confirmation form).

The non-refundable tuition deposit or confirmation fees can be paid in one of the following methods:

I. **Cash** at the cashier’s office at AUB: Please fill in the confirmation form and proceed to the cashier’s office at AUB for payment. Once paid, the cashier’s office will stamp it as paid. Once stamped, please bring it back to the admissions office and submit it over there. **PLEASE DO NOT LEAVE THE CONFIRMATION FORM AFTER YOU PAY AT THE CASHIER’S OFFICE NOR LEAVE IT WITH YOU. YOU MUST BRING IT BACK TO THE ADMISSIONS OFFICE OTHERWISE IT WILL NOT BE APPROVED.** **PLEASE DO NOT SEND CASH IN MAIL UNDER ANY CIRCUMSTANCE**

II. **Check** made to the order of the American University of Beirut (only checks of American or Lebanese origins are accepted. Also, checks in US dollars or Lebanese pounds are only accepted. Other currencies are not accepted). You can send the confirmation form along with the check to the office of admissions at AUB or you can pass by AUB to pay by check at the cashier’s office. **Once paid, the cashier’s office will stamp it as paid. Once stamped, please bring it back to the admissions office and submit it over there. PLEASE DO NOT LEAVE THE CONFIRMATION FORM AFTER YOU PAY AT THE CASHIER’S OFFICE NOR LEAVE IT WITH YOU. YOU MUST BRING IT BACK TO THE ADMISSIONS OFFICE OTHERWISE IT WILL NOT BE APPROVED.**

III. **Wire transfer** to one of our bank accounts in Lebanon or USA per the following:

   a) **Lebanon**

   **Lebanon Bank Address**
   HSBC, Beirut
   Head office – St Georges
   PO Box 11-1380, Mina El Hosn, St Georges Bay
   Beirut, Lebanon
**Lebanon bank account details**

HSBC, Beirut

Account # 003 – 013687 – 104  [US$ currency]
IBAN: LB620007000000003013687104  [US$ currency]

Account # 003 – 013687 – 003  [LPB currency]
IBAN: LB730007000000003013687003  [LPB currency]

**Swift Code:** BBMELBBX

**b) United States of America**

**USA Bank Address**

JP Morgan Chase Account
New York, NY 10016  1-12/210

**USA bank account details**

JP Morgan Chase Account, New York

Account Name: American University of Beirut- Lebanon Account
Account #: 134 195493  [US$ currency]
Routing #: 021000021
**Swift Code:** CHASUS33

In case of wire transfer, please make sure to:

1) Include the Transfer Instruction text:

   ‘Enrollment Confirmation Fee for **Student Name** (AUB ID#20xxxxxx)’ after updating **Student Name** and ID number for the specific student.

2) Reply to your acceptance email and attach a scan of the filled confirmation form and the bank transfer receipt. Later, once you are to AUB, you can submit to us the originals of those scanned documents. Once we process your enrollment confirmation, we will inform you by email.