GUIDE ONE
BECOME AN ACTIVE AUB STUDENT

MAKE SURE TO READ THIS GUIDE VERY CAREFULLY BEFORE AUGUST 2016 ORIENTATION
TO ACCESS THE LINKS, VIEW THIS GUIDE IN FULL SCREEN MODE
<table>
<thead>
<tr>
<th>CONTENT</th>
<th>1 ENROLL AT AUB</th>
<th>2 SUBMIT NEEDED DOCUMENTS</th>
<th>3 SIGN UP AND ATTEND NSOP</th>
<th>4 LEARN ABOUT HEALTH INSURANCE PLAN</th>
<th>5 SEE YOUR ADVISER</th>
<th>6 KNOW YOUR ARABIC REQUIREMENT</th>
<th>7 REGISTER</th>
<th>8 PAY YOUR FEES</th>
<th>9 ISSUE YOUR AUB ID</th>
<th>10 GET FINANCIAL AID SUPPORT</th>
<th>11 TAKE THE PLAGIARISM TEST</th>
<th>12 CHECKLIST</th>
</tr>
</thead>
</table>
Welcome to AUB!

CONGRATULATIONS on your admission to AUB.

This guide will help you to know steps you need to complete steps before you join AUB.

We look forward to welcoming you to AUB this fall!
To Enroll you will have to

Print and fill the Student Confirmation Form
You have to fill a student confirmation form (as listed on your admission e-mail notification or letter of admission)

Submit your Student Confirmation Form
Submit the student confirmation form to the Admissions Office by the indicated deadlines above.
To Enroll you will have to

Sophomore Confirmation Form

Office of Admissions

FIRST YEAR SOPHOMORE STUDENT - CONFIRMATION FORM

This confirmation must be received at the Admissions Office at AUB not later than:
- May 31, 2016 if you choose to use Visa services below.
- June 30, 2016 if you do not choose to use Visa services below.

An enrollment fee of $1000 or L.L. 1,500,000 must be paid. AUB cannot hold a place for any student who has not returned this form stamped (PAID) by the above deadline.

For details on how to pay the enrollment fee, please refer to the Enrollment Confirmation Payment Methods at:
https://www.aub.edu/eng/services/registration/specialties/first-year-sophomore-student-confirmation-form/

Please return this form at your earliest convenience and make sure it reaches the Office of Admissions not later than the deadline indicated above. We look forward to hearing from you and welcoming you at AUB.

A) Do you wish to enroll at AUB?
- Yes, I will enroll at AUB for the Fall 2016-2017.
- No, I will not be enrolling at AUB in Fall 2016-2017 semester. (If you are not enrolling, please tell us here about your alternate plan/reasons):

B) Do you require International Student Services?
- Yes □ No □

International Student Services include, but are not limited to, International Student Orientation as well as other activities targeted to students from foreign (including Arab) countries and to Lebanese expats who would like to gain familiarity with the Lebanese culture and way of life.

Do you require visa services, please check one box below:
- I do not require a visa
- I will apply for my visa by myself
- I require AUB to assist me in applying for my visa (recommended)

You will be charged a non-refundable $50 fee for visa services in addition to the confirmation fee requested above. AUB will not be held liable in case of visa rejection.

Please refer to Enrollment Confirmation Payment Methods (noted above)

Signature: __________________________ Date: __________________________

Name: (please print as on letter of Admission) _______________________________________

Student Identification Number (as on letter of Admission) ___________________________

Faculty: ____________________________ Major: ____________________________
To Enroll you will have to

Freshman Confirmation Form

FRESHMAN STUDENT - CONFIRMATION FORM

This confirmation must be received at the Admissions Office at AUB not later than:

☐ May 31, 2016 if you choose to use Visa services below.
☐ June 30, 2016 if you do not choose to use Visa services below.

An enrollment fee of $1000 or L.L. 1,500,000 must be paid. AUB cannot hold a place for any student who has not returned this form stamped (PAID) by the above deadline.

For details on how to pay the enrollment fee, please refer to the Enrollment Confirmation Payment Methods at:
https://www.dropbox.com/sh/edcrgwmzgpy32mW/AAa7Vq9vEa_P5jdK_aJgBDVxa?dl=0

Please return this form at your earliest convenience and make sure it reaches the Office of Admissions not later than the deadline indicated above. We look forward to hearing from you and welcoming you at AUB.

A) Do you wish to enroll at AUB?

☐ Yes, I will enroll at AUB for the Fall 2016-2017.
☐ No, I will not be enrolling at AUB in Fall 2016-2017 semester. (If you are not enrolling, please tell us here about your alternate plan/reasons):

B) Do you require International Student Services? 

☐ Yes ☐ No
International Student Services include, but are not limited to, International Student Orientation as well as other activities targeted to students from foreign (including Arab) countries and to Lebanese expats who would like to gain familiarity with the Lebanese culture and way of life.

Do you require visa services, please check one box below:
☐ I do not require a visa
☐ I will apply for my visa by myself
☐ I require AUB to assist me in applying for my visa. (recommended)

You will be charged a non-refundable $80 fee for visa services in addition to the confirmation fee requested above. AUB will not be held liable in case of visa rejection.

Please refer to Enrollment Confirmation Payment Methods (noted above)

Signature: __________________________ Date: __________________________

Name: (please print as on letter of Admission) __________________________

Student Identification Number (as on letter of Admissions) __________________________

Faculty: _____Faculty of Arts and Sciences (FAS) __________________________

Major: _____FRESHMAN __________________________
Before you Join you will have to

Submit your Official Required Documents
By Monday, August 15, 2016 submit the complete required documents to make sure that your advising and on-line registration are ready on time.

Submit your Family Information Form
Your parents are part of our AUB community! In order for them to receive AUB publications and invitations to events on campus, please print and fill out this form by clicking on this link. You can either mail the form or submit it in person to the Office of Advancement Services located in College Hall, 3rd floor, Ext: 2530.

Supporting students with special needs
If you anticipate needing accommodations in your courses due to a disability, please submit the Student Support Request Form along with supporting documentation to the Accessible Education Office, West Hall – 314. Contact the Accessible Education Officer in order to schedule a meeting within the first two weeks of the semester. http://www.aub.edu.lb/SAO/ACCESSIBLE_EDUCATION
Register & Attend the New Student Orientation

New Student Orientation Program (NSOP)
Orientation will be held from Monday, August 22, 2016 till Thursday, August 25, 2016.

Medical Record
Submit your medical record online.
1. Please download the medical record form
2. The form should be completed by your personal physician or a physician at the Family Medicine clinics. Remember to take your vaccination record with you to the physician's visit.
3. Activate your AUB net account. Complete the necessary information including immunization and other medical history filled by your physician using the link and upload the form. You can scan or take a snapshot of the filled form using your phone. Make sure the document is readable.
4. The complete forms that include all the necessary requirements will be cleared and submitted by UHS Administration to the ID center for clearance
5. If the form is incomplete, an email will be sent to the concerned student within 2 weeks from uhs@aub.edu.lb. The student will be responsible for updating the form and resubmitting it.

University Health Services
For more information and appointment with family medicine clinics, please contact the University Health Services located at Wassef and Souad Sawwaf Building on Clemenceau Street phone: 01350000 ext. 3015 or 3017 from 8:00 am to 5:00 pm– Monday till Friday
Learn about Health Insurance Plan (HIP)

Medical Services Provided in Lebanon only
- Access to Medical Services – Use Student ID
- University Health Services (UHS/Infirmary) for Non-Emergency Cases
- Emergency Unit for Emergency Cases
- AUBMC for Hospitalization

Emergency Care-Coverage in Lebanon only
- AUBMC Emergency Services
- If AUBMC is not within reach:
  - Go to nearest medical care provider
  - Call Emergency Line 24/7: 03 – 080804
  - HIP Medical auditor will help access needed care and coverage

Psychiatric Coverage
- Outpatient: 12 Visits per year to Psychiatrists or Psychotherapists: Eight regular visits and four extended visits. One extended visit is equal to two regular visits.
- Inpatient: 15 Days per year in-hospital

HIP Offices
HIP Offices are located in College Hall, 3rd floor, Ext: 2329, at AUBMC, Dale Home, ground floor, Ext: 6113 and at UHS, Sawwaf Bldg. 2nd. floor, Ext: 6116.
To be Covered by HIP or Exempted

Health Insurance Plan (HIP) Coverage and Exemption
HIP Enrollment is mandatory and automatic if registered for 6 credits and above. HIP Coverage starts beginning of the term and after payment of tuition and ends 48 hours after graduation.

Students having Private Insurance can waive HIP by following these steps:

1. Go to “AUBSIS” – “Enter Secure Area”
2. Select “HIP Exemption”
3. Scan your Private Insurance Card or Certificate, enter expiry date, and upload
4. A confirmation e-mail will be sent to you within 3 working days.
See your Adviser

Know your Adviser
Make sure to see your adviser at the beginning of every term to update him/her about your progress. Your Academic Adviser will:

- Assist you in choosing your courses and in developing an academic plan
- Develop with you a student-mentor relationship
- Clarify to you the program and curriculum requirements
- Assist you in working through issues that hinder your academic performance
- Provide you with your alternate pin needed for course registration
Know your Arabic Requirement before you Register...

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, 202 or any course above 211 excluding ARAB 213, 214, 215, 216, 217, 218, 219, 248, and 256. 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. The results of the test apply to the term in which the test is taken and to the following term.

The Arabic Placement Test will take place according to the following schedule:

Monday, July 18, 2016 at 12:00-12:30; 12:30-1:00 in 500 Nicely
Monday, August 15, 2016 at 12:00-12:30; 12:30-1:00 in 500 Nicely

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

Arabic Requirement for Freshman
Freshman students do not have to sit for the APT. Your placement in Arabic courses will be decided by your scores in the Arabic freshman courses.

Exemption from Arabic
If you weren’t taking Arabic in high school or if you were taking low level Arabic which does not qualify you to take university level Arabic courses, you may apply to be given an exemption by filling the Arabic Exemption form and submitting it along with a proof (Arabic exemption letter from high school or statement specifying you were taking low level Arabic) to the Office of Admission before registration.
Register on AUBsis

Activate AUBsis
AUB Student Information System (AUBsis) program is a web-based program designed to provide on-line services to students and faculty including but not limited to registration. Check the Step-by-Step Registration guide to activate your AUBsis. If you cannot access your AUBsis then you should pass by admission for activation.

Registration Dates
Registration will remain open on AUBsis for all new students from **Wednesday, August 24, 2016 - Friday, August 26, 2016** then there’s the drop and add period **Tuesday, August 30, 2016 - Friday, September 02, 2016**

Drop and Add: **Tuesday, August 30, 2016 - Friday, September 02, 2016**
This is a chance to reflect on the selection of courses following attendance of first class session and make changes to your schedule after obtaining the approval of your adviser. No official record will show that you have dropped from courses.
Pay your Fees

Methods of payment of fees
1. Payment through selected banks (listed on the web statement of fees).
2. Payment by checks drawn to a United States bank (at the AUB cashiers only).
3. Payment by direct wire transfers (please find below the needed details):
   - JP Morgan Chase (United States of America)
     Account no. 134-195493
     Routing no. 021000021
     Swift code CHASUS33
     Account name: Lebanon Account

   - HSBC, Beirut – Lebanon
     US currency:
     Account no. 003-013687-104 / IBAN no. LB6200070000000003013687104
     Lebanese currency:
     Account no. 003-013687-003 / IBAN no. LB7300070000000003013687003
     Swift code: BBMELBBX

   - ARAB BANK (Beirut)
     US currency
     Account # 0332-311521-810
     IBAN for USD LB69 0005 0000 0000 3323 1152 1810
     LBP currency
     Account # 0332-311521-800
     IBAN for LBP LB48 0005 0000 0000 3323 1152 1800
     Swift code: ARABLBBX
Pay your Fees

Methods of payment of fees-Cont’d
Please note that payment of Tuition fees by Credit Cards or Travelers checks are not accepted presently. Fees are paid, in certified checks only or direct wire transfer. Checks should be issued to the order of the bank concerned according to the following format: “Pay to the order of (Name of Bank,) AUB Account number at the bank”. 
AUDI Bank - Audi Saradar Group 15663346100104029 LBP
BANKMED 0140013459700 LBP
BLOM BANK 04001304081588524 LBP
SGBL 007001360602855010 LBP
ARAB Bank 0332311521800 LBP
HSBC 003013687003 LBP
Fransa (only cash)
The value of the checks should be the exact amount shown on the Statement of Fees and should be paid only to the listed banks on the Statement of Fees. In the statement of fees, the period you have to pay is specified. Failure to pay the tuition fees in the period specified, will penalize you extra 150,000LBP (within the limited designated late payment period). Later, courses will be dropped.

For any additional inquiries please write to jm52@aub.edu.lb or sk132@aub.edu.lb

If you Added Courses after your Payment of Fees
Students wishing to add courses during Drop and Add should report to the Student’s Accounts Section, Comptroller’s Office, College Hall, as soon as their courses are registered in order to pay any additional fees that may result from the adding any credits to their schedules. (Students who have registered for less than 15 credits during registration period and registered additional course during Drop and Add period)

Failure to pay the additional fees within a period of fourteen days beginning with the last day of Drop and Add Period will result in the student’s account being placed on hold (cannot get any transcripts and certificates).
Issue your AUB ID

AUB ID
You are required to have an AUB ID card issued after the payment of your statement of fees and submitting your medical record to the University Health Services.

To issue your ID, it is advisable to show a copy of your statement of fees to the ID center staff. ID center is located in Fisk Hall, Ground Floor, Ext: 2376-2377
To be Supported by Financial Aid

The vast majority of financial aid given by AUB is in the form of need-based grants. AUB awards financial aid grants to undergraduate students based upon the financial need of a family. Additional need-based aid is provided to all enrolled Lebanese nationals non-freshman students in the form of student loans. In addition to need-based financial aid, AUB also offers special scholarships based on academic talent. These include full-tuition AUB merit scholarships. AUB also offers graduate assistantships and a work-study program.

To find more on how and when to apply for Financial Aid check the Financial Aid Website.
Take the Plagiarism Test

**Definition of Plagiarism**
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”.

**Plagiarism at AUB**
Plagiarism and cheating are serious offences and are not acceptable at AUB.

**Plagiarism Test at AUB**
All students are required to take the Plagiarism Test available at this link. Failure to pass the Plagiarism Test during your first semester at AUB will delay your registration for the next semester. You can take the test as many times as necessary.
<table>
<thead>
<tr>
<th>Task</th>
<th>Office Involved</th>
<th>Date/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit your student confirmation form: Freshman &amp; Sophomore</td>
<td>Office of Admissions, College Hall</td>
<td>May 31, 2016 if you choose to use Visa Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 30, 2016 if you do not choose to use Visa Services</td>
</tr>
<tr>
<td>Submit your Official Required Documents</td>
<td>Office of Admissions, College Hall</td>
<td>August 15, 2016</td>
</tr>
<tr>
<td>Sign up for New Student Orientation Program (NSOP)</td>
<td>Office of Student Affairs, West Hall</td>
<td>Check the <a href="#">NSOP Website</a></td>
</tr>
<tr>
<td>Attend the NSOP</td>
<td>Office of Student Affairs, West Hall</td>
<td>Check the Orientation Schedule</td>
</tr>
<tr>
<td>Submit your Medical Record</td>
<td>University Health Services (Infirmary)</td>
<td>September 15, 2016</td>
</tr>
<tr>
<td>Submit your Family Information Form</td>
<td>Office of Advancement Services, College Hall</td>
<td>During Orientation at the latest</td>
</tr>
<tr>
<td>Apply for HIP Exemption</td>
<td>AUB_SIS- HIP Exemption (Online)</td>
<td>July 18 till July 22, 2016 and August 24 till September 23, 2016</td>
</tr>
<tr>
<td>Activate AUBsis</td>
<td>Office of the Registrar, College Hall</td>
<td>Once Submitted your Official Required Documents</td>
</tr>
<tr>
<td>Submit the Arabic Exemption Form</td>
<td>Office of Admissions, College Hall</td>
<td>Before Registration</td>
</tr>
<tr>
<td>See your adviser</td>
<td>Your Department</td>
<td>August 22, 2016 - August 25, 2016</td>
</tr>
<tr>
<td>Register your courses online</td>
<td>Computer Labs among others</td>
<td>August 24, 2016 - August 26, 2016 and the drop and add period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>August 30, 2016 - September 02, 2016</td>
</tr>
<tr>
<td>Pay your Fees</td>
<td>Designated Bank</td>
<td>Period Specified in the Statement of Fees</td>
</tr>
<tr>
<td>Issue Your AUB ID</td>
<td>ID center, Fisk Hall</td>
<td>After payment of your statement of fees and submitting your medical record to UHS</td>
</tr>
<tr>
<td>Get your PO Box Key</td>
<td>Post Office, Ada Dodge Hall</td>
<td>After payment of your fees (bring with you a copy of the payment slip) or after issuing AUB ID</td>
</tr>
<tr>
<td>Apply for Financial Aid (optional)</td>
<td>Financial Aid Office, West Hall</td>
<td>Check the <a href="#">Financial Aid office Website</a></td>
</tr>
<tr>
<td>Take the Plagiarism Test</td>
<td>Link</td>
<td>Take and pass it during your first semester</td>
</tr>
</tbody>
</table>