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**Note:** Please enclose the orientation registration form, the housing application, the family information form, and the medical form in their respective envelopes provided with this package and submit them at the Office of Student Affairs, the Office of Development, and University Health Services respectively.
Welcome to AUB

June 2010

Dear new student,

We have received your enrollment card and fee and are delighted that you will be joining AUB this fall. Orientation sessions for new students, which will cover university requirements, faculty and departmental requirements, transfer policies and other related issues of interest to students, will take place in July and September (see attached for details).

Please make sure to submit the required documents mentioned in the acceptance pamphlet between August 9 and September 2, 2010 (for new undergraduate students from Lebanon) and on September 16 and 17, 2010 (for new freshmen, new graduate students and new students coming from abroad). Those documents include:

1. Proof of having met the English Language Proficiency Requirement (SAT Writing, TOEFL, IELTS or EEE)
2. True authenticated copy of Diploma/Secondary School Certificate and evidence of successful completion of Grade 12 at school
3. **Lebanese Freshman students only: Permission** to enter freshman class, (only if registering as a Lebanese citizen)
   **Sophomore students only:** Equivalence of Lebanese Baccalaureate Part II (if Lebanese with a non-Lebanese diploma)
4. Medical Form (to be submitted to the University Health Services in the attached envelope)
5. Residence Application Form (may be submitted by July 16, 2010)
6. Hospital Insurance Plan Exemption Form (if seeking exemption, sign waiver form between August 2 and 13, 2010 for new undergraduate students registering between July 19 and August 6, 2010 and between September 20 and October 8, 2010 for all students, Benefit’s Coordinator’s Office.)

Advising and online registration for all new sophomore students will take place between July 19 and August 6, 2010. New freshmen, graduates, and students arriving from abroad may complete advising and online registration between September 22 and 24, 2010 (Details are listed on the following page).

Please read through all the materials in this package and follow the instructions carefully and let us know of any questions you or your family might have. We look forward to welcoming you to AUB this fall!

With best regards,

Salim Kanaan, PhD
Director of Admissions
# Registration Guide for Fall 2010–11

To facilitate your registration, please follow the stages, 1-5 as is indicated below in the first table. In order to meet certain deadlines for items pertaining to you, please refer to the second table.

## Registration Stages

<table>
<thead>
<tr>
<th>Registration Stages</th>
<th>Time and Date</th>
<th>Place</th>
</tr>
</thead>
</table>
| Pre-registration submission of documents ¹                     | August 9–September 2, 2010 9:00 am –12:00 noon (for new undergraduate students from Lebanon)  
September 16–17, 2010 (for new freshmen, new graduate students and new students coming from abroad) | College Hall  
(Office of Admissions)                                        |
| Advising                                                      | July 19–August 6, 2010 8:30 am – 4:30 pm (for new undergraduate students from Lebanon)  
September 21–24, 2010 8:30 am–4:30 pm (for new freshmen, new graduate students and new students coming from abroad) | Department concerned                                      |
| On-line course registration via Internet                      | July 19–August 6, 2010 (for new undergraduate students from Lebanon)  
September 22–24, 2010 (for new freshmen, new graduate students and new students coming from abroad) | Check registration schedule next page                     |
| New Student Orientation Program                               | July 19 (for new undergraduate students from Lebanon)  
September 17 (for new international students)  
September 20–23 (for new freshman students)  
September 21 (for all new undergraduate students) |                                                         |
| Payment of Fees ²                                             | August 5–23 (for those who registered between July 19 and August 6)  
September 22–27 for those who registered between September 22 and 24 | Ras Beirut branches of:  
Arab Bank, Bank Audi,  
Bank Med, HSBC, BLOM,  
and Western Union Bank                                        |

## Item

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorm residents</td>
<td>July 16, 2010</td>
<td>Office of Student Affairs</td>
</tr>
</tbody>
</table>
| Deferred payment                                           | July 1–30, 2010 (for new undergraduate students from Lebanon)  
September 16–24, 2010 (for new freshmen, new graduate students and new students coming from abroad) | Office of the Comptroller  
(Students’ Accounts Section)                                 |
| Registration formalities for staff and staff dependents     | August 16–Sep. 17, 2010                        | Human Resources/  
Office of the Comptroller                                   |
| Drop and add period                                        | September 27–October 1, 2010                   | Via the Internet                                           |
| Late payment of fees                                       | August 24–September 7, 2010 (for those who registered between July 19 and August 6)  
September 28–October 5, 2010 (for those who registered between Sept. 22 and 24) | Bank assigned                                              |
| Hospitalization Insurance Plan waivers                     | August 2–13, 2010 (for new undergraduate students registering between July 19–August 6)  
September 20–October 8, 2010 (for all students) | Human Resources                                            |
| Submitting of NSSF declaration ⁴                          | No later than October 27, 2010                 | Registrar’s Office                                         |
| Last date for withdrawal                                    | December 6, 2010                               | Department concerned/  
Office of the Registrar                                       |

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¹ New students must report to the University Health Services for medical clearance before starting to register.

² New students are urged to secure a post office box immediately after payment of fees.

³ Bursary students should go in person to the Office of Student Affairs to collect their statements of fees and finalize their registration.

⁴ Fees are paid, in certified cheques only. Cheques should be issued to the order of the bank concerned according to the following format: “Pay to the order of (Name of the Bank) Account AUB”. The value of the cheque should be the exact amount shown on the statement of fees.

⁵ Lebanese and some European citizens have to submit the NSSF declaration within the scheduled period according to the registration guide and the university calendar.
# Online Registration Schedule for New Students

<table>
<thead>
<tr>
<th>Date</th>
<th>Class</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19–August 6</td>
<td>All new undergraduate students from Lebanon</td>
<td>To be determined</td>
</tr>
<tr>
<td>September 22–24</td>
<td>New freshman students, new undergraduates coming for abroad, new graduate students, old returning, and cross registering students</td>
<td>To be determined</td>
</tr>
</tbody>
</table>

## Registration Centers

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Free Labs (8:30 am–4:30 pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS</td>
<td>Bliss 208, 209, 210, and Physics Lab 102</td>
</tr>
<tr>
<td>OSB</td>
<td>Lab I, fourth floor, and Lab II, first floor (School of Business)</td>
</tr>
<tr>
<td>FAFS</td>
<td>FAFS Computer Center</td>
</tr>
<tr>
<td>FEA</td>
<td>Labs 1, 2, 3, 5, and 6</td>
</tr>
<tr>
<td>FHS</td>
<td>Van Dyck Computer Labs</td>
</tr>
</tbody>
</table>

*Note: Prepare your schedule with your adviser before your registration time.*

For information regarding guides for registration, university calendar, catalogue, graduation requirements, and the latest announcements, please check the updated Office of the Registrar web page at
Web Registration

Fall 2010–11

How to register online

New students can register online via the Internet from their homes, from campus registration centers, or from assigned computer labs, only on the dates assigned to them on the previous page.

Student’s web registration account activation steps (AUBsis account)

1. Go to directly to http://www.aub.edu.lb/banner or
   Go to AUB homepage at http://www.aub.edu.lb and select Students, current students, AUBsis Student Information System.
2. Access the login secure area.
3. Enter your student ID number and your PIN-Code, and then reconfirm your PIN-Code.
   (NOTE: first time access, your PIN-Code is set to your birthday in this format “MMDDYY.”)
4. You will be asked to change your PIN-Code
   (NOTE: select a difficult to guess even by your closest friends PIN-Code)

How to register your courses online

1. If you are not logged in to AUBsis; go directly to http://www.aub.edu.lb/banner
   • Access the login secure area.
   • Enter your student ID number and your PIN-Code, and then reconfirm your PIN-Code.
2. Select student services.
3. Select registration, term selection and select fall 2010–11 to register courses.
4. Select check your registration status to display various items that affect student registration including registration holds and time ticket. Then click on [return to menu]
5. Select add/drop classes to register courses.
   The system will ask you to enter an Alternative PIN-Code, which will be provided to you by your academic adviser during academic advising period.
   The link for Class Search helps you look up for available sections. You need to select one or more subject and then narrow your search by entering other choices like course number, course title, schedule type, campus, and instructor name, along with desired days and time. From the search list select the desired course section.
   You can then register (The process of registering the course is performed), or add to worksheet (the course CRN is added to the array of the registration page where you should click on the submit changes button to finalize the registration process.)

Other online registration options

1. Registration menu -> look up classes to add: During registration and drop/add use this option to look up and search for availability of places in courses.
2. Registration menu -> student schedule by day and time: Use this option to display and print the term schedule.
3. Registration menu -> student detail schedule: Students can display detailed information of their registered courses.
4. Student services -> student records -> web statement of fees: Displays the selected term fees.

Help Desk: The registration help desk will be located in the West Hall.
How to activate your AUB email account (AUBnet Account)

New students can activate their AUBnet email via the Internet from their homes, from campus computer labs, or from assigned labs. Communication at AUB between faculty, administration and students is conducted mainly over AUBnet email. So even if you plan to use other email services such as Yahoo or Hotmail, as a new student you are urged to activate your AUBnet email account and forward it to you other email account or access it via AUB Imail or POP services.

Student’s email account activation steps (AUBnet account)

2. Select Students, current students, and select AUBnet student computing services.  
3. From the quick access box, select new AUBnet user account.  
4. Follow the instruction and read and agree to abide by AUB code of conduct for users of computing services. This would open the “managing personal AUBnet accounts” page.  
5. Select activate student AUBnet account.  
6. Enter your student ID number and your password (Your birthday in this following format (MMDDYY), then your new password and reconfirm your new password.  
7. Submit.  
8. Your AUBnet account will be activated and ready for use within 20 minutes.

To access your AUBnet email via IMAIL

2. Select Imail from the top menu bar  
3. Authenticate using your AUBnet user account and password.

To forward your AUBnet email to your preferred email account

2. Select students, current students, and select AUBnet student computing services.  
3. From the quick access box, select email forwarding.  
5. Enter your AUBnet user account, your password and the forward email address.  
6. Submit.

AUBnet online help and frequently asked questions

2. Select students, current students, and select AUBnet student computing services.  
3. Select new students for online help, configuration tips, and FAQ.

You can also contact CNS Help Desk via email cns.helpdesk@aub.edu.lb
Preventing Plagiarism at AUB: The Plagiarism Test

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” (p. 272).

Plagiarism and cheating are serious offences and are not acceptable at AUB. The Plagiarism Test is a tool used at AUB in order to teach new students about plagiarism and how to avoid it. All students are required to take the Plagiarism Test; it is not optional. You need to take and pass the Plagiarism Test anytime between September 27, 2010 and November 30, 2010.

Failure to pass the Plagiarism Test will delay your registration for the spring 2011 semester.

You can take the test as many times as necessary. When you achieve 100% on the test, a notification will be generated and saved in your files in the Office of the Registrar. This notification will become part of your student records as evidence of your understanding of plagiarism and how to avoid it.

You can access the Plagiarism Test by going to the below webpage. The page also includes an overview about plagiarism, examples and a practice test. You should cover this material before taking the actual Test. It often takes 1-2 hours to go over the material and pass the test.


Good luck and have a plagiarism free semester!

AUB Academic Advisers

At the American University of Beirut (AUB), advisers work with students to help them set their educational goals, achieve their potential, and become successful learners. Academic advising is also an opportunity to inform students about AUB’s rules and regulations, culture and values.

The process of academic advising should assist students to view their educational experience as meaningful, purposeful, and consistent with their goals and interests. Regular contact with advisers is an important part of a successful advising relationship. The goal is to assist students to become self-reliant and able to make significant decisions about their educational experience and their future career plans.

Successful academic advising requires that the student fulfill her/his responsibilities. These responsibilities include the following:

1. establish initial contact with academic adviser;
2. seek out the academic adviser as the primary point person;
3. be familiar with policies and regulations, academic and administrative processes, and standards of achievement at AUB;
4. consult with the adviser at least once a semester to decide on courses, verify graduation time and requirements, and review academic performance;
5. beware of program requirements; and
6. ensure that all required placement/aptitude tests have been taken.

The role of the adviser is to insure that students successfully met the requirements of their academic programs. Advisers serve as essential support for students when they face academic, administrative, and personal problems.

As a new student, please make sure you meet with your adviser when you arrive on campus and maintain contact as you pursue your academic career.
The English Placement Test

Only students who have taken the old SAT I (mathematical and verbal reasoning) and/or IELTS, and have met the English Language Proficiency Requirement (ELPR) and transfer and special students, are required to sit for an English Placement Test (EPT). The EPT, which consists of writing an essay, determines the English course that the student will register for in the first semester.

Students who have taken the TOEFL and/or EEE, and/or the new SAT I (mathematical reasoning, critical reading and writing), and have met the (ELPR), are not required to take the English Placement test.

The EPT will be given on Tuesday, July 28, at 9am. Students who would like to take the EPT should register their names with the English Department secretary (Fisk 345) on Monday prior to taking the test. The test is a one hour essay, and students should check with the secretary to know in which room it will be given.

The 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 or any course above 211 excluding ARAB 213, 214, 215, 216, 217, and 218. 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.

Students entering at the freshman level do not have to sit for the Arabic Placement Test. Their placement for future Arabic requirements will be decided by their scores in the Arabic freshman courses.

The Arabic Placement Test will take place on Monday, July 26, 2010 and Tuesday, July 27, 2010 according to the following schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>26/7/2010</td>
<td>9:00-9:30</td>
<td>in 500 Nicely</td>
</tr>
<tr>
<td>Tuesday</td>
<td>27/7/2010</td>
<td>9:00-9:30</td>
<td>in 500 Nicely</td>
</tr>
</tbody>
</table>

Students should bring their ID (letter of acceptance in case ID is not issued) and a pen.
Arabic Exemption Form

Students following the Lebanese Baccalaureate program or a program leading to the government secondary school certificate from an Arabic speaking country are required to take Arabic courses. Students admitted to the sophomore class are required to take one Arabic course as mentioned in the previous page; students admitted to the freshman class are required to take one freshman Arabic course in addition to one Arabic course in their sophomore year.

Other students who were following a foreign program and who have not taken Arabic in their secondary school years or whose proficiency in the Arabic language does not qualify them to take university level Arabic courses may apply to be given an exemption by filling this form.

Name: ____________________________ | ____________________________ | ____________________________
Family | First | Father’s (Middle) Name

AUB ID No.: __________________________________________________________________________________________

Major and faculty accepted in: _____________________________________________________________________________

School and diploma received: ________________________________________________________________________________

Email: ________________________________________________________________________________________________

Please state briefly the reason(s) for requesting exemption from Arabic (include any supporting documents such as transcript of record and/or statement from high school explaining why you do not qualify for taking Arabic courses). Exemptions requests lacking supporting documents will not be considered:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Signature: ____________________________ Date: ____________________________

This form should be submitted at the Office of Admissions during pre-registration.

For office purposes only

Decision: ________________________________________________________________________________________________

Signature: ____________________________________________ Date: ____________________________________________
Orientation Guide and Registration

Office of Student Affairs

A Word from the Dean of Student Affairs
Dr. Maroun Kisirwani

Welcome and congratulations on your choice of AUB.

The AUB fall 2010–11 New Student Orientation Program (NSOP) is to be held on September 21, 2010. It is designed to introduce you to your new “home,” AUB, where you will be informed of academic advising, registration, payment of tuition fees, activities, housing, athletics, counseling, and other Student Affairs related information.

All new students are expected to attend.

All of us at the Office of Student Affairs look forward to assisting and getting to know you during Orientation. Please do not hesitate to contact us at any time.

Orientation programs fall 2010–11

To guarantee your smooth transition to AUB, specific orientation programs have been designed. This guide will describe each program’s objective. Kindly check the most appropriate program for you and make sure you register for it.

1. Phase I NSOP; advising and registration for sophomore students coming from schools in Lebanon July 19, 2010

2. International Student Orientation Program (ISOP) September 17, 2010

3. Freshmen Orientation Program (FROP) September 20, 2010

4. New Student Orientation Program (NSOP) September 21, 2010

Phase I: New Student Orientation Program for sophomore students coming from schools in Lebanon

This Orientation program is especially designed for students residing in Lebanon entering AUB at the sophomore level. The program starts on Monday, July 19, 2010.

Students are kindly requested to register for this phase by filling out box A on the registration form enclosed before the deadline of July 12, 2010. Upon payment of enrollment fees, new sophomores should submit the registration form to the Office of Student Affairs in West Hall- Room 112.

During this orientation session, students will meet with their faculty, academic adviser, and train on online course registration. Following the orientation and advising sessions, students will register their courses online.

A detailed program of NSOP phase one will be posted in the Student Affairs website as of July 15, 2010.

http://staff.aub.edu.lb/~websao/

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Office of Student Affairs

Tel: +961 1 374-374, ext. 3170 - 3179
Fax: +961 1 744-478

Please read the information in this guide thoroughly and send any required correspondence by email to sao@aub.edu.lb
International Student Orientation Program - ISOP

Who’s an international student?
1. Student with a foreign citizenship or nationality
2. Lebanese students who have graduated from schools abroad

At AUB, we are aware of the demands and needs associated with international students who are applying to study and live in a foreign country. Therefore, ISOP is intended to help create a smooth transition to AUB and introduce new international students to the Lebanese and AUB culture.

All international students both graduate and undergraduate are required to attend ISOP in addition to any other orientation that is appropriate to their program. ISOP will provide you with important information for your stay at AUB including intercultural awareness, social opportunities, local resources, immigration requirements and much more.

All orientation programs schedules will be posted on the Office of Student Affairs webpage as of September 10, 2010. http://staff.aub.edu.lb/~websao/
Keep checking our website for updates.

Airport shuttle reservation services
Placing an airport shuttle request

The Office of International Programs assists students coming from abroad in securing transportation reservation. Please email your request to rm64@aub.edu.lb with your flight details by September 9, 2010.

Rates vary according to destination. Expect to pay about USD20 to AUB and its vicinity.

Make sure to include the following in your email:
1. Date of arrival
2. Time of Arrival
3. Airline
4. Flight number
5. City prior to arrival to Beirut
6. Number of passengers

If you get held at customs or arrived later than expected, please head to the AVIS/Budget Rent a Car (sister companies with Allo Taxi) booth in the arrival area near gate #4 and ask about your taxi, they will be able to assist you.

Otherwise you may place your own reservation through Allo Taxi by calling: +961 1 366 661

Temporary housing options

Temporary housing is provided for international students from September 15 to 21. Places are limited and priority is given to students coming from abroad who have no family in Lebanon. If you are interested in temporary housing, please send an email to Ms. Rania Murr: rm64@aub.edu.lb

Temporary housing for the above mentioned period costs LL120,000 (USD80), or per night LL20,000 (USD13).

If, on the other hand, you do not plan on staying in the dorm but instead plan on staying in a nearby hotel, please contact Ms. Mur for a partial list of hotels in the area that offer substantial discounts to AUB students and their families. Those registered in dorms can stay until they move to their assigned rooms. Others need to check out by Tuesday, September 21, 2010.
Housing options
If you have made arrangements to stay in one of the AUB Residence Halls, the Head Resident will greet you as you arrive and give you your room key and any necessary information. For questions about on campus housing, please contact Ms. Nawal Semaan, Coordinator of Student Housing at ns25@aub.edu.lb

Off campus housing options
There is no official AUB service that provides or guides students with off campus housing. Many apartments are located close to campus and students in the past have been able to secure a place within a few days. It is difficult to arrange such housing before arrival. Students in the past were able to find roommates during ISOP and locate suitable accommodation within few days.

The Office of International Programs should be your first stop once you get to AUB.

A personal check-in process at the office is required for all new international students. Please bring with you the following documents:
1. Your valid passport with your valid visa
2. Your local address and telephone number (if you know them at the time of check in)

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Office of International Programs - International Student Service - Orientation Guide and Registration

| Contact: Ms. Rania Murr, Coordinator, Office of International Programs, Email: rm64@aub.edu.lb |
| West Hall, Third Floor, Room 324 |
| Office Hours in July and August 7:30 am to 3:00 pm, Office Hours as of September 8:00 am to 5:00 pm |
| Tel: +961 374 374, ext: 3176, Fax: +961 1 744 478 |

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Freshman Student Orientation Program - FROP

The Freshman Student Orientation Program provides new freshman students coming from abroad or Lebanon with the necessary information and services to ensure a smooth and successful transition to AUB.

Our mission is to create a welcoming and inclusive atmosphere and to connect students with university resources and administration.

Make sure you fill out and submit the enclosed registration forms to the Office of Student Affairs within the stated deadlines. You may submit the forms in person or by mail at the address below.

New Student Orientation Program - NSOP

Prior to the start of the fall semester, all newly admitted students should participate in the New Student Orientation Program (NSOP) which starts on Tuesday, September 21, 2010. All new students (International, freshman, sophomore, transfer and special students) are kindly requested to sign up for this orientation before September 15, 2010.

The New Student Orientation Program (NSOP) aims at helping students to
1. acquire the tools needed to succeed as an AUB student;
2. locate important information about academic requirements specific to your major or class;
3. prepare you for registration;
4. get familiar with AUB’s traditions and history;
5. reconfirm that AUB is your right choice.

To achieve those objectives, the staff of the Office of Student Affairs in collaboration with members of the orientation committee from various faculties and departments, as well as qualified current students designed a series of meetings, recreational activities, presentations, and trainings.

Take this opportunity to read, listen and ask questions to discover the uniqueness of AUB!
## Important Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10</td>
<td>Check online Orientation Program</td>
<td>Office of Student Affairs, <a href="http://staff.aub.edu.lb/~websao/">http://staff.aub.edu.lb/~websao/</a></td>
</tr>
<tr>
<td>September 16–17</td>
<td>Pre-registration</td>
<td>Office of Admissions, College Hall</td>
</tr>
<tr>
<td>September 17</td>
<td>International Student Orientation Program–ISOP</td>
<td>Office of International Programs, West Hall</td>
</tr>
<tr>
<td>September 20</td>
<td>Freshman Orientation Program –FROP</td>
<td>Office of Student Affairs, West Hall</td>
</tr>
<tr>
<td>September 21</td>
<td>New Student Orientation Program–NSOP</td>
<td>Office of Student Affairs, West Hall</td>
</tr>
<tr>
<td>September 22</td>
<td>Online course registration</td>
<td>Specified computer labs on-campus</td>
</tr>
<tr>
<td>September 22–27</td>
<td>Payment of fees</td>
<td>A list of banks is available on your web statement of fees</td>
</tr>
<tr>
<td>September 27</td>
<td>Beginning of classes for all faculties except Medicine</td>
<td>Specified Computer Labs on-campus</td>
</tr>
<tr>
<td>September 27–October 1</td>
<td>Change of schedule for the first semester (Drop and add)</td>
<td>Specified Computer Labs on-campus</td>
</tr>
<tr>
<td>September 28–October 5</td>
<td>Late payment of fees</td>
<td>A list of banks is available on your web statement of fees</td>
</tr>
<tr>
<td>October 4</td>
<td>Opening Ceremony</td>
<td></td>
</tr>
</tbody>
</table>

Send all registration forms by September 15, 2010 to the following address

American University of Beirut,
Office of Student Affairs, West Hall, Room 112, PO Box 11-0236
Riad El-Solh 1107 2020, Beirut, Lebanon
Tel: +961 1 374 374, ext: 3170/79 , 3197, Fax: +961 1 744 478
Email: sao@aub.edu.lb, Website: [http://staff.aub.edu.lb/~websao/](http://staff.aub.edu.lb/~websao/)
Orientation Registration Form

Please check the appropriate category (ies):

☐ I am a sophomore student residing in Lebanon; I will be attending NSOP phase I starting July 19, 2010 (fill out part A)

☐ I am an International student and I will be attending ISOP starting September 17, 2010 (fill out part C)

☐ I am a freshman student and I will be attending FROP starting September 20, 2010 (fill out part B)

☐ I am a new undergraduate student and I will be attending NSOP starting September 21, 2010 (fill out part D)

A- I am registering for Phase one of NSOP as sophomore student residing in Lebanon
This program is only for sophomore students residing in Lebanon.

Name: ______________________________ | ______________________________ | ________________________________
Last/Family Name | First Name | Middle Name

Telephone: _________ Mobile: _________ Email: ________________________________

Nationality: ___________________________________________ AUB ID No.: ________________________________

School graduated from: ____________________________________________

Faculty admitted to (check one):
☐ Faculty of Agricultural and Food Sciences
☐ Faculty of Arts and Sciences
☐ School of Nursing
☐ Faculty of Engineering and Architecture
☐ Faculty of Health Sciences
☐ Suliman S. Olayan School of Business

Major (specify): ________________________________

Class (circle one): I am accepted as: Sophomore Special other, specify_________________________

B- I am registering for Freshman Orientation Program (FROP)

Name: ______________________________ | ______________________________ | ________________________________
Last/Family Name | First Name | Middle Name

Telephone: _________ Mobile: _________ Email: ________________________________

Nationality: ___________________________________________ AUB ID No.: ________________________________

School graduated from: ____________________________________________
C- I am registering for the International Student Orientation Program (ISOP)

Name: ______________________________ | ______________________________ | ________________________________
Last/Family Name | First Name | Middle Name
Telephone: ___________ Mobile: ___________ Email: __________________

Nationality: _______________________ AUB ID No.: __________________

School graduated from: ____________________________________________

Faculty admitted to (check one):
☐ Faculty of Agricultural and Food Sciences
☐ Faculty of Arts and Sciences
☐ School of Nursing
☐ Faculty of Engineering and Architecture
☐ Faculty of Health Sciences
☐ Suliman S. Olayan School of Business

Major (specify): _________________________________________________

Class (circle one): I am accepted as: Sophomore Special other, specify____________________

Foreign nationality (s): Please specify: ____________________________

☐ Been physically present in Lebanon including visits for vacation purposes
☐ Never been to Lebanon

Lebanese coming from abroad
☐ Lived abroad for more than 10 years excluding brief visits to Lebanon for vacation purposes
☐ Lived abroad for 5–10 years excluding brief visits to Lebanon for vacation purposes
☐ Lived abroad for 2–5 years excluding brief visits to Lebanon for vacation proposes
☐ Lived abroad for less than 2 years excluding brief visits to Lebanon for vacation proposes

D- I am registering for NSOP as a new undergraduate student coming from abroad

This program is for all undergraduate students (students coming from abroad, transfer students, special or visiting students)

Name: ______________________________ | ______________________________ | ________________________________
Last/Family Name | First Name | Middle Name
Telephone: ___________ Mobile: ___________ Email: __________________

Nationality: _______________________ AUB ID No.: __________________

School graduated from: ____________________________________________

Faculty admitted to (check one):
☐ Faculty of Agricultural and Food Sciences
☐ Faculty of Arts and Sciences
☐ School of Nursing
☐ Faculty of Engineering and Architecture
☐ Faculty of Health Sciences
☐ Suliman S. Olayan School of Business

Major (specify): _________________________________________________

Class (circle one): I am accepted as: Sophomore Special Transfer other, specify__________
Residence Hall Application

New Students Fall 2010–11
Office of Student Affairs - Student Housing
West Hall, ground Floor,
Room 112A

Please read the information found on this sheet and keep it as a reference.

Priority for on-campus housing is for undergraduate students mainly freshman and sophomore students. Graduate students will be accommodated only if places are available. Applications for new students are processed on a first come, first served basis. Early application is strongly advised.

Due to our limited capacity and the high demand we have, private is not a priority. If possible, priority will be for the current residents from among the senior, junior, sophomore and freshman classes.

Application submission and deposit fee

The completed application must be submitted along with a passport size photo at the Office of Student Affairs in West Hall, Room-112A following the payment of a deposit fee of LL300,000 at the AUB Cashier’s Office in College Hall. Students coming from abroad can send the application by mail accompanied by a certified check amounting to US200 to the order of the American University of Beirut. Please do not send cash money by mail. Applications or photos sent by email are not accepted.

Criteria for entry into the student residence halls

As a general principle, subject to availability, all students at AUB are entitled accommodation for on-campus student housing. Choice of building is based on priority in the following order:

1. seniors, who in their previous years at AUB, did not reside in their preferred residence hall;
2. those wishing to remain in the residence hall they were allocated the previous semester;
3. all others including sophomores, freshmen and graduate students.

Residence hall/room assignment and roommate criteria

Student Housing reserves the right to change the resident’s assigned room in cases where private may be assigned or in cases of room reservation cancellations. Students who do not specify a roommate will be assigned a roommate from among the pool of applicants we have. A request to change room/roommate may not be accommodated upon the mere occurrence of roommate disagreements. Students are urged to mediate their differences and compromise. If no agreement is reached, Student Housing will meet with both parties and decide the appropriate course of action.

Senior residents, who in their previous years at AUB, did not reside in their preferred residence hall will be given first choice of residence. Graduate students will be accommodated once all undergraduate applicants have been secured a place.

Residence hall fees for fall 2010–11

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Total residence hall fee in Lebanese pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double</td>
<td>1,785,000 around USD1,190</td>
</tr>
<tr>
<td>Semi Private (only in the women’s dorms)</td>
<td>2,205,000 around USD1,470</td>
</tr>
<tr>
<td>Private</td>
<td>2,886,000 around USD1,924</td>
</tr>
</tbody>
</table>
**Off-Campus Residence for Women: Mayfair**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Fees/Month in Lebanese Lira</th>
<th>Fees/Semester in Lebanese Lira</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double</td>
<td>600,000 / person around USD400</td>
<td>2,580,000 / person around USD1,720</td>
</tr>
<tr>
<td>Private</td>
<td>1,050,000 / person around USD700</td>
<td>4,515,000 / person around USD3,010</td>
</tr>
<tr>
<td>Suite for two</td>
<td>1,125,000 / person around USD750</td>
<td>4,837,500 / person around USD3,225</td>
</tr>
</tbody>
</table>

* Mayfair is located on Sidani Street within a walking distance from AUB. Every room has its own bathroom. The suite consists of one bedroom for two, a living room, a kitchenette, and a bathroom.*
Residence Hall Application

Fall 2010–11

Deadline for submitting dorm application

The completed application form should be submitted to the Office of Student Affairs by Friday, July 16, 2010. Applications received after this deadline will be processed only if space is available.

Cancellation of application and liability for fees

Students may cancel their application for room reservation without financial penalty by Friday August 27, 2010. Cancellations must be submitted in writing to the Office of Student Affairs or via email. Students who cancel after this date will lose the deposit fee paid. Cancellation after the start of the term involves a higher penalty.

Failure to take up residence and early departure

Failure to take up residence does not eliminate liability for fees. Failure to cancel the room reservation prior to the start of the semester will result in a fine starting from 10% of the student residence fee. Those who voluntarily depart from their dorm before the end of a semester are not entitled to receive a refund.

Confirmation of dorm/room assignments

Confirmation of dorm assignments will be announced on our webpage by September 17, 2010.

Personal property insurance and AUB liability

AUB cannot assume responsibility for personal property kept in a student’s room. We strongly recommend private insurance coverage against risks such as fire or theft.

Keys and damage to university property

1. Room keys in the dorms are given to students during the period of their stay. Responsibility for these keys during this period is solely the student’s. The student must return all keys, in person, once the term of his/her stay has ended. A fine of LL60,000 will be charged in case of loss or failure to return keys upon check out. The Office of Student Affairs must authorize duplication of dorm keys. Unauthorized duplication of any university key is strictly forbidden.

2. Any student responsible for causing any damage to AUB property will be charged the repair/replacement cost and will be subject to further disciplinary measures.

Office of Student Affairs

American University of Beirut
PO Box 11-0236, Riad El Solh 1107 2020, Beirut, Lebanon
Tel: +961 1 374-374, ext. 3170 - 3171
Fax: +961 1 744-478
Curfew policy
Curfew hours are as follows:
Sundays –Thursdays from 12 midnight till 7:00 am
Fridays from 1:00 am till 7:00 am
Saturdays from 2:30 am till 7:00 am

Students found in violation of the curfew hours will be subject to severe disciplinary action at the discretion of the Dean of Student Affairs. Graduate/Medicine students are exempt the curfew policy.

Smoking and alcohol
As part of the AUB community, the residents are required to abide by the smoking policy that is applicable on campus. In the residence halls, smoking is not permitted in public areas of the dorms and double as well as semi private occupancy rooms. Alcohol is strictly prohibited at all times anywhere in the dorms.

Living in the AUB student residence halls is a privilege that may be denied at any moment a student is found in violation of the governing residence life rules and regulations. Please visit our webpage to know more: http://www.aub.edu.lb/sao/housing/Pages/index.aspx
Residence Hall Application for New Residents

Fall 2010–11
Office of Students Affairs
West Hall, Ground Floor, Room 112A

Please print clearly
Spell your name exactly as it appears on your official AUB records
Provide all 9 digits of your AUB ID Number

Personal information
Name: ___________________ | ______________________ | _______________________
  Last name  First name  Middle/Father’s Name
1st Nationality: ___________________ 2nd Nationality: ___________________
Date of birth (d/m/y): ______ | ______ | ______ Gender: □ Male □ Female
Telephone: _____________________________ | ______________________________
  home  mobile
Email: ___________________________________________________________________
Permanent home address: _________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Contact information, for emergency circumstances
Name (parent or guardian): ________________________________________________
Relationship to student: ___________________________________________________
Telephone: _____________________________ | ______________________________
  home  mobile
Fax No. (if any): ___________________ Email: _____________________________
Home address: ___________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Academic Information
Faculty: _____________________________
Major: _____________________________
AUB ID: _____________________________

Class (as of fall 2010–11)
□ UPP
□ Freshman
□ Sophomore
□ Junior
□ Senior
□ Graduate

Class (as of fall 2010–11)
For schools like FEA:
□ 1st year
□ 2nd year
□ 3rd year
□ 4th year

Paste recent colored passport-size photo of student.
Do not staple.
Preferences
Completion of this section will help the attempt to match your needs, but we may not be able to accommodate all your preferences. We do not guarantee room choice or roommate preferences under any circumstances.

Please rank in order of preference 1, 2, 3, etc. and note that current residents have a priority in the dorm/room assignment process.

<table>
<thead>
<tr>
<th>Women’s Halls</th>
<th>Men’s Halls</th>
<th>Room Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boustani</td>
<td>Kerr</td>
<td>Private*</td>
</tr>
<tr>
<td>Jewett</td>
<td>Penrose</td>
<td>Double</td>
</tr>
<tr>
<td>Murex</td>
<td></td>
<td>Semi-private</td>
</tr>
<tr>
<td>New Women’s</td>
<td></td>
<td>Mayfair Suite</td>
</tr>
<tr>
<td>Kerr II</td>
<td></td>
<td>Mayfair Double</td>
</tr>
<tr>
<td>Mayfair**</td>
<td></td>
<td>Mayfair Private</td>
</tr>
</tbody>
</table>

All rooms are either double or private.

* Private is not a priority and subject to availability.
** Check the Mayfair rates before you choose double, private or suite.

Preferred roommate: __________________________________________
For further consideration, your name must appear on the application of the preferred roommate.

Relevant information
Completing this section will help us in the roommate matching process.

☐ I smoke*

☐ I prefer a non-smoking roommate *

☐ I usually stay up till late

☐ I usually wake up early before ________ am

☐ I prefer a quiet study environment

☐ I prefer to study in my room

☐ Hobbies and interests: _________________________________________

please specify

* Smoking is not allowed in public areas of the residence halls and all double and semi private occupancy rooms. Violators may face eviction charges.
Declaration

Please sign and date this declaration.
Unsigned applications cannot be processed.

I wish to apply for on-campus housing. I have read the above information and agree to abide by AUB’s rules and regulations governing residence on campus. I also understand that any damage I cause to AUB property will be charged to my account.

Further, I understand that I will be charged the amount of LL300,000 should I fail to cancel my room reservation by August 27, 2010.

All information I have provided in this application is accurate and true to the best of my knowledge. I understand that any false information may lead to action by the Dean of Student Affairs and the university administration.

Signature: _____________________________________________ Date:  _________________________________________

Move-in Date

For fall 2010–11, the move-in may begin as of September 24, 2010.

Students who fail to check in during the first week of the semester without notifying (in writing) the Student Housing of any anticipated delay may lose their place.

Students who fail to cancel in writing the room reservation prior to the start of the semester will be charged a fine ranging between 10 % and 25% of the student residence fee.

The deadline for submitting the housing application is Friday July 16, 2010.
Waiver of Residence Requirement for Freshman Students

I, ____________________________________________________________, the undersigned, in my capacity as ___________________________________________________________(parent/legal guardian only), do hereby declare that Miss / Mr. __________________________________________, ID No. _______________________________ has my permission to live off campus during the freshman year.

Telephone: ___________________________________________ | ______________________________________________

Home | Mobile

Fax (if any): ___________________________________________ Email: ___________________________________________

Mailing address: ______________________________________________________________________________________
____________________________________________________________________________________________________

Relationship to student: _____________________________________________

Signature: ___________________________________________ Date: ___________________________________________

This form must be signed by the parent or legal guardian only and must be submitted at the Office of Student Affairs.

Coordinator of Student Housing
American University of Beirut
Office of Student Affairs
West Hall 112 A/B
PO Box 11-0236
Riad El Solh 1107 2020
Tel.: + 961 1 374374, ext. 3175
Fax: + 961 1 744 478
Curfew Waiver Form: Special to Dorms Residents

I, ___________________________________________________, the undersigned, (parent or legal guardian only) do hereby declare that Miss/Mr. ___________________________________________________________________________ has my permission to be exempted from the curfew policy. I understand that by granting this permission, I give the aforementioned student the freedom to get in and out of the dorm without any restriction whatsoever and throughout the period of his/her stay.

ID No. ___________________________ Dorm and Room __________________________________________

Telephone: ___________________________________________ | __________________________________________

Home                      Mobile

Fax (if any): __________________________________________ Email: __________________________________________

Mailing address: __________________________________________

Relationship to student: __________________________________________

Signature: ___________________________________________ Date: __________________________________________

This form must be signed by the parent or legal guardian and submitted at the Office of Student Affairs in West Hall, Room 112. The form may be sent by mail or fax. Please check the contact address below. Emails are admissible provided they are sent by the parents using an official work account.

• Curfew hours are as follows:
  Sundays–Thursdays: 12:00 Midnight –7:00 am
  Fridays: 1:00 am–7:00 am/Saturdays: 2:30 am–7:00 am

• Students who are found to have falsified this document will be subject to severe disciplinary measures at the discretion of the Dean of Student Affairs. AUB reserves to itself the right to verify the signature found on the said document by whatever means possible. Only Graduate and Medicine students are entitled to sign this form without being required to obtain the counter-signature of parent or legal guardian.

• This form shall remain valid throughout the resident’s stay at the dorm unless the parent or guardian concerned notifies, in writing, the Office of Student Affairs of his/her decision to cancel this waiver.

• If you have any inquiries, please contact us on the below mentioned address.

Coordinator of Student Housing
American University of Beirut
Office of Student Affairs
PO Box 11-0236
Riad el Solh 1107 2020
Tel.: +961 1 374374, ext. 3175
Fax: +961 1 744 478
Email: stdhouse@aub.edu.lb
وثائق إعفاء من الحظر لطلاب السكن الجامعي

انا الموقع ادناه ________________ بصفتي (أحد الأبوين أو الوصي الشرعي فقط) اصرر بإعطاء الطالب/ة ____________________________ حامل/ة الرقم الجامعي ____________________________ في سكن الطالب مبنى ___________ غرفة ___________ الإعفاء من الحظر المفروض فيما يتعلق بضرورة تواجد الطلاب داخل السكن الجامعي ضمن الساعات المبينة ادناه. اذا اعترفا حاكمًا أنه بإعطائي هذا الاذن، فإني أشيع الطلاب الأطفائل الذكور الحرية الكاملة في الدخول والخروج ساعة يشاء دون قيد أو شرط وذلك طوال فترة إقامتهم في السكن الجامعي.

أنا الموقع ادناه ________________ اصرر بإعطاء الطالب/ة ____________________________ حامل/ة الرقم الجامعي ____________________________ في سكن الطالب مبنى ___________ غرفة ___________ الاعفاء من الحظر المفروض فيما يتعلق بضرورة تواجد الطلاب داخل السكن الجامعي ضمن الساعات المبينة ادناه. اذا اعترفا حاكمًا أنه بإعطائي هذا الاذن، فإني أشيع الطلاب الأطفائل الذكور الحرية الكاملة في الدخول والخروج ساعة يشاء دون قيد أو شرط وذلك طوال فترة إقامتهم في السكن الجامعي.

هاتف: مزل ____________________________ محمول ____________________________
فاكس: ____________________________

العنوان البريدي:

يرجى العلم:
• ساعات الحظر هي كالتالي:
  • الأحد - الخميس: 12 منتصف الليل- 7 صباحًا
  • الجمعة: 10:00 صباحًا - 7 صبحًا

في حال تبين أن التوقُع على هذه الوثيقة قد تم من قبل أشخاص غير الوالدين أو الوصي الشرعي، يتعرض الطالب المخالف لإجراءات تأديبية بناءً على توصيات عميد شؤون الطلبة. كما وحرصت مكتب شؤون الطلاب بحجةً بالتأكيد من صحة التوقُع. فقط طلاب الماجستير والطلبات يمكنهم توقُع هذا الطب الزيجتهم. يشترط هذه الوثيقة صاحبة طوال الفترة التي يكون فيها الطالب المعني مسجلاً في سكن الطلاب إلا إذا تم الإلغاء من قبل الوالدين أو الوصي الشرعي يوجب كتاب خطط موجّه إلى مكتب شؤون الطلاب على العنوان المبين ادناه.

Coordinator of Student Housing
American University of Beirut
Office of Student Affairs
PO Box 11-0236
Riad el Solh 1107 2020
Tel: +961 1 374374, ext. 3170
Fax: +961 1 744 478
Email: stdhouse@aub.edu.lb
Health Insurance Plan Guidelines for AUB Students

Summer 2010 and Fall 2010–11

Human Resources Department
Benefits Coordinator’s Office
College Hall, 3rd floor

June 2010

Health insurance coverage is mandatory for all students (2nd class) during their years of study at AUB, therefore, a student, new or continuing, registered for at least 6 credits, is automatically enrolled under the Health Insurance Plan of AUB (HIP).

Students, who register at the University at the beginning of the first semester, will be covered by HIP for twelve months, provided they do not graduate, withdraw or be suspended and/or dropped from the University. HIP fee charged per semester: LL216,000.

A student may be exempted from enrolling in HIP if he/she presents proof that he/she is covered by another health insurance plan. In that respect, he/she may proceed signing an HIP waiver at the Benefits Coordinator’s Office, College Hall, 3rd floor or at another location that will be announced in due time.

Students may sign HIP waivers as per the following timetable:

<table>
<thead>
<tr>
<th>Summer 2010</th>
<th>Fall 2010–11</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students except Medicine</td>
<td>All students except Medicine</td>
</tr>
<tr>
<td>June 14–July 2, 2010</td>
<td>August 2–13, 2010</td>
</tr>
<tr>
<td></td>
<td>currently registered undergraduate students and new undergraduate students</td>
</tr>
<tr>
<td></td>
<td>September 20–October 8, 2010</td>
</tr>
<tr>
<td></td>
<td>All students</td>
</tr>
</tbody>
</table>

Graduate students registered for a thesis are eligible to continue HIP coverage for a period of two consecutive years only. Eligible students may proceed to enroll in HIP for summer 2010 or fall 2010–11 during the dates specified in the previous time table at the Benefits Coordinator’s Office, College Hall, 3rd floor.

The Health Insurance Plan (HIP) provides medical and hospital care to AUB community namely staff, students, retirees, etc. HIP members are required to use exclusively the University Health Services and AUB Medical Center (AUBMC) for their medical and hospital care. Coverage will be in accordance with the Plan’s rules and regulations.

1. HIP coverage for all students is limited to medical and hospital care inside Lebanon only; under no condition will coverage be for medical services outside the country. A hospitalised member is entitled to professional services within AUBMC facilities.

2. An HIP member is entitled to general or specialist physician consultation services if referred by the University Health Services. In case of emergency patients are treated and referred for required care through AUBMC Emergency Services. In both cases, HIP members are covered for medical care needed within the resources of AUBMC and in accordance with HIP policies and procedures.

3. Chronic or other conditions or diseases or injuries which existed on or before the date of original enrollment or re-enrollment will not be covered unless the member has completed five consecutive years of membership.

4. Student means a person registered for a course of study at the University, whether working or not for a degree, on full-time or part-time basis, provided the student is registered for at least 6 credit hours. Auditors are not considered students.

5. Students who register at the beginning of the summer term will be covered for that term only. Coverage during summer will be limited only to the use by students of the AUBMC facilities provided they do not withdraw, are suspended or dropped from the University. Under no condition will coverage be allowed for medical care outside AUBMC (inpatient, outpatient services).
6. Eligible married students may enroll their spouse and children who are living with them in Lebanon at the regular 2nd class rates as long as they remain registered at the University and are members of the HIP. The premiums for the spouse and the children must be paid in full and in advance.

7. Members are entitled to the following hospital stay:
   - 30 days hospital care during the first calendar year of enrollment in the Plan
   - 45 days during the second year
   - 60 days during the third year
   - 90 days thereafter for uninterrupted or consecutive years of enrollment

8. A student will be covered by HIP from the beginning of a specific term provided he/she registers and pays his/her fees up to 48 hours from the time he/she graduates or leaves the University for other reasons.

It is to be noted that the wording of this memorandum is meant to be a mere summary of the provisions of the Plan and is provided solely as a matter of convenience and in no way define or limit the scope or intent of any provision of the Plan.

The Benefits Coordinator’s Office wishes you healthy and successful years of study at the American University of Beirut. The office will be available to answer your queries and attend to your requests.

Benefits Coordinator’s Office
Human Resources Department
American University of Beirut
PO Box 11-0236
Riad el Solh 1107 2020 Beirut, Lebanon
Tel: +961 1 350000 or 374374 or 374444, ext. 2310/29
Fax: +961 1 744475
Email: benefits@aub.edu.lb
Student Health Insurance Plan Waiver

Human Resources Department
Benefits Coordinator’s Office
College Hall, 3rd Floor

I, the undersigned (Name)_________________________ AUB ID No.____________________, hereby declare that I have been informed about the Health Insurance Plan and that its regulations have been explained to me.

I also hereby request exemption from enrolling in the Health Insurance Plan. Further, I fully understand that I will be responsible for payment in full of all medical care expenses incurred at the American University Medical Center or any other health care provider.

Signature: ____________________________________________________________________________
Faculty/major: _________________________________________________________________________
Phone/Email/PO Box: ____________________________________________________________________
Date: __________________________________________________________________________________

Notes:
1. Copy of the health insurance policy is required with this waiver form.
2. Copy of the renewal of the health insurance policy is required if it expires during academic year 2010–11.

For office use only

Witness: _______________________________________________________________________________
Student Immunization Requirements

Fall 2010–11
University Health Services

Tetanus and Diphtheria Vaccine (Td)
All students are required to document that they have received the primary series and a booster of adult Tetanus – Diphtheria (Td) vaccine within ten days of the beginning of the academic year.

Measles, Mumps, Rubella
Immunity to these diseases must be documented by immunization with the live vaccine or by serological (antibody) titers.

Varicella
All students must certify that they have had varicella or they must have a varicella titer determined. If the titer was undetectable, they are advised to receive two doses of varicella vaccine 4-8 weeks apart.

Hepatitis B
Hepatitis B vaccine is strongly recommended for all students. It is required for those entering some health care fields. It is given as a series of three vaccines.
If the student does not receive the vaccine he/she must have a Hepatitis Bs Antigen determined.

Tuberculosis Screening
Tuberculosis screening test is required for all entering students.
It will be provided to all students during the pre-registration period unless it has been done within the last 12 months.
Any student who is positive must provide either a detailed statement from his/her treating physician or the results of a recent chest x-ray.
Medical Record

University Health Services

Student ID No.: _______________________ UHS Case No: ____________ Name: ________________________ | ______________________ | _________________________________________________
Family   First   Father’s (Middle) Name
Birth date (d/m/y): _____ | _____ | _____ Nationality: ________________________ Gender: [ ] Male [ ] Female
Marital status: ______________________ Major: ___________________________
E-mail: ______________________ Telephone: ____________________________
Home Address: ___________________________________________________________________________________________________________________________________________________________

To the examining physician: Thank you for completing this form which will enable the Health Services to offer better care to prospective students. If you need more space please use a separate form.

Personal History

Please check if you have had any of the following: (If deceased, please list age and cause of death)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eye problems</td>
<td>24. Cancer or malignancy</td>
<td>Age</td>
</tr>
<tr>
<td>2. Ear/nose/sinus problems</td>
<td>25. Non-malignant tumor</td>
<td>Health Status</td>
</tr>
<tr>
<td>3. Throat/tonsil infections</td>
<td>26. Thyroid disorder</td>
<td></td>
</tr>
<tr>
<td>4. Infectious Mononucleosis</td>
<td>27. Epilepsy or seizures</td>
<td></td>
</tr>
<tr>
<td>6. Bronchitis</td>
<td>28. Headaches</td>
<td>Has any of your immediate family ever had any of the following (please state relationship)</td>
</tr>
<tr>
<td>7. Tuberculosis</td>
<td>29. Depression</td>
<td></td>
</tr>
<tr>
<td>8. Other lung infections</td>
<td>30. Anxiety</td>
<td>Tuberculosis</td>
</tr>
<tr>
<td>9. Rheumatic fever</td>
<td>31. Emotional disorder: Specify:</td>
<td></td>
</tr>
<tr>
<td>10. Heart murmur</td>
<td>32. Mental problem: Specify:</td>
<td></td>
</tr>
<tr>
<td>11. Chest pain</td>
<td>33. Skin problem</td>
<td></td>
</tr>
<tr>
<td>12. Rapid heart beat</td>
<td>34. Measles (Red/Rubeola)</td>
<td></td>
</tr>
<tr>
<td>13. Faint during/after exercise</td>
<td>35. Measles (German/Rubella)</td>
<td></td>
</tr>
<tr>
<td>14. Ulcer (Stomach/Duodenal)</td>
<td>36. Mumps</td>
<td></td>
</tr>
<tr>
<td>15. High blood pressure</td>
<td>37. Chickenpox</td>
<td></td>
</tr>
<tr>
<td>16. Recurrent diarrhea</td>
<td>38. Gynecological problem</td>
<td></td>
</tr>
<tr>
<td>17. Colitis/Enteritis</td>
<td>39. Herpes/genital infection</td>
<td></td>
</tr>
<tr>
<td>18. Hepatitis: Type ________</td>
<td>40. Back problem</td>
<td></td>
</tr>
<tr>
<td>19. Bladder or kidney infection</td>
<td>41. Bone or joint problem</td>
<td></td>
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<tr>
<td>20. Kidney stone</td>
<td>42. Sports-related injury</td>
<td></td>
</tr>
<tr>
<td>22. Blood clotting problems</td>
<td>43. Alcohol or drug use</td>
<td></td>
</tr>
<tr>
<td>23. Congenital/birth defects</td>
<td>44. Eating disorder</td>
<td></td>
</tr>
</tbody>
</table>

Other medical conditions: ____________________________________________________
Hospitalizations:______________________________________________________________
Current medications: ___________________________________________________________
Allergies:__________________________________________________________________

I hereby certify that the information contained here is complete and correct
Student’s signature: ____________________________ Date: ______________________________________________________________________

Physical Examination (To be completed by your family doctor)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Height: _____</td>
<td></td>
<td>Abnormal findings</td>
</tr>
<tr>
<td>Weight: _____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood pressure: _____</td>
<td>Vision: Right 20 / ___ Left 20 / ___</td>
<td></td>
</tr>
<tr>
<td>Skin, body marks, scars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skeletal system, joints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head, neck</td>
<td></td>
<td>Comments/Recommendations</td>
</tr>
<tr>
<td>Eyes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear, nose, throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breasts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lungs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td></td>
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<tr>
<td>Abdomen</td>
<td></td>
<td></td>
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<tr>
<td>Genitilia, hernia</td>
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<tr>
<td>Neurological</td>
<td></td>
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</tr>
</tbody>
</table>
# Student Immunization Record

## Required

1. **Tetanus – Diphtheria**
   - Primary series of 3 doses
   - Date:
   - Td booster within the past 10 years
   - Date:
   - Tdap
   - Date:

2. **MMR vaccine (Measles, Mumps, Rubella)**
   - Dose1: Date:
   - Dose2: Date:
   (if not vaccinated, please provide titer)

3. **Varicella vaccine (Chicken pox)**
   - History of Varicella (Chicken pox):
   - Date:
   - Vaccine: Dose1: Date:
   - (If not vaccinated, please confirm disease or provide titer)
   - History of Varicella (Chicken pox):
   - Date:

4. **Tuberculosis testing**
   - BCG vaccine if done:
   - Date:
   - Last PPD (within 12 months)
   - Date placed: Date read:
   - Result (mm induration): (if no induration record as 0 mm)

5. **Meningoccal (Meningitis) vaccine:** (those who live in residence hall/dorms)
   - Date:

## Recommended Documentation

6. **Hepatitis B Vaccine**
   - Vaccination series:
   - Dose 1: Date: Dose 3: Date:
   - Dose 2: Date: Booster: Date:
   - If not vaccinated,
   - Hepatitis Bs Antigen: Pos Neg Date:
   - Anti Hepatitis Bs titer if available: Pos Neg Date:

7. **Hepatitis A Vaccine**
   - Date:

8. **Pneumococcal Polysaccharide vaccine**
   - Date:

9. **Other vaccination, specify:**
   - Date:

---

Physician’s name: ________________________________
Address: ________________________________
Email: ________________________________
Physician’s signature: ________________________________
Date completed: ________________________________

It is mandatory to return the completed form to the University Health Services (UHS) desk during pre-registration (in person).
Family Information Form

In order for your parents to receive AUB publications and for AUB to invite your parents to events on campus and in their area of residence, we would appreciate it if you would provide us with the information below. Please make sure to mail this for in the attached envelope to the Office of Development.

Student
Student ID:_______________________________________
Family name: _____________________________________ First name: __________________________________________

Father
Family name:______________________________________ First name: _________________________________________
Middle name: _________________________________________________________________________________________
☐ Deceased
Degree:___________________________________________ Year of graduation: _________________________________
College/University: ____________________________________________________________________________________

Permanent address
Building, floor:_____________________________________ Street: _____________________________________________
Postal code: _______________________________________ Area: ______________________________________________
Nearest landmark: _________________________________ City: _______________________________________________
State: _____________________________________________ Zip code: __________________________________________
Country: ______________________________________________________________________________________________
Telephone/mobile number: __________________________Email address: ______________________________________
Please check the best way to contact your father: ☐ Mail ☐ Phone ☐ Email

Employment
Company name: ___________________________________ Title: ______________________________________________
Company address:__________________________________ Work telephone(s): _________________________________

☐ My father would not like to be contacted after I graduate from AUB
Mother

Family name: ____________________________________________  First name: ____________________________________________

Middle name: _________________________________________________________________________________________

☐ Deceased

Degree: ___________________________  Year of graduation: ________________________________
College/University: ____________________________________________________________________________________

Permanent address

Building, floor: __________________________________  Street: _________________________________
Postal code: ___________________________  Area: _________________________________
Nearest landmark: ___________________________  City: __________________________________
State: ___________________________________________  Zip code: ___________________________
Country: __________________________________________________________________________________________

Telephone/mobile number: ______________________  Email address: ______________________________

Please check the best way to contact your mother:  ☐ Mail  ☐ Phone  ☐ Email

Employment

Company name: ___________________________________  Title: _________________________________
Company address: __________________________________  Work telephone(s): __________________________

☐ My mother would not like to be contacted after I graduate from AUB

Other members of the family

Did any other members of your family attend AUB? If so, please list their names. (Grandparents, uncles, aunts, brothers, sisters, and cousins)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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</table>