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Note: Please enclose the orientation registration form, the housing application, the medical form, and the family information form in their respective envelopes provided with this package and submit them at the Office of Students Affairs, University Health Services, and the Office of Development respectively.
Dear new student,

CONGRATULATIONS on your admission to AUB.

Please make sure to reserve your seat at the AUB by filling the enrollment card and paying the enrollment fee of $300 (LL450,000) before June 30, 2012.

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).

Also, you will need to submit the required documents mentioned in the acceptance letter between August 8 and September 10, 2012 (for new undergraduate students registering in July) and on September 6 and 7, 2012 (for new students registering in September). Those documents include:

1. True authenticated copy of Diploma/Secondary School Certificate and evidence of successful completion of Grade 12 at school
2. 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)
3. Medical Form (to be submitted to the University Health Services in the attached envelope)
4. Residence Application Form (must be submitted by July 31, 2012)

Advising and online registration for all new students will take place between July 11 and August 1, 2012. New freshmen, graduates, and students arriving from abroad may complete advising and online registration between September 10 and 12, 2012 (Details are listed on the following page).

Please read through all the materials in this booklet 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
For more information on the admission requirements or detailed explanation of the information included in this booklet, please contact the Office of Admissions at

admissions@aub.edu.lb  
Tel.: +961 1 374374  
Fax: + 961 1 750775

Sobhi          Ext: 2585  
Lama           Ext: 2596  
Mohamad        Ext: 2593  
Mira           Ext: 3505

For more information on the housing and dorms procedure, kindly contact the Office of Student Affairs at

stdhouse@aub.edu.lb  
Tel.: +961 1 374374  
Ext: 3175

If you are an international student, wishing to know more about pre-departure and arrival information, kindly contact the Office of International Student Services at

OIP@aub.edu.lb  
Tel.: +961 1 374374  
Ext: 3146 OR 3176

Please visit the websites below for important information about the coming year’s tuition fees as well as AUB’s generous financial aid programs. You will also find information on student life, activities and clubs at AUB.

2011-12 Tuition Fees: http://www.aub.edu.lb/main/admissions/Pages/fees.aspx  
Student Housing: http://www.aub.edu.lb/sao/housing/Pages/index.aspx  
Office of International Programs: http://www.aub.edu.lb/oip/Pages/index.aspx  
Student medical insurance plan: http://staff.aub.edu.lb/~webuhs/hip/hip.htm  
AUB’s Facebook page: http://www.facebook.com/aub.edu.lb  
Photo gallery on Flickr: http://www.flickr.com/photos/51788915@N06/collections/  
Student clubs and activities: http://www.aub.edu.lb/main/student_life/Pages/index.aspx  
YouTube AUB video: http://www.youtube.com/AUBatLebanon#p/u/113/1p61W2b6agg
Please return this card at your earliest convenience and make sure that it reaches the Office of Admissions no later than June 30, 2012. A non-refundable enrollment fee of $300 (LL450,000) must be enclosed with the card for all students who plan to enroll in the fall semester 2012–13. Acceptable modes of payment are:

1. Check made out to the American University of Beirut (AUB). Checks should be drawn in banks in the US or LEBANON only
2. Bank transfer: HSBC Bank, Middle East, Ras Beirut Branch, Account No. 003-013687-100
3. Western Union Quick Pay to the AUB account
4. Cash delivered in person at the Cashier’s Office at the University

We look forward to hearing from you and welcoming you to AUB!

Please check one box below:

☐ Yes, I will enroll at AUB for the fall semester 2012–13 in the following faculty and major, and I am enclosing a deposit of $300.
☐ No, I will not enroll at AUB for the fall semester 2012–13.

If you are not enrolling, please tell us here about your alternate plans/reasons.

Reason __________________________________________

Signature ___________________________ Date ____________

Name (please print, as on letter of admission) __________________________

Student Identification No. (as on letter of admission) __________________________
Registration Guide for Fall 2012–13

To facilitate your registration, please follow the stages, 1–5 as is indicated below in the first table. In order to meet certain deadlines of items that pertain to you, please then refer to the second table.

<table>
<thead>
<tr>
<th>Registration Stages</th>
<th>Time and Date</th>
<th>Place</th>
</tr>
</thead>
</table>
| Pre-registration submission of documents¹  | July 30–September 10, 2012 9:00 am–12:00 noon (for those who will register in July)  
September 6–7, 2012 (for those who will register in September) | College Hall (Office of Admissions)          |
| Advising                                   | July 11–August 1, 2012 8:30 am–4:30 pm (for those who will register in July)  
September 10–12, 2012 8:30 am–4:30 pm (for those who will register in September) | Department concerned                      |
| Online course registration via Internet    | July 11–August 1, 2012 (for those who will register in July)  
September 12–14, 2012 (for those who will register in September) | Check registration schedule next page     |
| New Student Orientation Program            | July 11 (for those who will register in July)  
September 10 (for those who will register in September) | Department concerned                      |
| Payment of fees ²                         | July 30–September 21, 2012 | Ras Beirut branches of: Arab Bank, Bank Audi, Bank Med, HSBC, BLOM, and Western Union Bank |

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorm residents</td>
<td>July 31, 2012</td>
<td>Office of Student Affairs</td>
</tr>
</tbody>
</table>
| Deferred payment                              | September 6–10, 2012 (for those who will register in September)  
June 21–August 15 (for those who will register in July) | Office of the Comptroller (Students’ Accounts Section) |
| Drop and add period                           | September 18–21, 2012                          | Via the Internet                         |
| Late payment of fees                          | September 24–28, 2012                          | Bank assigned                            |
| Hospitalization Insurance Plan waivers        | Will be announced later                       | Human Resources                          |
| Submitting of NSSF declaration ⁴             | Not later than October 12, 2012               | Office of the Registrar                  |
| Last date for withdrawal                      | November 30, 2012                              | Department Concerned/Registrar’s Office  |

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

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 at 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 11–August 1</td>
<td>All new undergraduate students</td>
<td>To be determined</td>
</tr>
<tr>
<td>September 12–14</td>
<td>New undergraduates coming for abroad</td>
<td>To be determined</td>
</tr>
<tr>
<td></td>
<td>New graduate students, old returning, and cross registering students</td>
<td></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 [http://staff.aub.edu.lb/~webregist](http://staff.aub.edu.lb/~webregist)
Web Registration
Fall 2012–13

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 2012–13 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 your 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.

Failure to pass the Plagiarism Test during your first semester at AUB will delay your registration for the spring 2013 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.

http://staff.aub.edu.lb/~eplagio/Tutorial-Test/home_Tutorial_Test.htm

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.

Students who would like to take the EPT should register their names with the English Department secretary (Fisk 345) during the registration period. The test is a one hour essay, and students should check with the secretary to know the place and date of the exam.

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 Wednesday, July 18, 2012 and Thursday July 19, 2012 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>Wednesday</td>
<td>18/7/2012</td>
<td>10:00-10:30</td>
<td>in 500 Nicely</td>
</tr>
<tr>
<td>Thursday</td>
<td>19/7/2012</td>
<td>10:00-10:30</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: __________________________________________

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New Student Orientation Program

Office of Student Affairs
West Hall–Ground Floor
Room 112

A Word from the Dean of Student Affairs
Dr. Talal Nizameddin

Welcome and congratulations on your choice of AUB. The AUB fall 2012–13 New Student Orientation Program (NSOP) is to be held on July 11, 2012 and September 10, 2012. 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 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.

All new students are expected to attend. All new students (freshman, sophomore, transfer and special students) are kindly requested to sign up for NSOP before June 30, 2012.

Please choose ONE of the following options you would like to attend and submit the form to the Office of Student Affairs:

July Orientation (Wednesday, July 11, 2012)
September Orientation (Monday, September 10, 2012)

I am officially registering for the New Student Orientation Program.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

Nationality _______________________________________________________

Mobile __________________________________________________________________________

AUB ID No. ________________________________________________________________________

Class: I am accepted to freshman class in the faculty of arts and sciences

I am accepted as sophomore Special Transfer Other: _____________________________

Major: __________________________________________________________________________

Email: __________________________________________________________________________

I am aware that missing the NSOP may result in failing to enroll in the courses of my choice.

In addition, this will lead to missing important information about university resources available to students.

Signature: ____________________________ Date: __________________________

12 of 28
Residence Hall Application

New and Old Returning AUB Students Fall 2012–13

Office of Student Affairs–Student Housing
West Hall, Ground Floor
Room 112A/B

Student housing priorities
While all registered AUB students are entitled to apply for accommodation in AUB students’ residences, priority is for undergraduate students starting with freshmen among the new applicants. Among other undergraduate students, priority is given to students coming from abroad, considered international students, and those from beyond the greater Beirut area in Lebanon. Graduate students may be considered subject to availability.

Applications for new students are processed on a first come first served basis.

Application submission
The completed Residence Hall application must be submitted along with a passport size photo to the Student Housing Office in West Hall, Room 112, following the payment of a deposit fee of LL300,000 at the AUB Cashier’s, College Hall building.

Students coming from abroad may send the application by courier or registered mail accompanied by a certified check for US200 payable to the American University of Beirut. We will consider the date stamped on the mail as the date the application was received.

Applications or photos sent by email are not accepted. Please do not send cash money by mail.

American University of Beirut
Student Housing
PO Box 11-0236
West Hall, Ground Floor, Room 112
Riad El Solh Square 1107 2020
Beirut, Lebanon

Tel. + 961 1 374374
Ext. 3175/ 3183
Fax + 961 1 744478

Deadline for submitting dorm application
We will start receiving applications as of Monday July 2, 2012; the deadline is Tuesday July 31, 2012. Applications received after the stated deadline will only be considered subject to availability.

Waiting list
Due to limited space, your application may be on the waiting list. If you are on the waiting list, you will receive a notification email by Friday August 24, 2012. We will update you by email if availabilities arise.

Confirmation of dorm/room assignments
Confimation of dorm assignments will be announced on our webpage by Friday September 7, 2012.
Cancellation of application

Students may cancel their application without financial penalty by Friday August 24, 2012. Cancellations must be submitted in writing (or via email) to the Office of Student Affairs. Students who cancel after this date will lose their deposit fee.

Failure to check-in and early departure

Failure to check-in within the first week of the semester (by Monday September 24, 2012) will result in automatic cancellation of your reserved spot and loss of dorm fees.

Those who deliberately depart from their dorm before the end of a semester are not entitled to receive a refund. Petitions will be considered only in cases of extreme personal circumstances.

Move-in

The move-in period is between Thursday September 13, 2012 and Monday September 24, 2012.

Student Residences Rules and Regulations

Personal property insurance

AUB cannot assume responsibility for personal property kept in a student’s room.

Keys and damage to university property

- Room keys in the dorms are given to students during the period of their stay. Responsibility for these keys during this period is solely with the student. 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. Unauthorized duplication of any university key is strictly forbidden.
- Any student responsible for causing damage to AUB property will be charged the repair/replacement cost, an additional fine of LL60,000 and will be subject to further disciplinary measures.

Room assignment and roommate criteria

Your roommate preference will be accommodated provided that you and your preferred roommate write each other’s name on your respective applications. Student Housing reserves the right to change a resident’s assigned room in case of cancellation. Students who do not specify a roommate will be assigned a roommate from among the pool of applicants we have.

Curfew policy

Curfew hours are: Sunday –Thursday from 12 midnight until 7:00 a.m.
Friday from 1:00 am until 7:00 am
Saturday from 2:30 am until 7:00 am

Students found in violation of the curfew hours will be subject to disciplinary action. Forged waiver forms will be subject to University action in accordance with the Student Code of Conduct, particularly relating to the sections on forging official papers and dishonesty.

Graduate/Medicine students are exempted from the curfew policy.

Smoking and alcohol

As part of the AUB community, 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, in double or semi-private occupancy rooms.

Alcohol is strictly prohibited at all times in all areas of the student housing buildings.
**CCTV cameras**

The corridors and the lounge areas in Penrose and Kerr halls are under CCTV camera surveillance.

Living in the AUB student residence halls is a privilege that may be denied at any time a student is found in violation of residence life rules and regulations.

Please visit our webpage to know more: [http://www.aub.edu.lb/sao/housing/Pages/index.aspx](http://www.aub.edu.lb/sao/housing/Pages/index.aspx).

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**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
Residence Hall Application for New Residents

Fall 2012–13
Office of Students Affairs
West Hall, Ground Floor, Room 112A

Please print clearly

Spelled your name exactly as it appears on your official AUB records

Provide all 9 digits of your AUB ID Number

AUB ID ____________

Personal information

Name: ________________ | ________________ | ________________
First name | Middle name | Family Name

1st Nationality: ________________ 2nd Nationality: ________________

Gender: [ ] F [ ] M

Date of birth (d/m/y): ______ | ______ | ______

Do you have a medical problem, disability, or allergy that we should be aware of?
Please specify. __________________________________________________________
_____________________________________________________________________

Do you live abroad? [ ] Yes [ ] No

Current home address: __________________________________________________
_____________________________________________________________________

Telephone: _____________________________ | ______________________________
mobile (current) | mobile (Lebanon)

Email: __________________________________________________________________

Emergency Contact Information

Name (parent or guardian): ________________________________________________

Relationship to student: __________________________________________________

Telephone: _____________________________ | ______________________________
home | mobile

Email: __________________________________________________________________

Home address: __________________________________________________________
_____________________________________________________________________

*Freshman students are required to live on campus by policy. However, to reserve a place, you must complete and submit this application on time. If you do not wish to live on campus, you must submit the Waiver of Residence Requirement for Freshman Students form (following this application). In the event where we do not receive any of these two forms, your place will not be secured in the University Residence Halls.

Academic Information

Faculty: ____________________________

Major: ____________________________

AUB ID: __________________________

Class (as of fall 2012–13)

[ ] UPP
[ ] Freshman
[ ] Sophomore
[ ] Junior
[ ] Senior
[ ] Graduate

Class (as of fall 2012–13)

For schools like FEA:

[ ] 1st year
[ ] 2nd year
[ ] 3rd year
[ ] 4th year

Paste recent colored passport-size photo of student.
Do not staple.
Room Request

Please rank in order of preference 1, 2, 3, etc. 1 being your first choice.

<table>
<thead>
<tr>
<th>Women’s Halls on campus</th>
<th>Room Type and Fees/Semester per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boustani</td>
<td>Double: LL1,942,000/USD1,288</td>
</tr>
<tr>
<td>Jewett</td>
<td>Semi-Private: LL2,398,000 /USD1,590</td>
</tr>
<tr>
<td>Murex</td>
<td></td>
</tr>
<tr>
<td>New Women’s</td>
<td></td>
</tr>
<tr>
<td>Kerr II (graduate)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Women’s Halls off campus</th>
<th>Double</th>
<th>Suite Double</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off campus residence</td>
<td>LL1,942,000/USD1,288</td>
<td>LL5,260,000/USD3,488</td>
<td>LL4,909,000/USD3,255</td>
</tr>
</tbody>
</table>

The Off-Campus Residence is located on Sidani Street within a short walk from AUB. Every room has its own bathroom. The suites consist of one bedroom for two, a living room, a kitchenette, and a bathroom. There is only a limited number of private rooms.

<table>
<thead>
<tr>
<th>Men’s Halls on campus</th>
<th>Room Type and Fees/Semester per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penrose</td>
<td>Double: LL1,942,000/USD1,288</td>
</tr>
<tr>
<td>Kerr II (graduate)</td>
<td></td>
</tr>
</tbody>
</table>

1. Preferred roommate (Family Name, First Name): ___________________________
   _______________________________________________________________________

2. Returning resident: ☐ No       ☐ Yes (please specify last term spent in dorms and reason for leaving): __________________________________________________________
   _______________________________________________________________________

Type of student
You can check more than one
☐ Regular student
☐ Exchange/visiting
☐ Special student
☐ International student

Do you have a disability or allergy that we should be aware of? Please specify:
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Expected graduation date: __________________

Official Use Only
Date Received: __________________

Assignment
Dorm: __________________
Room: __________________
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.

All of the 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 disciplinary action by the Dean of Student Affairs and the university administration.

Date and Signature: ___________________________________________________________________________________

Official use only

Date received: ____________________
Waiting list: ____________________
Assignment: ____________________
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 Dorm Residents

This form must be signed by the parent or legal guardian and submitted at the Office of Student Affairs (address below).

- **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

- 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.

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.

I, ____________________________, the undersigned, (parent or legal guardian only) do hereby declare that Miss/Mr. ________________________________ ID No. _______________________________ Dorm and Room ________________________________ 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.

Telephone: ____________________________ | ____________________________  
Home | Mobile

Email: ________________________________  
Home address: ____________________________________________________________  

Relationship to student: ____________________________ Signature and Date: ____________________________

- 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.

- 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
وثيقة إعفاء من الحظر لطلاب السكن الجامعي

نافذة: منزل ________________
هاتف: محمول __________________
فакс: _______________________
بريد الكتروني: _____________________________
العنوان البريدي: _____________________________

يوثق هذا الطلب ويرسل إلى مكتب شؤون الطلاب في مبنى الوست هول، يحمل الرقم الجامعي ________________، اصرّح باعطاء الطالب/ة ________________ بصفتي ________________، الاعفاء من الحظر المفروض فيما يتعلّق بضرورة ________________، سواء داخل السكن الجامعي ضمن الساعات المبينة أدناه، أو خارج السكن الجامعي، فبإذن الطالب الآنف الذكر الحرية الكاملة في الدخول والخروج، دون قيد أو شرط وذلك طوال فترة إقامته في السكن الجامعي.

ساعة يضاف إليها ________________، المبينة أدناه، ________________، مدة ________________، تولّد ________________، نافذة في ________________، مدة ________________، وذلك دون ________________، ________________.

الاعفاء من ________________، سواء داخل ________________، مدة ________________، تولّد ________________، أو ________________، مدة ________________، وذلك دون ________________، ________________.

يرجى العلم:

- ساعات الحظر هي كالآتي:

  - الاثنين - الخمس: 12 منتصف الليل - 7 صباحاً
  - الجمعة: 000 صباحاً / السبب / 000 صباحاً - 7 صباحاً
  - في حال تم Inn التوقيف على هذه الوثيقة قد تمّ من قبل ________________، ويشمل ________________، يترجّم الطلاب المخالفين لإجراءات تأديبية بناءً على ________________.

- يتمّه هذا الطلب صلاحية طالب الفترة التي يكون فيها الطالب المعين مستأناً في سكن الطلاب إلا إذا تم الإلغاء من قبل ________________، ________________.

يرجى موجه إلى ________________، مكتب ________________، يحمل ________________.

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
Health Insurance Plan Guidelines for AUB Students

Summer 2011 and Fall 2011–12

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

Fall 2012–13

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 beginning of the fall, 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: LL222,500.

Graduate students registered for a thesis/project are eligible to continue HIP coverage for a period of two consecutive years only.

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 waive HIP fee as follows:

Steps to waive HIP
1. Go to “AUBSIS”, “Enter Secure Area”
2. Select “HIP Exemption”
3. Scan your Private Insurance Card or Certificate, Enter expiry date, and Upload the file
4. A confirmation email will be sent to your AUB email within 3 working days.

A timetable for waiving HIP fee will be communicated to you in due time.

Students are expected to be Aware of the Following HIP Regulations. Kindly Read them carefully.

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 Hospital for their medical and Hospital care. Coverage will be in accordance with the Plan’s rules and regulations.

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 AUB Medical Centre facilities.

An HIP member is entitled to general or specialist consultation if referred by the University Health Services (UHS).

Emergency cases
In case of emergency if patient is within AUBMC reach he/she is treated and referred for required care by “AUBMC Emergency Unit” otherwise he/she should report to the nearest healthcare provider in Lebanon and call HIP emergency line 03 -080804. In all cases, HIP members are covered for medical care needed within the resources of AUBMC and in accordance with HIP policies and procedures.

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

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.
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).

Eligible married students may enrol 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.

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.

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 after graduation or leaving the University.

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.

Wishing you healthy and successful years of study at the American University of Beirut, the Benefits Office will be available to answer your queries and attend to your requests.

Benefits Coordinator’s Office
Human Resources Department
American University of Beirut
College Hall, 3rd Floor

PO Box 11-0236
Riad el Solh 1107 2020 Beirut, Lebanon
Tel: +961 1 350000 or 374374 or 374444, ext. 2329
Fax: +961 1 744475
Email: benefits@aub.edu.lb
Student Immunization Requirements

Fall 2012–13
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 CONFIDENTIAL

University Health Services

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

<table>
<thead>
<tr>
<th>Personal History</th>
<th>Family History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please check if you have had any of the following:</td>
<td>(If deceased, please list age and cause of death)</td>
</tr>
<tr>
<td>1. Eye problems</td>
<td>24. Cancer or malignancy</td>
</tr>
<tr>
<td>2. Ear/nose/sinus problems</td>
<td>25. Non-malignant tumor</td>
</tr>
<tr>
<td>3. Throat/tonsil infections</td>
<td>26. Thyroid disorder</td>
</tr>
<tr>
<td>4. Infectious Mononucleosis</td>
<td>27. Epilepsy or seizures</td>
</tr>
<tr>
<td>6. Tuberculosis</td>
<td>29. Anxiety</td>
</tr>
<tr>
<td>7. Other lung infections</td>
<td>30. Depression</td>
</tr>
<tr>
<td>8. Rheumatic fever</td>
<td>31. Emotional disorder: Specify:</td>
</tr>
<tr>
<td>9. Heart murmur</td>
<td>32. Mental problem: Specify:</td>
</tr>
<tr>
<td>10. Chest pain</td>
<td>33. Skin problem</td>
</tr>
<tr>
<td>11. Recurrent diarrhea</td>
<td>34. Measles (Red/Rubesla)</td>
</tr>
<tr>
<td>12. Ulcer (Stomach/Duodenal)</td>
<td>35. Measles (German/Rubella)</td>
</tr>
<tr>
<td>13. Faint during/after exercise</td>
<td>36. Mumps</td>
</tr>
<tr>
<td>15. High blood pressure</td>
<td>38. Gynecological problem</td>
</tr>
<tr>
<td>17. Colitis/Enteritis</td>
<td>40. Back problem</td>
</tr>
<tr>
<td>18. Hepatitis: Type</td>
<td>41. Bone or joint problem</td>
</tr>
<tr>
<td>19. Bladder or kidney infection</td>
<td>42. Sports-related injury</td>
</tr>
<tr>
<td>20. Kidney stones</td>
<td>43. Alcohol or drug use</td>
</tr>
<tr>
<td>22. Other medical conditions:</td>
<td>45. Learning disability: Specify:</td>
</tr>
</tbody>
</table>

Family History

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)

<table>
<thead>
<tr>
<th>Physical Examination</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin, body marks, scars</td>
<td></td>
<td>Abnormal findings</td>
</tr>
<tr>
<td>Skeletal system, joints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head, neck</td>
<td></td>
<td></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>
<td>Comments/Recommendations</td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genitilia, hernia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neurological</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 form 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: ☐ By mail ☐ By phone ☐ By 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: ☐ By mail ☐ By phone ☐ By 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>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>