

Office of the Registrar

October 20, 2020

Dear AUB Professor/Advisor,

You are receiving this email because you are likely advising students who will be affected by this message. Please note that we are asking you to meet with your potential graduates and go over their program of study prior to their applying to graduate.

Details will follow, and we will keep you apprised.

October 20, 2020

Dear AUB Senior (Final Year) and Graduate Students,

We hope you are doing well and staying safe.

Beginning this term, fall 2020-2021, students who believe they have met all their degree requirements must complete an Application to Graduate in their [AUBsis](#).

The process is simple:

1. Make an appointment with your registration or academic adviser (depending on your Faculty). For undergraduates, use your program of study template (found on the [Office of the Registrar](#) webpage under the menu, "Degree Requirements"). All students can use the Degree Audit feature in the AUBsis to determine that if they are likely to complete all degree requirements during the fall term 2020-2021. Please note that the degree audit system does not take into account equivalencies and substitutions that you may have petitioned for over the course of your studies. You will need to account for these separately. You should take this step immediately.
2. Complete an application to graduate in your AUBsis once we notify you that the system is open. You will need the following information in order to do so:
 - a. A scan of the picture page from your passport or other government issued ID showing your legal name (you will upload this scan).
 - b. The program from which you expect to graduate (you will need to submit one application for each program in the case you are studying a dual degree or double major).
 - c. Your name in Arabic.
3. The Office of the Registrar will conduct a degree evaluation based on your application and inform the Faculty of its results. You will work with the Faculty to finalize any outstanding issues.

As in years past, the Office of the Registrar will also post the list of students who have applied to graduate along with the status of their application on the Office of the Registrar webpage.

Graduate students must take note of all deadlines specified by the Graduate Council for thesis defense and library submission, which can be found at the [Graduate Council](#) website . The Office of the Registrar must receive the [Thesis/Project Form for master's students](#) and the [Thesis Form for Ph.D. candidates](#), as well as confirmation from



www.aub.edu.lb

the Libraries that the thesis/project has been properly submitted by the deadlines or the student will not be cleared to graduate.

Please keep up to date by regularly visiting the Office of the Registrar webpage. Important dates and instructions will be posted there over the coming weeks.