



AMERICAN
UNIVERSITY
OF BEIRUT

aub.edu.lb

OFFICE OF THE REGISTRAR

August 25, 2023

Dear AUB Undergraduate Student,

If you are working for a Diploma or Teaching Diploma ONLY and not concurrently with a major, please ignore this email.

Kindly note that two new forms related to Education Diplomas have been launched to be used as of Fall 2022-23.

If you are in your junior year and you are considering pursuing a Diploma/Teaching diploma along with your degree, please submit online the: "[Intention to Complete Education Diploma](#)" form.

This step is mandatory to be considered as working for a diploma. If you do not submit the form, you will not be able to complete a diploma.

Please abide by the deadline of submission, which is **September 30, 2023** for Fall 2023-24 and Spring 2023-24 candidates for graduation.

Make sure to upload an unofficial copy of your transcript along with the form.

If you are in your final semester, and after all your grades are entered, you are kindly requested to submit online the: "[Completion of Education Diploma](#)" form. This will be the final confirmation of your eligibility to earn your diploma, thus a mandatory step.

Please note that **BOTH** steps are required. Missing either one will result in you not earning your diploma.

Deadline for "Completion of Education Diploma" for Fall 2023-24 graduates is February 16, 2024.

Deadline for “Completion of Education Diploma” for Spring 2023-24 graduates is May 24, 2024.

Important Details:

- Once you have submitted the “Intention to Complete Education Diploma”, you are committed to graduate from both your degree and diploma together.
- You can at any stage change your mind and decide not to work for a diploma anymore. In this case, an email should be sent to graduation@aub.edu.lb asking to remove the declared intention to complete a diploma.
- You can choose to complete your BA degree and return to AUB after graduation to work for a diploma, yet you will need to apply as a new student through the Office of Admissions.

Please act accordingly.

Kind regards,

Office of the Registrar
