



AMERICAN  
UNIVERSITY  
OF BEIRUT

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## OFFICE OF THE REGISTRAR

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January 17, 2023

Dear AUB students,

Membership in the NSSF (National Social Security Fund) is mandatory by law for all Lebanese and French students (**excluding freshman and students that are older than 30 years**). **Non-Lebanese students may not join.**

All New, continuing, and Old Returning students (**who were not registered or declared in Fall 2023**) are **URGED** to complete the NSSF declaration form for the academic year 2023-24.

Declaration starts from **January 19, 2023**, till **February 17, 2023**.

You should come in person to the Office of the Registrar Front Desk from **Monday – Friday**, from **9:00 - 11:00** then from **3:00 - 4:00**.

**Declaration forms** are available at the Office of the Registrar, Front desk.

Please read the following carefully before you fill out the form:

### **A- Benefit from NSSF**

1. Students who benefit from one of their parent's NSSF.
2. Students who are working and have their own NSSF number.

Bring a certificate showing your NSSF number parent's NSSF number to refund the charged fee. (N.B. The deducted fee is nonrefundable after the deadline)

**B- Do not benefit from NSSF**

1. Students who don't benefit from their parents' NSSF or
2. Students who do not work

Bring a family registration form إخراج قيد عائلي or copy of the Identity Card to have your own NSSF number.

**AUB staff dependent should declare too.**

If you have any question, please contact Mr. Samir Hajj Youssef ([sh20@aub.edu.lb](mailto:sh20@aub.edu.lb))

Kind regards,

Office of the Registrar