



## OFFICE OF THE REGISTRAR

October 17, 2023

**ATTENTION: THIS COMMUNICATION IS FOR THOSE WHO PLAN TO GRADUATE THIS FALL 2023-24 ONLY.**

**IF YOU DO NOT PLAN ON GRADUATING THIS FALL 2023-24, YOU MAY IGNORE THIS MESSAGE.**

Dear Student Name, ID #,

We hope you are doing well.

You are receiving this email because you are a graduate or professional student at AUB who may be planning to graduate at the end of this summer semester.

**If you plan on graduating, you must apply. Application is not optional.** The application allows us to collect information necessary to your graduation. Those who do not apply will not graduate.

If you are a master's student working on a degree **without** a thesis, please meet with your advisor and go over your program requirements. If you both agree that you are likely eligible to graduate, please apply.

If you are a master's student working on a degree **with** a thesis **or** a PhD student, please note the following **hard** deadlines. We regret that there will be **no exceptions** made to these [deadlines](#), so we encourage you to monitor your progress carefully:

- Thesis defense deadline: **January 24, 2024.**
- [Thesis Submission to Library Process](#) deadline: **February 07, 2024.**

### **PhD Students:**

1. The [PhD Publications Clearance](#) Form and the [Thesis Form – PhD](#) must be received by Mrs. Rola Badreddine (email: [rb17@aub.edu.lb](mailto:rb17@aub.edu.lb)), signed by your advisor, within 48 hours from the defense date.
2. [Thesis Submission to Library Process](#) must be completed **online** by the set deadlines.

### **For Master's Students:**

1. The [Thesis/Project Form – Master's](#) must be received by Mrs. Rola Badreddine

(email: [rb17@aub.edu.lb](mailto:rb17@aub.edu.lb)), signed by your advisor, within 48 hours from the defense date.

2. [Thesis Submission to Library Process](#) must be completed **online** by the set deadlines.

If you are likely going to meet these deadlines, please apply. In both cases, carefully read and follow the instructions posted [here](#) to apply.

**VERY IMPORTANT INSTRUCTIONS:**

1. It is mandatory to upload your legal document that matches your nationality at AUB when applying (passport, ID, or Lebanese civil status record, whichever applicable) in PDF or JPEG format, please don't use HEIC format as it isn't supported.
2. In case of any discrepancy between your name in English on Banner versus the official passport/ID used, please send an email to [graduation@aub.edu.lb](mailto:graduation@aub.edu.lb) with your change of name request. No need to wait for the correction of your name to proceed with the application. Any name change done after submission will be automatically reflected on the received application.
3. Students who do not complete their Arabic name properly as per the exact spelling on the uploaded legal document will risk delays in the process, and in receiving the degree.
4. If you are already a holder of at least one AUB degree, your name on all degrees should match.
5. If you do not graduate by the end of Fall 2023-24, you can benefit from the option of us rolling your application to the Spring 2023-24 term; thus, no need to apply again.
6. Students must select the proper program when applying. If there is more than one program listed when applying, please be sure to select the program you are currently enrolled in.

The deadline for your application is **October 31, 2023**, but we encourage you to apply early and meet with your advisor or supervisor as soon as you can to discuss your readiness to apply to graduate. Any student who fails to apply to graduate by the deadline will have to defer graduation to the spring semester.

We wish you continued success in this semester. Regards,

Office of the Registrar

Cc [lib-thesis@aub.edu.lb](mailto:lib-thesis@aub.edu.lb)