



August 16, 2022

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 to pursue 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 don't submit the said form, you will not be able to complete a diploma.

Please abide by the deadline of submission which is **September 16, 2022** for Fall 2023 and Spring 2023 candidates for graduation.

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

If you are in your semester of graduation, and after 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.

Deadline for "Completion of Education Diploma" for Fall 2022-23 graduates is February 17, 2023.

Deadline for "Completion of Education Diploma" for Spring 2022-23 graduates is May 26, 2023.

Important Details:

- Once a student has submitted the "Intention to Complete Education Diploma", he/she is committed to graduate from both his degree and diploma together.
- A student can at any stage change his/her 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.
- A student can choose to complete his/her BA degree and return to AUB after graduation to work for a diploma, yet he/she should apply as a new student through the Office of Admissions.

Please act accordingly.

Kind regards,

Office of the Registrar