



AMERICAN
UNIVERSITY
OF BEIRUT

aub.edu.lb

OFFICE OF THE REGISTRAR

October 25, 2022

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

IF YOU DO NOT PLAN ON GRADUATING THIS FALL 2023, 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 fall 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: **Jan. 26, 2023.**
- [Thesis Submission to Library Process](#) deadline: **Feb. 07, 2023.**

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), 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.

Master's Students:

1. The [Thesis/Project Form – Master's](#) must be received by Mrs. Rola Badreddine (email: 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. 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 with your change of name request. Once processed, you can proceed with the application.
2. 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.
3. If you don't graduate by the end of Fall 2023, you can benefit from the option of us rolling your application to the Spring 2023 term; thus, no need to apply again.
4. 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 **November 20, 2022**, 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 this semester.

Kind regards,
Office of the Registrar