

March 07, 2022

Dear AUB Student name, ID#:xxxxxxx

We hope that you are doing well.

To assure the smoothly functioning degree distribution, you will need to make an [appointment](#) to pick up your original degree in person at the Office of the Registrar window in the east end of College Hall between 8:15 a.m. and 4:00 p.m. starting Wednesday, March 16, 2022 and running through Thursday, March 24, 2022.

Please also note that we will not be able to deliver your degree to you if you do not follow these directions:

1. Complete your online clearance process before making your appointment.
2. Complete the [Diploma Receipt Form](#) prior to coming to campus for your appointment and bring it with you. **Do not email us the signed form.**
3. Bring your identification card.
4. Complete the [Authorization Form](#) if you are unable to come to campus at your assigned date and time and would like someone else to pick up your original degree. Be sure to follow the instructions on the Authorization Form carefully.

Please note that you will not be able to pick up your degree without an appointment.

Please also note that you must make your appointment 48 hours in advance so that we have time to have your degree ready for you when your appointment time arrives.

You will receive your green cover with your degree. If you choose to attend the commencement exercises in June of 2022, you will be lent a cover to cross the stage with, which will be collected from you once you have crossed.

Kind regards,

Office of the Registrar