

April 20, 2022

This email is addressed to graduate students planning to graduate this spring.

If you have already applied to graduate or you are not planning to graduate this spring, you may ignore this message.

Dear AUB Graduate or Professional Student,

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 spring semester.

If you plan on graduating this spring, it is **mandatory** that you apply for graduation following the steps explained in the document you will find [here](#). If you do not apply, you will not graduate The deadline for your application is **May 2, 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. Failure to apply by the deadline will lead to the deferral of your graduation.

During your application process it is crucial that you attend to the below carefully:

- **Arabic Name on your degree:** make sure you complete the Arabic name properly (**first, middle/father, last**) as per the exact spelling on the legal document you upload, not to risk delays in the process and in receiving the degree.
- **English Name on your degree:** if you require a change in your English name, you must notify the Office of the Registrar separately at regist@aub.edu.lb and attach a legal document confirming this change.

Important reminder for master's and PhD students:

- 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 fixed deadlines that have been posted on the Graduate Council website for the past year. If you are likely going to meet these deadlines, please apply. We regret that there can be **no exceptions** made to these deadlines, so we encourage you to monitor your progress carefully:
 - Thesis defense deadline: **May 2, 2022** (we will accept thesis defense forms, which are due within 48 hours of the defense, over the May 2-4 holidays).
 - Thesis Library submission form deadline: **May 12, 2022**

- The Thesis defense and Thesis library submission forms must be received by Mrs. Rola Badreddine (email: rb17@aub.edu.lb) by the deadlines mentioned above at the very latest.

We wish you continued success in this semester.

Kind Regards,

Office of the Registrar