



**AMERICAN
UNIVERSITY
OF BEIRUT**

Office of the Registrar

Authorization Release Form

In order for a third party to pick up your transcript, certificate or degree, you must provide the Registrar's Office with:

1. An authorization release form which includes your name, your signature, and the name of the person who will be picking up the document.
2. A copy of your passport or ID.

The authorization release form and the copy of your passport or ID must be brought to the Office of the Registrar's window by the third party.

I, _____, allow Ms./Mr. _____

to pick up my

- Transcript
- Certificate
- Degree/ Duplicate

Name: _____ Signature: _____

Date: _____

This form is not **valid** unless **a copy of the passport/ID is attached.**

For use of third party:

I, _____, picked up the documents requested above.

Signature: _____ Date: _____