



**AMERICAN
UNIVERSITY
OF BEIRUT**

**Office of the Registrar
Application for a Duplicate Degree**

Name: _____

ID #: _____

Degree(s) received _____

Major: _____

Year of graduation: _____

Phone #: _____

Email: _____

Address: _____

I have lost my original granted degree due to: _____.

So you are kindly requested to issue me a duplicate copy of the original.

Date: _____

Signature

The issued Duplicate Degree **cannot** be sent via mail or courier (for security reasons), **cannot** be delivered except to the student him/herself **OR** an “[Authorization Form](#)” is required to be filled if you want someone to pick it up on your behalf.

Each Duplicate Degree cost is \$25 and needs 5-7 working days. If needed as expedite, cost will be \$50 and will be ready after 3 working days. (Payment info on the 2nd sheet)

Degree received by: _____
Signature

Date: _____

Payment info

Payment can be made via a certified cheque drawn on American Bank (**Cheque can't be less than \$10**) to the order of the American University of Beirut and sent via mail to the Registrar's Office address: (copy of the cheque should accompany your request)

American University of Beirut, Registrar's Office, P.O.Box 11-0236, Riad El Solh, Beirut, 1107 2020, Lebanon

OR you may send a transfer notice to

Bank Name : CITIBANK, N.A.
Bank Branch : BERYTUS Parks
Bank Branch Address : BERYTUS Parks BCD, Reg. No. 69781 BDL 115 P.O. Box 11-1535 Beirut – Lebanon
Bank Account Name : American University of Beirut
Bank Account Number \$: 600224166
IBAN : LB94011500000000000600224166
Bank Swift Address : CITILBBE

These Details are for all incoming transfers to our accounts at CITY bank for more details please contact Malek Shreim at Ext 2482 email: ms33@aub.edu.lb

US and Canada Residents may send their request and payment to New York Office address:

*American University of Beirut, 3 Dag Hammarskjold Plaza, 8th floor, New York, NY 10017-2303, USA
Tel: 212-583-7600, Fax: 212-583-7650, Email: vanet@aub.edu*

For Transfers through JPMorgan Chase Bank New York

Bank Account Name : American University of Beirut- Lebanon Account
Bank Address : New York, NY 10016 1-12/210
Bank Account : 134 195493
Bank Routing Number : 021000128

ARAB BANK (*Lebanon*) – advised best for Transfers from Kingdom Of Jordan

Account # 0332-311521-811 [\$US currency]
Swift code: ARABLBBX