

**TRANSCRIPT, CERTIFICATE, AND DEGREE AUTHENTICATION REQUEST FORM
FOR STUDENTS ABROAD**

Instructions

1. Fill in the request form completely, including your signature.
2. Make a copy of your Passport picture page or photo ID.
3. Select one of the payment modes below, make your payment, and make a copy of the payment confirmation or receipt.
4. Complete an Authorization Form if you want someone to pick up your requested documents.
<https://www.aub.edu.lb/registrar/Documents/pdfdoc/authorization-form.pdf>
5. Scan all your documents and email them to regist@aub.edu.lb OR fax them to 00961-1-744469.

NB: Regular service requires a *minimum* of five business days from the morning after receipt of your documents to process your request.

Incomplete submissions will not be processed.

Schedule of fees (per copy)

Official Transcript	\$5	Student copy transcript	\$2
Degree Authentication	\$4	Certificate	\$3

Express Courier Pouch **PLEASE NOTE:** Because of frequent billing changes by our contracted couriers, starting December 1st, 2020, we can no longer accept payment on their behalf. You will need to contact one of the following services (or any other service you wish) and arrange for them to pick up your documents at the Office of the Registrar's front window in College Hall. Please indicate in the comment box the provider you will use.

ARAMEX: +961 1 679119 email: beynavy@aramex.com

DHL: +961 1 629700 email: lb.customerservice@dhl.com

Payments as Money Transfer 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 : LB9401150000000000600224166
Bank Swift Address : CITILBBE

These Details are for all incoming transfers to our accounts at CITI Bank. For more details on payment issues, please contact Malek Shreim at Ext 2482 email: ms33@aub.edu.lb

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

To follow up on your request, kindly contact regist@aub.edu.lb

**TRANSCRIPT, CERTIFICATE, AND DEGREE AUTHENTICATION REQUEST FORM
FOR STUDENTS ABROAD (EXCEPT USA)**

Student ID	Phone number	E-mail
Mr./Ms.	Father	Last
First	Major	Faculty
Degree Received		

Indicate your graduation year or the last semester you attended the University:

* Transcript of Records				Total
Student Copy	[_____] copy (ies)	Official Copy	[_____] copy (ies)	\$

* Certificate (please tick all that applies)				
- Degree Received		English [_____] Arabic [_____]		
- Years Spent at AUB		English [_____] Arabic [_____]		
- Language of Instruction		English [_____] Arabic [_____]		\$

* Degree Authentication (degree copy or copies must be provided by the student; otherwise, the request will not be processed.	[_____] copy (ies)	\$
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Grand Total \$

_____ Date Requested

_____ Signature of Student