

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

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 the to regist@aub.edu.lb OR fax them to 00961-1-744469.

NB: Regular service requires a *minimum* of two 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 **Courier price will be charged according to Country destination as per below link**
<http://www.aub.edu.lb/registrar/Documents/pdfdoc/courier-pricelist.pdf>

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 ja29@aub.edu.lb or sh26@aub.edu.lb

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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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* Shipping	_____ \$
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Grand Total _____ \$

Address to where you would like your requested documents to be mailed to: [Please print clearly using BLOCK LETTERS.](#)
For Express Courier Pouch, provide a full physical address (i.e., contact person name, street, building, floor, room, and most importantly, a phone number)

Incomplete addresses will not be processed

Date Requested	Signature of Student
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