

## REQUEST FOR TRANSCRIPTS, CERTIFICATES AND AUTHENTICATIONS For US residents ONLY

Fill in this request, sign it and mail it to The American University of Beirut, 3 Dag Hammarskjold Plaza, 8th floor, New York, NY 10017-2303, USA Tel: 212-583-7600, Fax: 212-583-7650, Attention: Carole Vanet or scan it and email it to vanet@aub.edu (Copy of the cheque should accompany your request) with a copy of your passport/ID showing picture and name, and your payments.

Payments must be made via a cheque drawn on American Bank (Cheque can't be less than \$10) to the order of the American University of Beirut. Payment can be also via U.S. Postal Money order. **No cash accepted.**

Name (as spelled on degree or last issued transcript):

Ms.  Mr.

	Student ID#:	E-mail:
First	Father	Last
Degree Received	Major	Faculty

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

Item(s) Requested	Number of Copies
<input type="checkbox"/> Transcript of Records ( Official Copy) * <b>See below</b>	
<input type="checkbox"/> Certificate in English showing Degree received and years spent at AUB <span style="float: right;"><b>N/C</b></span>	
<input type="checkbox"/> Authenticating a Photocopy of a Degree <b>Graduate must furnish a copy for us to Authenticate</b> <span style="float: right;"><b>N/C</b></span>	

Address to where you want your requested documents to be mailed to. Fill out clearly using BLOCK LETTERS or PRINT. **Provide a full physical address plus a phone number if Fed-Ex is REQUIRED.** (Additional charge of \$40.00 per request, must be separate cheque from transcripts).

**Incomplete addresses will be discarded.**

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* \$10 For each official transcript if order is less than or equal to five	\$5 for each copy in excess of five
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\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Signature of Student