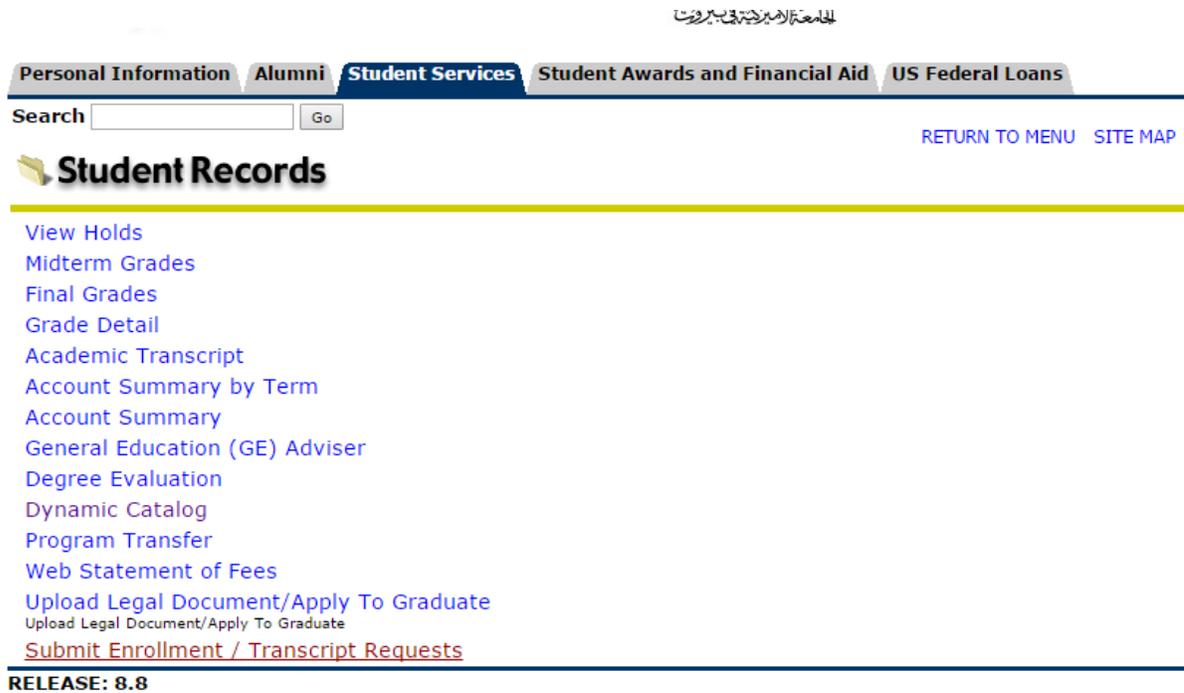


Steps to Submit a Transcript/Certificate Request

1) AUBSIS Login

Login to AUBSIS using Student ID and pin.

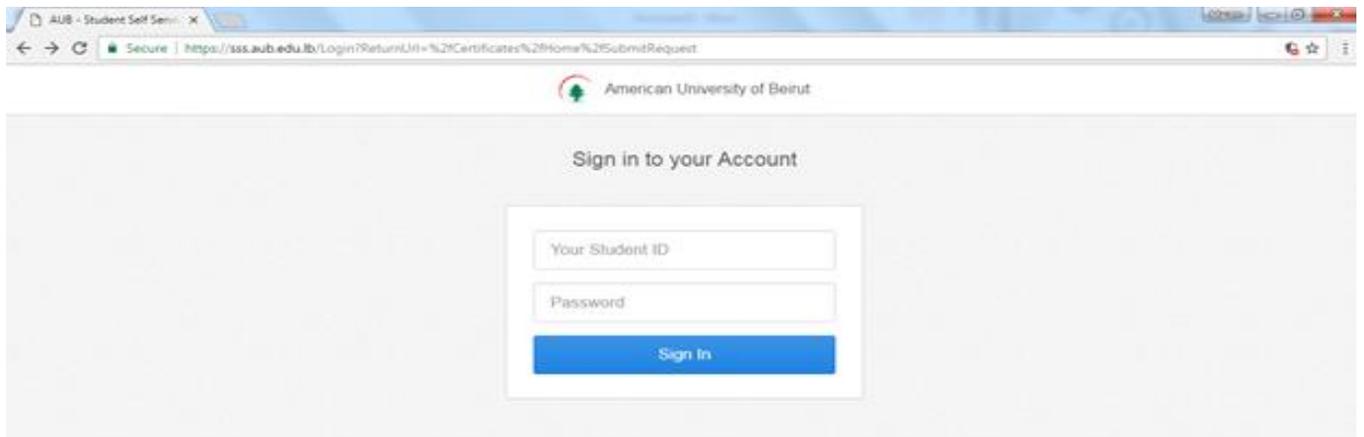
Select Student Services -> Submit Enrollment / Transcript Requests



The screenshot shows the AUBSIS Student Services menu. At the top, there is a navigation bar with tabs for Personal Information, Alumni, Student Services (highlighted), Student Awards and Financial Aid, and US Federal Loans. Below the navigation bar is a search box with a 'Go' button and a 'RETURN TO MENU SITE MAP' link. The main content area is titled 'Student Records' and lists various options: View Holds, Midterm Grades, Final Grades, Grade Detail, Academic Transcript, Account Summary by Term, Account Summary, General Education (GE) Adviser, Degree Evaluation, Dynamic Catalog, Program Transfer, Web Statement of Fees, Upload Legal Document/Apply To Graduate, and Submit Enrollment / Transcript Requests (highlighted in red). At the bottom, there is a 'RELEASE: 8.8' notice.

2) Application Login

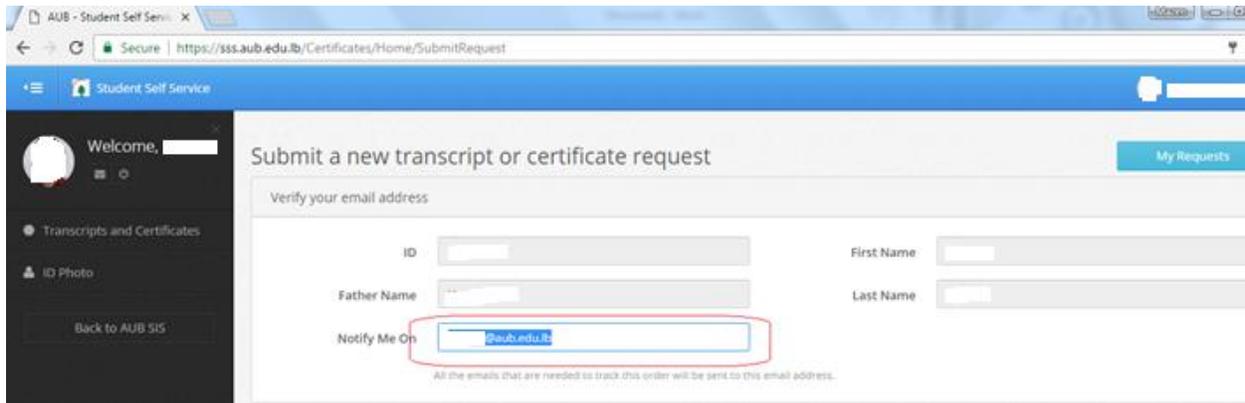
Enter Student ID / Pin again to enter the Requests application.



The screenshot shows the AUBSIS login page. The browser address bar displays the URL: https://ss.aub.edu.lb/Login?ReturnUrl=%2FCertificates%2FHome%2FSubmitRequest. The page features the American University of Beirut logo and the text 'Sign in to your Account'. Below this, there is a login form with two input fields: 'Your Student ID' and 'Password'. A blue 'Sign In' button is positioned below the password field.

3) Bio Info

Bio info should appear automatically. The email address in this section will be the primary notification channel. If you want to use a different email address change it here as per below:



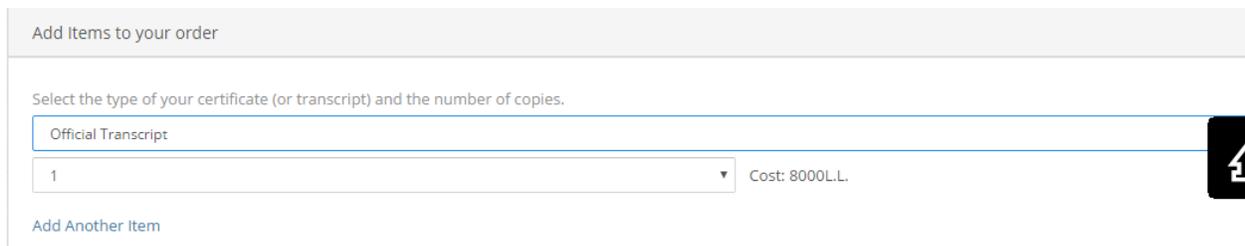
The screenshot shows a web browser window with the URL <https://sss.aub.edu.lb/Certificates/Home/SubmitRequest>. The page title is "Submit a new transcript or certificate request". The main heading is "Verify your email address". The form contains the following fields:

- ID:
- Father Name:
- First Name:
- Last Name:
- Notify Me On: (highlighted with a red box)

Below the "Notify Me On" field, there is a note: "All the emails that are needed to track this order will be sent to this email address."

4) Item Selection

Select the item(s) you want to request and the corresponding quantities

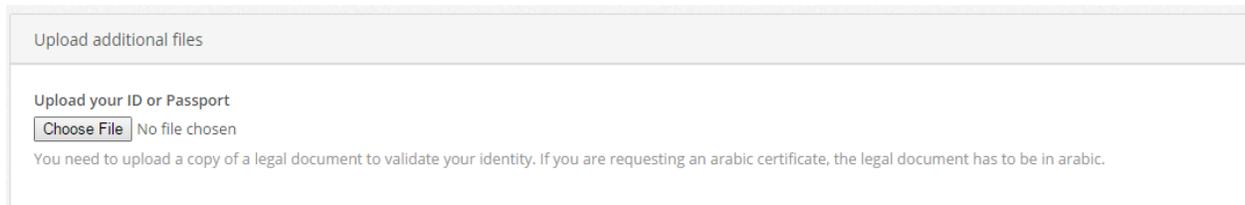


The screenshot shows the "Add Items to your order" section. It contains the following information:

- Section: Add Items to your order
- Instruction: Select the type of your certificate (or transcript) and the number of copies.
- Item: Official Transcript
- Quantity: 1
- Cost: 8000LL
- Button: Add Another Item

5) Legal Document Upload

Upload a photo or scanned image of your ID or any Legal document



The screenshot shows the "Upload additional files" section. It contains the following information:

- Section: Upload additional files
- Instruction: Upload your ID or Passport
- Button: Choose File
- Status: No file chosen
- Note: You need to upload a copy of a legal document to validate your identity. If you are requesting an arabic certificate, the legal document has to be in arabic.

P.S. If you choose Degree Authentication as one of the items, you need to upload a scanned copy of your degree as well. If you are requesting a certificate in Arabic, the legal document you upload should display your name in Arabic.

6) Delivery Options

Active students and alumni can choose one of the following delivery options:

- a) Pick-Up (Registrar's window)
- b) Courier Express (Shipment outside Lebanon, delivery charges apply)

N.B. If you want to authorize someone else to pick-up the documents, you need to indicate in the Remarks fields the name of the authorized person.

For Courier Express delivery, please specify the complete address of the destination where the items will be delivered. To ensure proper and timely the address has to be complete.

Important: Make sure to enter a **Phone** number, otherwise the Courier will not deliver the items.

Payment and Delivery

Payment Method ⓘ	<input type="text" value="Online"/>	Delivery Method	<input type="text" value="Courier Express"/>
Ship To	<input type="text"/>	Destination Email	<input type="text"/>
Country	<input type="text"/>	Postal/Zip Code	<input type="text"/>
City	<input type="text"/>	Province/Region	<input type="text"/>
Address	<input type="text" value="Line 1"/>		
	<input type="text" value="Line 2"/>		
	<input type="text" value="Destination Phone Number"/>		



7) Payment Options

Active students have 2 payment options:

- a) On-Account
 - a. Charges will be added to Student's account. Can be paid either at Cashier, or added to next tuition payment.
- b) Online
 - a. Credit Card payment

Alumni can only pay Online (Credit Card)

8) Confirmation

After submitting, a Confirmation Page appears summarizing the selected items and the associated cost

Name

Email

Date
Tuesday, March 28, 2017

TO **Abu Dhabi, United Arab Emirates**

Str
Phone

TOTAL: 25575 LL

Charge Description	Unit Price	Copies	Line total
Official Transcript	8000	1	8000 LL
Shipping <small>Courier Express to United Arab Emirates.</small>			17000 LL
Online Charges <small>An additional 2.25% are charged on each transaction.</small>			575 LL



[Back to the request form](#) [Proceed to Payment \(16.96 USD\)](#)

9) Proceed to Payment (Credit Card Payment option)

If the Credit Card payment method is chosen, enter Credit Card info in the below form and submit. If On-account Payment method is chosen, ignore this step.

← → ↻ Bank Audi Sal [LB] | https://gw1.audicards.com/TPGWeb/payment/web.action

STUDENT CERTIFICATE REQUEST

Please enter your card details into the form below and click "Submit" to complete your transaction.

CARD NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EXPIRY DATE	<input type="text" value="MM"/>	<input type="text" value="YY"/>		
CVC CODE	<input type="text"/>	What's this ?		



* I hereby authorise the "Merchant" to debit my card for the amount of 16.96 USD

By submitting the order you acknowledge that you agree to the Terms & Conditions Listed on the Merchant's website.
TRANSACTION AMOUNT: 16.96 USD

10) Payment Verification

If the payment is accepted, a Payment Verified message should appear and your request would become in-process.

11) Checking Status

You can check the status of your request by clicking on Transcripts and Certificates in the home screen, then clicking on My Requests. You will be notified as well via email when the items become ready.

Welcome, [Name]

- Transcripts and Certificates
- ID Photo

[Back to AUB SSS](#)

Submit a new transcript or certificate request

[My Requests](#)

Ver. _ your email address

ID	<input type="text"/>	First Name	<input type="text"/>
Father Name	<input type="text"/>	Last Name	<input type="text"/>
Notify Me On	<input type="text" value="@aub.edu.lb"/>		

All the emails that are needed to track this order will be sent to this email address.

[Add items to your order](#)