

CONFIRMATION FORM FOR EXCHANGE STUDENTS

To secure your exchange spot, follow the steps below:

1. Visit the Office of the Comptroller and collect a payment voucher.

Go to the any of the following banks (restricted to Bliss Street braches ONLY) to settle a fee of \$100 or 151,500 LBP at the no later than two weeks (10 working days) after you receive an official email nomination from OIP. Make sure to bring the voucher with you to the bank.

- a) Bank Audi
- b) Byblos Bank
- c) Banque Misr (BML)
- d) BANKMED

You may also settle the confirmation fee directly at the Office of the Comptroller.

2. Submit proof of payment in addition to this confirmation form to OIP no later than two weeks (10 working days) after you receive an official nomination from OIP.

Refund Policy

1. The \$100 or 151,500 LBP fee is refundable if you spend your semester abroad and have submitted all the required documents (Study Abroad Course Approval Petitions AND Final Clearance Form) by the assigned deadlines to OIP.
2. OIP has the right to revoke the nomination if students fail to submit the required documents (Study Abroad Course Approval Application AND Final Clearance Form) to OIP within the assigned deadlines. In such cases, students will not be eligible for a refund.
3. Not finding the courses you need at the host institution does not constitute grounds for a refund

This refund will be made payable directly to your AUB account.

Please return this form and proof of payment to the Office of International Programs no later than two weeks (10 working days) after you receive an official email nomination from OIP.

Please check the box below and complete the information:

Yes, I will enroll in the exchange program for the term _____

Signature: _____ Date: _____

Name: _____ Graduation Year: _____

ID Number: _____ Email Address: _____

Faculty: _____ Major: _____

Host University name: _____ Country: _____