



Expected Graduate Administrative and Financial Online Clearance Procedure

As part of the university's accreditation process, and because we would like to do a better job of keeping track of our graduates, all graduating students are requested to fill out their online exit surveys.

Purpose: All keys, equipments and other University property and materials must be returned before one day of the Clearance appointment date. Failure to obtain clearance from all concerned departments/offices will necessitate the **withholding of your degree**.

The Online Clearance will be initiated by the Registrar's Office and students will be notified via their AUB e-mail, it will electronically rotate to the concerned departments/offices for their approval or holds (holds can be on library books or unsettled fees etc ...). Graduating Students are responsible to release any hold(s) and settle any dues or fees if found.

Online Clearance can be accessed by performing the steps below:

1. [Access the last option "Options for Users \(Faculty, staff and students\)"](#)
2. Key in your AUB-net user name (AUB student e-mail address).
3. Key in your AUB-net password, you will be able to view your clearance status.
4. Select view clearance record.

All red-lighted items need to be cleared out by the concerned departments/offices, any holds or dues will be displayed on the clearance form and the graduating student is responsible to release or settle, while all green-lighted items are cleared.

Things that you should do before the Clearance appointment date:

1. Return your AUB ID card to the ID Center.
2. Return your AUB P.O.Box key to the Post Office.
3. Fill out the Online Exit Survey.
4. Fill out the Career and Placement Survey.
5. Pass by the Development Office, College Hall, 3rd Floor.

The Clearance overall status will remain **INPROGRESS** until the appointment date (when feedback from all departments is received) then it will be changed to **COMPLETED** if all items are cleared and students will be eligible to proceed to the Comptrollers' Office to get back their General Deposit; otherwise **students have to check the "Departments with no feedback" button on the General Clearance Information to view which Departments/Offices didn't answer yet, Departmental Clearance Officers contacts will be displayed and students may contact them.**

For further information and help, please do not hesitate to contact:

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