

REQUEST FOR TRANSCRIPTS, CERTIFICATES AND AUTHENTICATIONS

Instructions

1. Fill in the request, sign it and fax it to 00961-1-744469 **OR** Scan it and email it to regist@aub.edu.lb **OR** Send it via regular mail to: American University of Beirut, Registrar's Office, P.O.Box 11-0236, Riad El Solh, Beirut, 1107 2020, Lebanon.
2. A copy of your Passport/ID showing picture & name and your mode of Payment should accompany this request. **Missing documents request will not be processed.**
3. Upon receipt, kindly allow 3-4 working days for the process of this request. To follow up on your request, kindly contact ja29@aub.edu.lb or sh26@aub.edu.lb
4. Authorization Form is required to be filled if you want someone to pick up your requested documents.

Fees

\$10 For each official transcript	\$2 for each student copy transcript
\$4 for each authentication of Degree	\$2.75 for each Certificate
\$10 for the Aramex Pouch (if needed urgently)	

Payments as Money Transfer to

Bank Name : HSBC
Bank Address : Ras Beirut Branch
Bank Account Name : American University of Beirut
Bank Account Number \$: 003-013687-100
IBAN : LB73000700000000003013687100
Bank Account Number LBP : 003-013687-001
IBAN : LB30000700000000003013687001
Bank Swift Address : BBMELBBX
Bank Routing Number : 0070031

These Details are for all incoming transfers to our accounts at HSBC bank. For more details on payment issues, please contact Malek Shreim at Ext 2482 email: ms33@aub.edu.lb

US and Canada Residents may send their request and payment to New York Office address:

American University of Beirut, 3 Dag Hammarskjold Plaza, 8th floor, New York, NY 10017-2303, USA
Tel: 212-583-7600, Fax: 212-583-7650, Email: yanet@aub.edu

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

for Transfers from Kingdom Of Jordan – advised best

ARAB BANK (*Lebanon*)

Account # 0332-311521-811 [*US currency*]
Account # 0332-311521-800 [*LBP currency*]
Swift code: ARABLBBX

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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: _____

Transcript of Records (Student Copy)	[_____] copy (ies)
Transcript of Records (Official Copy)	[_____] copy (ies)
Certificate indicating Degree Received	English [_____] / Arabic [_____]
Certificate showing Years Spent at AUB	English [_____] / Arabic [_____]
Certificate indicating Degree Received + Language of Instruction	English [_____] / Arabic [_____]
Certificate indicating Years Spent at AUB + Language of Instruction	English [_____] / Arabic [_____]
Degree Authentication <u>Copies should be provided otherwise the request will not be processed</u>	[_____] copy (ies)

Current Address: Please **PRINT** or fill out clearly using **BLOCK LETTERS** (ineligible addresses will result in holding then discarding your request)

Address to where you want your requested documents to be mailed to: (if different from current address) **Fill out clearly using BLOCK LETTERS or PRINT. If ARAMEX is REQUIRED, 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