Name --> Requirement --> BuildingId --> Description

Enrollment Certificate --> University ID --> 14 --> Official document that confirms enrollment to AUB, it can be requested in English or Arabic, with or without fees

Arabic Exemption --> should be submitted during preregistration --> 14 --> Students who are not proficient in Arabic language are allowed to take an exam proving their inexperience in the language. After failing the exam, that are exempted from taking the arabic course (they will need to take another course instead)

Residence permit --> passport --> 10 --> A permit allowing international students to have residence in Lebanon

Course Equivalence --> Approval of each chairperson --> 14 --> Allow students to get course equivalence or credit transfer from courses of suitable academic standard. Credits alone may be transferred (grades are not)

Course approval form --> Approval of chairman of relevant department --> 14 --> Students who are applying for study abroad program, need to submit this form for each course the student wants to take abroad

Request for transcript and/or certificate (for students applying from abroad except USA) --> none --> 14 -->

Request for transcript and/or certificate via New York Office --> none --> 14 -->

Address Sheet --> exact address --> 14 --> If transcripts requested to be sent to more than one address, this form needs to be submitted

Authorization Form --> Copy of national ID --> 14 --> In order for a third party to pick up your transcript, certificate or degree, you must provide the Registrar's office with this form

Duplicate Degree Form --> none --> 14 --> In case the original degree was lost, you can get another one by applying this form

Auditing Form --> approval from relevant professor --> 14 --> Students who wish to audit courses should fill this form

Course Withdrawal Form --> Advisor signature --> 14 -->

Cross Registration Form --> Course is required at AUB and not offered during the semester at the end of which the student expects to graduate, the target course is equivalent to a couse AUB offers (number and title of the course), At least 1 semester in AUB, chairman letter of approval --> 14 --> Students who wish to register courses in another institution and count them as part of their current degree

Double Major Application --> Done in Faculty's Dean's Office, approval of concerned faculty, finished at least 2 semesters in the initial program, Deadline: May 30 for fall and December 1 for spring, Students will receive 1 diploma with both majors --> -1 --> Students who wish to do more than one major without repeating the elective courses (will get 1 degree for both majors)

Dual Degree Application --> Done in Faculty's Dean's Office, approval of concerned faculty, finished at least 2 semesters in the initial program, Deadline: May 30 for fall and December 1 for spring, Students will receive 2 diplomas (one for each major) --> -1 --> Students who wish to do more than one major without repeating the elective courses (will get a separate degree for each major)

Faculty Petition Form--> Advisor's signature, Instructor/Chairman's signature --> 14 -->

Graduate Reactivation Form --> Transcript, Statement explaining reasons for interruption of studies, must be submitted at least 1 month before the beginning of the term at the relevant Dean's Office --> -1 -->

Second Degree Form --> Can only be submitted in the last year of the first degree studies or after 2 years of graduation --> 14 --> Students may, upon approval of the Faculty concerned, complete the requirements for a second degree in the same faculty or another Faculty at AUB.

Undergraduate Readmission/Reactivation Form --> Transcript, statement explaining reasons for interruption of studies and how time was spent during the period while away from AUB --> 14

Online Clearance steps for Graduating students --> none --> 14 --> 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

Clearance Initiation Form --> none --> 14

Thesis/Project Form - Master's --> Thesis defense, signature of chairman --> 14

PhD Publications Clearance Form --> none --> 14