



OFFICE OF THE REGISTRAR

October 10, 2025

Dear First Name Last Name ID,

ATTENTION: THIS COMMUNICATION IS FOR THOSE WHO PLAN TO GRADUATE THIS FALL 2025-26 ONLY. IF YOU DO NOT PLAN ON GRADUATING THIS FALL 2025-26, YOU MAY IGNORE THIS MESSAGE.

Dear Student Name, ID #,

We hope you are doing well.

You are receiving this email because you are working on a graduate or undergraduate diploma and may be planning to graduate at the end of this summer semester.

If you plan on graduating, you must apply. Application is not optional. Please follow the instructions posted [here to apply](#). The application allows us to collect information necessary for your graduation. Those who do not apply will not graduate. You are encouraged to apply as soon as you receive this message.

IMPORTANT INSTRUCTIONS:

1. It is mandatory to upload your legal document that matches your nationality at AUB when applying (passport, ID, or Lebanese civil status record, whichever is applicable) in PDF or JPEG format. Please do not use HEIC format as it is not supported by the system.
2. In case of any discrepancy between your name in English on Banner versus the official passport/ID used, please send an email to graduation@aub.edu.lb with your change of name request. There is no need to wait for your name to be corrected to proceed with the application. Any name change done after submission will be automatically reflected on the received application.
3. Students who do not complete their Arabic name properly as per the exact spelling on the uploaded legal document will risk delays in the process and in receiving the diploma.
4. If you are already a holder of at least one AUB degree or diploma, your name on all degree(s) and diploma(s) must match.
5. If you do not graduate by the end of Fall 2025-26, you can benefit from the option of us rolling your application to the Spring 2025-26 term; thus, there is no need to apply again.

6. The graduate and undergraduate diploma programs do not entitle you to participate in the annual commencement exercises.

The deadline for your application is **October 26, 2025**, but we encourage you to apply early. Any student who fails to apply to graduate by the deadline will have to defer graduation to the spring semester.

We wish you continued success in this semester.

Kind regards,

Office of the Registrar
