



AMERICAN
UNIVERSITY
OF BEIRUT

aub.edu.lb

OFFICE OF THE REGISTRAR

October 25, 2022

Dear Student Name, ID #,

You have been identified as a potential candidate for graduation in **Fall 2023**. You are **required** to complete the online application for graduation by the **deadline of November 20, 2022**, otherwise, you will not graduate.

The degree evaluation* for your academic history will not be available until you apply to graduate, finalize any needed petitions, and your record has been evaluated by the graduation unit. You may expect it to be reviewed within two weeks of your final grades being posted. We encourage you to let your instructors know that you are a potential graduate and need your grades posted as soon as possible after the final exam.

***Unofficial report, only intended for use as a general guide.**

Please follow the instructions posted [here](#) to apply.

Important Notes:

1. 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. Once processed, you can proceed with the application.
2. 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 degree.
3. If you don't graduate by the end of Fall 2023, you can benefit from the option of us rolling your application to the Spring 2023 term; thus, no need to apply again.
4. Students must select the proper program when applying. If there is more than one program listed when applying, please be sure to select the program you are currently enrolled in.

5. Candidates working for more than one degree should apply twice only if the types of the degrees are different (BA and BS, BEN and BS, etc..) and/or the programs belong to separate faculties. (That is, students working for double majors of the same degree type and faculty should apply once).
6. You may monitor the status of your application by logging into the AUBSIS. To check the details of your application, click on the link "Active".

If, for whatever reason, you are not planning to graduate in the fall, kindly let us know by sending an email to graduation@aub.edu.lb.

We wish you continued success over the fall semester.

Kind regards,
Office of the Registrar
