OFFICE OF THE REGISTRAR

February 8, 2024

Dear Student Name, ID #,

You have been identified as a potential candidate for graduation for **Spring 2023-24**. You are **required** to complete the online application for graduation by the **deadline of February 25, 2024**, 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 or project.

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

Please follow the instructions posted here to apply.

Important Notes:
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 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. No need to wait for the correction of your name 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 degree.
4. If you do not graduate by the end of Spring 2023-24, you can benefit from the option of us rolling your application to the Summer 2023-24 term; thus, there is no need to apply again.
5. Students must select the proper program when applying. If there is more than one program listed, please be sure to select the program you are currently enrolled in.
6. 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, BA and TD, 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 only once).
7. 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 spring, kindly let us know by sending an email as soon as possible to graduation@aub.edu.lb.

We wish you a successful semester.

Regards,

Office of the Registrar