



AMERICAN  
UNIVERSITY  
OF BEIRUT

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## OFFICE OF THE REGISTRAR

October 28, 2024

**ATTENTION: THIS COMMUNICATION IS FOR THOSE WHO PLAN TO GRADUATE THIS FALL 2024-25 ONLY.**

**IF YOU DO NOT PLAN ON GRADUATING THIS FALL 2024-25, 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 diploma and may be planning to graduate at the end of this fall 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](mailto:graduation@aub.edu.lb) with your change of name request. There is 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 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 2024-25, you can benefit from the option of us rolling your application to the Spring 2024-25 term; thus, there is no need to apply again.
6. The graduate diploma program does not entitle you to participate in the annual commencement exercises.

The deadline for your application is **November 10, 2024**, 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 fall semester.

We wish you continued success in this semester.

Regards,

Office of the Registrar

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