



AMERICAN  
UNIVERSITY  
OF BEIRUT

[aub.edu.lb](http://aub.edu.lb)

## OFFICE OF THE REGISTRAR

February 28, 2025

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

**IF YOU DO NOT PLAN ON GRADUATING THIS SPRING 2024-25, YOU MAY IGNORE THIS MESSAGE.**

Dear Level FIRST\_NAME, ID,

We hope you are doing well.

You are receiving this email because you are a graduate or professional student at AUB who may be planning to graduate at the end of this spring semester.

**If you plan on graduating, you must apply. Application is not optional.** 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.

**If you are a master's student working on a degree without a thesis,** please meet with your advisor and go over your program requirements. If you both agree that you are likely eligible to graduate, please apply.

**If you are a master's student working on a degree with a thesis or you are a PhD student,** please note the following **hard** deadlines. We regret that there will be **no exceptions** made to these [deadlines](#), so we encourage you to monitor your progress carefully:

- Thesis defense deadline: **April 28, 2025.**
- [Thesis Submission to Library Process](#) deadline: **May 06, 2025.**

### **PhD Students:**

1. The [PhD Publications Clearance](#) Form and the [Thesis Form – PhD](#) must be received by the graduation team (email: [graduation@aub.edu.lb](mailto:graduation@aub.edu.lb)), and signed by your advisor, within 48 hours of the defense date.
2. [Thesis Submission to Library Process](#) must be completed **online** by the set deadlines.

### **For Master's Students:**

1. The [Thesis/Project Form – Master's](#) must be received by the graduation team (email: [graduation@aub.edu.lb](mailto:graduation@aub.edu.lb)), signed by your advisor, within 48 hours from the defense date.
2. [Thesis Submission to Library Process](#) must be completed **online** by the set deadlines.

If you are likely going to meet these deadlines, please apply. In both cases, carefully read and follow the instructions posted [here](#) to apply.

### **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 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 degree.
4. If you are already a holder of at least one AUB degree, your name on all degrees must match.
5. If you do not graduate by the end of Spring 2024-25, you can benefit from the option of us rolling your application to the Summer 2024-25 term; thus, there is no need to apply again.
6. 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.
7. Candidates working for more than one degree should apply twice.

The deadline for your application is **March 14, 2025**, but we encourage you to apply early and meet with your advisor or supervisor as soon as you can to discuss your readiness to apply to graduate. Any student who fails to apply to graduate by the deadline will have to defer graduation to the summer semester.

We wish you continued success in this semester.

Kind regards,

Office of the Registrar

Cc [lib-thesis@aub.edu.lb](mailto:lib-thesis@aub.edu.lb)