



## OFFICE OF THE REGISTRAR

February 28, 2025

Dear Student Name, ID #,

You have been identified as a potential candidate for graduation for **Spring 2024-25**. You are **required** to complete the online application for graduation by the **deadline of March 14, 2025**, otherwise, you will not graduate. You are encouraged to apply as soon as you receive this message.

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 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 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.
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 the spring, kindly let us know by sending an email as soon as possible to [graduation@aub.edu.lb](mailto:graduation@aub.edu.lb).

We wish you a successful semester.

Kind regards,

Office of the Registrar

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