



AMERICAN
UNIVERSITY
OF BEIRUT

aub.edu.lb

OFFICE OF THE REGISTRAR

November 7, 2024

Dear First Name Last Name ID,

If you are in your junior year and you are considering pursuing a Diploma/Teaching Diploma along with your degree, please submit the online petition: "[Intention to Complete Education Diploma](#)." Please note that in alignment with the Ministry of Education and Higher Education's requirement, your current major must correspond exactly to the educational subject in which the Diploma specializes.

This step is mandatory to be -considered as working for a diploma. If you fail to submit the petition, you will not be able to earn a diploma.

The deadline for submitting the online petition: "[Intention to Complete Education Diploma](#)" for candidates for graduation is:

December 17, 2024 for Fall 2024-25 AND

February 17, 2025 for Spring 2024-25.

Make sure to upload an unofficial copy of your transcript to the petition before you submit it.

When you are in your semester of graduation, and after your grades are all showing on the student transcript in your AUBsis, you are kindly requested to submit the online petition: "[Completion of Education Diploma](#)." This submission will be the final confirmation of your eligibility to earn your diploma, and thus is a **mandatory** step.

The deadline for "**Completion of Education Diploma**" for Fall 2024-2025 graduates is February 25, 2025.

The deadline for "**Completion of Education Diploma**" for Spring 2024-2025 graduates is May 25, 2025.

Important Details:

- Once a student has submitted the "Intention to Complete Education Diploma," the degree and diploma must be earned together and awarded at the same time.

- A student can at any stage change his/her mind and decide not to work for a diploma anymore. In this case, an email must be sent to graduation@aub.edu.lb asking to remove the declared intention to complete a diploma.
- A student can choose to complete the bachelor's degree and return to AUB after graduation to work for a diploma. In this case, the graduate must apply as a new student through the Office of Admissions.

Please act accordingly.

Kind regards,

Office of the Registrar
