



# Office of International Programs (OIP)

Graduate

The Office of International Programs (OIP) promotes internationalization and diversity at AUB by initiating, developing and administering institutional partnerships that foster both incoming and outgoing student, faculty and staff mobility. Through its Study Abroad Program, OIP promotes exchange opportunities and advises AUB students, faculty and staff wishing to pursue international academic experiences that are academically challenging, professionally relevant and personally engaging. OIP supports all international students at AUB, enabling them to integrate into the community and enjoy a rich academic and cultural experience.

The Office of International Programs is located in West Hall, 3rd floor, Rooms 320, 322, 324. Telephone: +961-1-374374 ext.3186,3176, 3146.

Email: [oip@aub.edu.lb](mailto:oip@aub.edu.lb)

Website: [www.aub.edu.lb/oip](http://www.aub.edu.lb/oip)

## International Student Services

The Office of International Programs provides support to all international students studying at AUB by providing the following services:

- Pre-arrival advice and visa assistance (following admission to AUB).
- On-site orientation, mentoring and intercultural activities. Explanation of public government services, processes, and procedures on campus.
- Assistance in obtaining student residence permits and/or following up on transactions at Immigration authorities.
- Support with reporting theft or loss of legal identification documents at local authorities.
- Forums (both electronic and in-person) for interaction with other AUB student populations.
- For international degree-seekers, advice on studying abroad as part of their AUB degree.

## Visas and Residence Permits

International students joining AUB who do not hold a Lebanese passport or Lebanese identity card must have their foreign passports valid for a period of no less than 12 months from the date of joining the university. Non-Lebanese students should also check with the nearest Lebanese Embassy or consulate in their country as to whether they require an entry visa in order to legally enter Lebanon or are eligible to obtain an entry visa at the airport. The OIP may assist students in securing their visas to Lebanon. Students who wish to benefit from OIP visa assistance must indicate this in their Confirmation Letters upon acceptance. Further information can be found on the OIP website.

Once registered at AUB, all students who do not hold Lebanese passports, and wish to stay for longer than the duration of their visas, are required to obtain a residence permit before the expiration of the entry visa they received. Students must apply for this permit within one month of arrival in Beirut and ONLY after registering and paying AUB tuition fees.

The Office of International Programs, in coordination with the Office of the Registrar, helps provide the necessary certificates for registered- non-Lebanese students in obtaining residence permits from the Lebanese authorities.

Information about obtaining a residence permit is communicated at the beginning and throughout each term, and is posted on the OIP website.

## Study Abroad and Student Exchange

AUB graduate students may spend a year or a term abroad in an approved program of study without losing their status at AUB. They may apply to an established program at a university that has an exchange agreement with AUB or initiate their own proposal for study abroad at an accredited university of their choice. In both cases, an application (see below), approval of their faculty, as well as clearance from The Office of International Programs (OIP), are required. In cases where students will be taking courses at a host university that are prerequisite courses for future courses at AUB, departments/faculties will need to make sure that the relevant courses at the host university meet the required learning objectives of the relevant course at AUB. Study abroad and exchange programs provide students with the opportunity to travel to another country, experience a new culture, and build connections with students and faculty members at host institutions. These in-person interactions form an integral part of the experience. As such, only in-person study abroad and exchange programs are approved at AUB.

### Definitions

#### Exchange Students

Students on exchange programs at universities with which AUB has bilateral exchange agreements, pay the usual AUB tuition rate appropriate to a 15-credit course load.

#### Study Abroad Students

Students on study abroad programs at universities, with which AUB does not have a bilateral exchange agreement will pay the host university fees at the receiving institution. However, they must continue to pay the AUB miscellaneous fees as applicable. Summer abroad students are waived the AUB miscellaneous fees.

Students wishing to go on exchange or study abroad programs must complete the AUB Study Abroad Course Approval Petition and the host university's application. Students are responsible for the completion of both sets of application forms by the assigned deadlines.

## Procedures for Study Abroad and Exchange Students

To spend a term or up to a year abroad, all students must meet the following eligibility criteria:

1. Students must have completed 6 credits at AUB to apply for up to a yearlong study abroad program, unless applying for a summer abroad.
2. Students may earn a maximum of 9 credits in an exchange or study abroad coursework and/or perform research work related to their thesis during regular terms or a summer term abroad without losing their status as AUB students.
3. Students must meet the AUB residence requirements as stipulated in the AUB Catalogue.
4. Students may not go on exchange or study abroad during their final term at AUB.
5. To be considered for **exchange and study abroad programs**, students should have a minimum cumulative average of 3.3.

#### Students will receive credit for all course work completed abroad as long as:

- (a) the relevant academic departments at AUB have pre-approved the courses through the study abroad online petition system.
- (b) the student has achieved a minimum passing grade equivalent to the required AUB grade in each of the courses as accepted by the student's Faculty.

Credits received on study abroad and exchange programs are considered to be transfer credits and will show as pass/fail on the AUB transcript.

- (c) the host university provides an official transcript of record directly to the Office of International Programs. An official transcript from the host institution must be received by AUB in order for credits to be successfully transferred.
- (d) All courses taken must be in-person.
- (e) Certificate of Physical attendance is required.

**Note:** Students who decide **to change** one or more of their pre-approved courses once they are at the host university must contact their department chair by email and submit the Study Abroad petition for approval of the replacement or added course(s) within one month of the beginning of the AUB term; otherwise, the student risks not being granted the course transfer upon return to AUB.

## Registration Process at AUB for Students who are approved to go on study abroad or exchange programs

To maintain their status as active students at AUB while abroad, students are required to:

- Submit the completed AUB Study Abroad Course Approval Petition by the assigned deadline.
- Attend a mandatory OIP pre-departure meeting.
- Complete the Final Confirmation and Clearance Form and submit it to OIP by the assigned deadline.
- Pay all fees due to AUB by the assigned deadline.
- Not register for classes at AUB or at any other institution of higher learning, either in-person or online where there is an overlap in time.

## Residency Requirements

- Master's degree students must register and be in residence as graduate students for at least four regular terms. All requirements for the master's degree must be completed within a period of four years after admission to graduate study.
- PhD students must register for at least four terms beyond the completion of the master's degree. Requirements for the degree of Doctor of Philosophy must be completed within a period of five years after starting graduate work beyond the master's degree.

## Thesis Registration

- Master's degree students: Thesis credits can only be registered after the proposal has been accepted and must be registered at AUB (the first thesis registration that carries credit must be registered at AUB). The subsequent zero credit Master thesis registration may be permitted upon approval of appropriate Faculty committees while studying abroad. The thesis defense must take place at AUB according to requirements stipulated in the AUB catalogue.
- PhD students: PhD thesis credit registration can only be done once the proposal has been accepted, must be continuous and sequential, and must be approved by the department concerned.

Once students complete all of the steps above, their registration status will appear as EXPR (Study Abroad) or EXCH (Exchange) depending on the type of program they wish to be enrolled in. Students will then be able to maintain access to AUBsis and online library

resources. Students will also be able to enjoy early advising and perform early online registration for the term following their study abroad program. Study abroad and exchange students will have the same privileges as continuing students on campus.

## Credit Transfer for students upon return from their term or year abroad

- Students should be sure to obtain an official transcript from the host university and request to have it sent directly to the Office of International Programs:  
Hard copy official transcripts should be mailed to the following OIP Mailing Address:  
 AUB/ Office of International Programs, West Hall, 3rd Floor, Room 320, 1107 2020, Beirut, Lebanon.  
Electronic Official transcripts : If your host university only issues electronic transcripts, these must be certified by an official of the University with a certificate provided by a recognized security vendor or be encrypted and only accessible to the recipient and should be emailed to [aubabroad@aub.edu.lb](mailto:aubabroad@aub.edu.lb).
- Submit an Exchange or Study Abroad Testimonial survey.

AUB facilitates several study abroad and exchange programs including Erasmus+ for undergraduate and graduate students. AUB's growing number of international partner institutions include but are not limited to:

- Aarhus University, Denmark
- American University in Cairo, Egypt
- American University of Paris, France
- American University, USA
- Amherst College, USA
- Augsburg University, USA
- Bogazici University, Turkey
- Boston College, USA
- Boston University, USA
- California Institute of the Arts, USA
- Danish School of Media & Journalism, Denmark
- Ecole Polytechnique, France
- Ecole Supérieure des Sciences Commerciales d'Angers, France
- EDHEC Business School, France
- EM Normandie Business School, France
- ESADE Law School, Spain
- Freie Universität Berlin, Germany
- FGV Getulio Vargas Foundation, Brazil
- Hanyang University, South Korea
- HEC Montreal, Canada
- Institut d'Etudes Politiques de Paris (Sciences Po), France
- IE University, Spain
- John Cabot University, Italy
- Koç University, Turkey
- Leuphana University of Lüneburg, Germany
- Luigi Bocconi University, Italy
- Lund University, Sweden
- Middle East Technical University, Turkey
- McGill University, Canada
- NEOMA Business School, France
- New York University – Stern School of Business, USA
- Paris School of Business, France
- Open University of Cyprus, Cyprus
- Pitzer College, USA



- Politecnico Di Torino, Italy
- Queen Mary University of London, UK
- Radboud University, Netherlands
- Reed College, USA
- Stanford University International Honors Program, USA
- The University of Sydney, Australia
- Temple University, USA
- Trinity College Dublin, Ireland
- Université de Genève, Switzerland
- Università Cattolica del Sacro Cuore, Italy
- University College Dublin, Ireland
- University College London, UK
- University of Bologna, Italy
- University of Bern, Switzerland
- University of Copenhagen, Denmark
- University of California, Berkeley, USA
- University of Granada, Spain
- University of Kassel, Germany
- University of Montreal, Canada
- University of Pavia, Italy
- Universitat Pompeu Fabra, Spain
- University of Pennsylvania, USA
- University of South-Eastern Norway, Norway
- University of Toronto, Canada
- University of Wisconsin- Platteville, USA
- University of Zurich, Switzerland
- Uppsala University, Sweden
- Virginia Commonwealth University, USA
- Zurich University of Applied Sciences, Switzerland

AUB has a number of Erasmus+ inter-institutional credit mobility agreements with several universities in Europe. Examples include Aarhus University, Danish School of Media & Journalism, University of Copenhagen in Denmark, Institut d'Etudes Politiques de Paris (Sciences Po) in France, Freie Universität Berlin in Germany, Athens University of Economics and Business in Greece, Politecnico Di Torino, University of Bologna in Italy, Amsterdam University of Applied Sciences in Netherlands, Trinity College Dublin in Ireland, University of Granada in Spain, Uppsala University in Sweden, Istanbul Sehir University, Koc University, and Middle East Technical University in Turkey.

Undergraduate students are required to complete at least 24 credits at AUB before beginning a period of study abroad, while graduate students are required to complete at least 6 credits at AUB before studying abroad; additional academic policies and procedures also apply. For a complete list of exchange and other study abroad options at AUB, or to review the guidelines for study abroad, visit [www.aub.edu.lb/oip](http://www.aub.edu.lb/oip) or Room 320 in West Hall.

## OIP Resources for Faculty

The Office of International Programs provides information for faculty on international standards of practice for credit transfer and grade transfer upon request. In addition, OIP maintains a current listing of institutions/consortia/universities with which AUB maintains formal institutional agreements for purposes of student, staff and faculty mobility. Please note that exchange agreements cannot be put into effect at AUB without the approval of the Provost. Guidelines for setting up new international academic exchange agreements and other institutional relationships are available by request from the Director.