



AMERICAN
UNIVERSITY
OF BEIRUT

OFFICE OF INTERNATIONAL PROGRAMS

INTERNATIONAL STUDENT HANDBOOK

| YEAR 2025–26

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POST-ARRIVAL CHECKLIST

MEDICAL RECORDS AND HEALTH INSURANCE

- ▶ If you have not completed the medical form in your home country, visit a doctor or family medicine practitioner at AUBMC and get the required vaccinations as per the **Medical Form**.
- ▶ Submit your completed Medical Form online by following instructions on the **Department of Family Medicine** website.
- ▶ You are automatically enrolled in AUB's Health Insurance Plan (HIP) if you register for two or more courses. Exchange students are required to keep HIP regardless of whether they have private health insurance or not.
- ▶ If you are eligible and choose to enroll in AUB's Health Insurance Plan, note that it will only come into effect **AFTER** you settle your fees. We, therefore, recommend that you obtain a travel insurance to cover you during this gap period.
- ▶ For questions related to the Medical Form, please contact Ms. Rita Doudakian at **rd01@aub.edu.lb**

ACADEMICS, REGISTRATION, AND OTHER MANDATORY REQUIREMENTS

- ▶ Consult the **Dynamic Course Schedule** for the most recent information about course offerings and availability. Make sure to scroll down the course listings to look for the courses offered in the corresponding term.
- ▶ If you change your study plan during the Add/Drop period, make sure you drop the courses you no longer want to avoid receiving a failing grade "F" on your transcript. You can withdraw from only one course per term, and/or submit a petition to your faculty if you want to withdraw from more than one course.
- ▶ As part of your enrollment at AUB, you are required to complete the Title IX online training courses assigned to you. These trainings are typically scheduled during your first and second semesters of your enrollment and must be completed by the specified deadlines. All Title IX trainings will be available on Moodle and can be accessed through your AUB account. Make sure to check your AUB email regularly for the training assignment notification.



TUITION AND FEES FOR NEW STUDENTS

- ▶ Degree seeking students: Deadline to pay your AUB fees is Friday, September 12, 2025.
- ▶ Visiting and exchange students: Deadline to pay your AUB fees is Friday, September 19, 2025.
- ▶ Visiting students' Statement of Fees includes tuition and AUB Miscellaneous Fees.
- ▶ Exchange students will be waived tuition fees BUT will still be required to pay the AUB miscellaneous fees.
- ▶ Make sure to print a copy of your web statement of fees and take it to the cashier's office to settle fees.
- ▶ Refer to the updated **2025–26 University Calendar** for information on other important dates.

ID CARD AND INTERNET DEVICE CONFIGURATION

- ▶ Activate your AUB account and AUB email.
- ▶ Register for your courses and settle your fees by the deadline.
- ▶ Request your AUB ID card at the ID Center in Fisk Hall, Ground Floor. Make sure you bring the printed receipt of your fee payment if you had to settle tuition fees.
- ▶ Exchange students can request to have their ID issued starting the first or second week of classes.
- ▶ Configure your laptops and phones for internet access at the IT Office located at the Computer Labs in Jafet Library.
- ▶ All visitors from participating institutions can use AUB's Eduroam secure wireless network by selecting the Eduroam wireless network (SSID) anywhere on AUB campus or at the AUB Medical Center.

RESIDENCE PERMIT INFORMATION

- ▶ Check out our **Residence Permit webpage** for more information on how to apply for a student residence permit or to find out more on how OIP can assist you with your residence permit application.
- ▶ For questions about Visas and Residence Permits, you can email us at visa.residency@aub.edu.lb.
- ▶ For urgent situations related to your legal status in Lebanon, contact our International Students Services Coordinator, on the OIP hotline at +961-81-829532.



OIP MANDATORY ONLINE CHECK-IN, AND SAFETY AND SECURITY

- ▶ All new international students are required to provide OIP with their contact information. For your safety and security, please submit your emergency contact information to OIP by completing this **form**.

PROVIDING US WITH THIS INFORMATION WILL ENABLE US TO ASSIST YOU IN CASE OF AN EMERGENCY.

- ▶ Note: The electronic copy of your passport (preferably a pdf file) is the passport page that shows: picture, name, passport number, passport validity dates, and entry visa.
- ▶ Submit your emergency contact information to AUB by completing your contact information through AUBsis.
- ▶ Make sure you register with your embassy in Lebanon. A list of embassies and consulates along with their contact information is available on the OIP webpage **here**.
- ▶ **Register** to receive AUB SMS messages on your mobile phone.
- ▶ Check the AUB homepage for daily updates and announcements on Safety and Security.

OFFICE OF ADMISSIONS REQUIREMENTS

- ▶ Submit all required documents to the Office of Admissions as indicated in your acceptance email **by the assigned deadline**.
- ▶ Degree-seeking students looking for equivalency: Check out the FAQ document pertaining to your admission level **here**.
- ▶ Submit the **Family Information Form** online.

DOs & DON'Ts

AUB-RELATED	<ul style="list-style-type: none"> ▶ DO use Main Gate to enter and leave campus 24/7. ▶ DO expect AUB libraries to be open 24/7 during the reading period. ▶ DO invite anyone into your AUB Dorm room as long as they don't exceed the curfew. ▶ DO pay attention to classroom locations when planning your schedule. ▶ DO bring your AUB ID to all exams you take. ▶ DO go to AUBMC when feeling sick. ▶ DON'T expect the internet to be fast off campus. ▶ DON'T ask your student mentor for academic advice. ▶ DON'T smoke anywhere on campus or within 7 meters from any gate. ▶ DON'T feed AUB cats.
MONEY, SHOPS, AND RESTAURANTS	<ul style="list-style-type: none"> ▶ DON'T mention you are carrying dollars out loud. ▶ DON'T exchange all your money at once. ▶ DO expect to receive change only in Lebanese Pounds even if you paid in dollars. ▶ DO expect a difference between the exchange rate of bank and other currency exchange shops. ▶ DON'T expect payment by card instead of cash to be accepted everywhere. ▶ DO check the daily USD-LBP exchange rate. ▶ DON'T always go to the same exchange shop. ▶ DO expect prices to change on a daily basis. ▶ DO use the AUB ATMs to withdraw your money. ▶ DO pay in dollars if the shop only accepts dollars ▶ DO bargain for prices at local shops and souks (markets). ▶ DO expect prices to change on a daily basis. ▶ DON'T drink tap water. ▶ DO expect traditional restaurants to serve dishes made for more than 1 person. ▶ DO tip the waiters 10%.

TRANSPORTATION	<ul style="list-style-type: none"> ▶ DO expect drivers to violate the driving code. ▶ DO use the public buses when travelling to faraway cities. DON'T forget to wear mask and take precautions. ▶ DO check the traffic conditions if you need transportation during rush hours. ▶ DO expect taxis to honk at pedestrians asking them if they need transportation. ▶ DON'T ignore the difference between taxis and "Service" (pronounced serveece). ▶ Service is a shared taxi for short distance rides with a fixed LBP payment (prices subject to change on a regular basis). ▶ DON'T get into a taxi/serveece unless the license plate color is in red. ▶ DON'T walk in the streets or take a Service alone in the late hours of the night. ▶ DO jaywalk (cross the street where you're not supposed to) and DO look both ways on a one way street before crossing. ▶ DON'T leave for your appointments around the city just 5 minutes before if you are taking a car. ▶ DON'T expect taxis to have meters.
LEBANESE CULTURE	<ul style="list-style-type: none"> ▶ DO wait for at least two rings before answering the phone. ▶ DO ask before taking photos of people at a close range. ▶ DO expect people to hold spaces in line for their friends. ▶ DO expect Arabic pray call to be broadcasted over a megaphone at sunrise. ▶ DO expect the electricity to cut on a regular schedule in Beirut. ▶ DON'T expect all female Muslims to be veiled. ▶ DON'T be offended when someone refuses a handshake. ▶ DON'T take pictures near police stations and official buildings. ▶ DON'T become frustrated when people are late to appointments. ▶ DON'T get offended if you get strange looks for speaking in "Fus-ha" (Traditional Arabic) ▶ DON'T discuss topics such as religion and politics when meeting new people outside AUB. ▶ DON'T display intimate affection in public spaces. ▶ DON'T show the soles of your shoes to people sitting near you. ▶ DON'T expect all cities in Lebanon to have similar cultures as Beirut.
OTHERS	<ul style="list-style-type: none"> ▶ DO expect to be accosted or followed by beggars. ▶ DON'T expect people to give directions or addresses using street names or street numbers. ▶ DON'T discuss drugs casually or randomly and don't request drugs.

STEPS TO TAKE IN CASE OF LOSS OF PERSONAL DOCUMENTS

PASSPORT, ID, DRIVING LICENSE, AUB ID

- 1** Report to the Office of International Programs by calling (if you are off campus) **+961-01-350000**, Ext: **3186** (if you are on campus) during working days/hours or calling **OIP's International Students Services Coordinator, Mr. Abbas Hammoud** on his mobile **+961-81-829532** on non-working days/after working hours. Please be willing to disclose your full name, AUB ID number, and/or other personal details related to the circumstances of losing your document(s).
- 2** Re-trace your steps and try to remember the last time you had your document(s) on you. Where were you? What were you doing? Who were you with?
- 3** Inform the Office of Protection by either calling Ext: **2400** anytime or by passing by their office at the **Main Gate 24/7**. AUB's security officers might ask you questions regarding the circumstances that led to the loss of your documents, so please be willing to cooperate with them.
- 4** As of 24 hours after losing your documents, you should immediately inform your embassy. You will also need to file a complaint at the Public Prosecution Office (Qasr Aadel) located in Aadliyah area, facing General Security Headquarters if the document lost was your passport and/or national ID card. Make sure you have a valid ID with you.

In case you do not have a valid ID, and have lost your passport along with all other identification, make sure to have a colored photocopy of your lost passport authenticated by your embassy or consulate. If you do not have any photocopies of your passport, check with OIP. If you have sent a copy of your passport to OIP at the beginning of the term as requested, or if you have applied for a residence permit, OIP will have a copy of your passport. To authenticate your passport at the embassy, you will also need to bring along a colored passport-size photo of yourself.

When you first enter the Public Prosecution Office, on the ground floor after the first police checkpoint, to your right you will find a small shed that sells refreshments. You can ask the employee there to fill out a "loss of personal identification form" for you (it is in Arabic). You will have to fill out two forms, one for Internal Security Forces (ISF) and another for General Security Forces (GS). The two forms will cost you around 300,000 LBP. Then, you will need to purchase fiscal stamps from the lobby on the first floor.

As soon as you have the two forms completed, go to the first floor, first room to your right, and register the forms there. Then, you will be asked to wait in the waiting area just outside the room until the judge signs the forms. The forms will be given back to you within 10–60 minutes. One of the forms will be for you to submit at the Police station closest to your place of residence and the other is for you to submit at General Security-Sodeco Area.



- 5 Make sure to photocopy these forms and keep the copies for yourself before you submit them to the authorities.
- 6 You are required to deliver the two forms to the following locations immediately:
 - ▶ Internal Security Forces ISF police station closest to the area where you lost your documents.
 - ▶ General Security Forces GS General Security, Sodeco, 2nd floor.
- 7 After submitting the forms to each of the above security forces (ISF and GS), you will be given a while to receive a phone call from ISF and GS to schedule an appointment and visit them for a hearing. During the hearing, you will be asked to “story-tell” and to sign your statement. You will then be given a certified copy of your statement for your reference.

We strongly advise you to inform your embassy of any personal identification document you lose while in Lebanon (not just your passport) so please make sure to do so immediately after you are done with reporting the loss to the local authorities.
- 8 In case your AUB ID is lost or stolen, please follow the following steps:
 - ▶ Stolen ID: Submit a theft report validated by the Protection Office to the Office of the Registrar. Your new ID will be issued or clearance will be processed after submitting the report to the ID Center.
 - ▶ Lost ID: Notify the Office of the Registrar. You will then need to pay a fee to the Cashiers’ Office before issuing a new ID or processing clearance at the ID Center.



USEFUL AUB CONTACTS

OFFICE	NAME	EMAIL	ADDRESS
CENTER FOR CIVIC ENGAGEMENT AND COMMUNITY SERVICE (CCECS)	Fleihan, Hala	hf38@aub.edu.lb	Residence 42, lower campus, Ext: 4428
CHARLES HOSTLER STUDENT CENTER	Abou Omar, Tarek	ta57@aub.edu.lb	Hostler Center, 3 rd Floor
COUNSELING CENTER	Chamate, Sarah-Joe	sc50@aub.edu.lb	West Hall, 2 nd Floor
ACCESSIBLE EDUCATION OFFICE	Badaoui, Lama	lb65@aub.edu.lb	West Hall, 3 rd floor Ext: 3181
FAMILY MEDICINE - SPECIALTY CLINICS	Doudakian, Rita	rd01@aub.edu.lb	Sawwaf Bldg, 3 rd Floor, Ext: 3015
GRADUATE COUNCIL	De Jong, Jocelyn	jd16@aub.edu.lb	College Hall, 4 th Floor, Ext: 4644
OFFICE OF THE REGISTRAR	Nawwam, Randa	rn08@aub.edu.lb	College Hall, Room 141, Ext: 2577
HEALTH INSURANCE PROGRAM (HIP)	Sassine, Salim	ss31@aub.edu.lb	College Hall, 3 rd Floor, Ext: 3015
VISITING AND EXCHANGE ACADEMIC ADVISOR	Itani, Ghida	gi13@aub.edu.lb	Lee Observatory, Ground Floor, Room: 103, Ext: 3870
OFFICE OF PROTECTION	Ghorayeb, Fadi	fg21@aub.edu.lb	Main Gate, Ext: 2404
OFFICE OF THE COMPTROLLER	Younis, Nizar	ny02@aub.edu.lb	College Hall, Room 112, Ext: 2477
OFFICE OF EQUAL OPPORTUNITY & TITLE IX	Tauk, Mitra	mt12@aub.edu.lb	College Hall, 4 th Floor, Room 425, Ext: 2514
AUB CAREER CENTER	Aboulhosn, Sarah	sa432@aub.edu.lb	West Hall, 3 rd floor, Room: 338, Ext: 3172

EMERGENCY NUMBERS

ON CAMPUS - OFFICE HOURS 24/7

OFFICE	CONTACT INFO
AUB FIRE DEPARTMENT	Ext: 5555
AUB OFFICE OF PROTECTION	Ext: 2400
AUB EMERGENCY MEDICAL ASSISTANCE	Ext: 7777
OFFICE OF INTERNATIONAL PROGRAMS	Ext: 3186, 3146, 3176 M: +961-81-829532
AUB PHYSICAL PLANT	Ext: 2015
AUB ENVIRONMENTAL HEALTH, SAFETY, AND RISK MANAGEMENT	Ext: 2360

OFF CAMPUS - OFFICE HOURS 24/7

OFFICE	CONTACT INFO
INTERNAL SECURITY FORCES	112
LEBANESE FIRE DEPARTMENT	175
LEBANESE RED CROSS	140
HIP EMERGENCY LINE (FOR EMERGENCY CARE IN HOSPITALS OUTSIDE BEIRUT)	+961-03-080804
OFFICE OF INTERNATIONAL PROGRAMS	+961-81-829532

TUITION PAYMENT

METHODS OF PAYMENT OF FEES

- At designated banks (listed on the web statement of fees) at the beginning of every semester. (BLOM, BANKMED, SGBL, ARAB Bank, AUDI sal , BYBLOS, Bank Misr and Fransabank). For bank account details please refer to your web statement of fees.
- By check drawn to a United States bank (at AUB cashiers only).
- By direct wire transfer (account details below):

CITIBANK, N.A.- LEBANON	
BANK BRANCH	BERYTUS Parks
BANK ADDRESS	BERYTUS Parks BCD I Reg. No. 69781 BDL 115 P.O. Box 11-1535, Beirut - Lebanon
BANK ACCOUNT NUMBER	600224395 USD Currency for Fresh Money Transfers Only
IBAN	LB940115000000000000600224166
SWIFT CODE	CITILBBE
ACCOUNT NAME	American University of Beirut

JP MORGAN CHASE - UNITED STATES OF AMERICA	
BANK BRANCH	BERYTUS Parks
BANK ACCOUNT NUMBER	134-195493
ROUTING NUMBER	021000021
SWIFT CODE	CHASUS33
ACCOUNT NAME	American University of Beirut

Please note that **payment of fees using credit cards or traveler's checks are not accepted presently.**
For any additional inquiries please write to jm52@aub.edu.lb or re96@aub.edu.lb

USEFUL INFORMATION

AUB GATES OPENING HOURS

LOCATION	OPENING HOURS	REMARKS
MAIN GATE	24/7	Opens 7 Days/Week for Pedestrian Only
SEA GATE	24/7	Opens 7 Days/Week for Cars & Pedestrians
MEDICAL GATE	7:00 AM–11:00 PM 7:00 AM–9:00 PM	Opens 7 Days/Week on Saturdays, Sundays, & Holidays
IC/BLISS GATE	6:30 AM–11:00 PM 7:00 AM–11:00 PM	Opens 7 Days/Week for Cars & Pedestrians on Saturdays, Sundays, & Holidays
REYNOLDS FACULTY GATE	7:00 AM–5:00 PM	Opens Only During School & Studying Period / Pedestrians
CHSC PARKING GATE	6:30 AM–11:00 PM 6:30 AM–9:00 PM (Saturdays)	Opens 6 Days/Week on Sundays, & Holidays as per CHSC's Working Hours
CHSC PEDESTRIAN GATE	7:00 AM–9:30 PM (Mon–Fri) 7:00 AM–6:00 PM (Saturdays)	Opens 6 Days/Week on Sundays, & Holidays as per CHSC's Working Hours
OSB PARKING GATE	6:30 AM–11:00 PM	Closed on Weekends & Holidays
OSB PEDESTRIAN GATE	7:00 AM–7:00 PM	Opens Only During Studying Period Closed on Weekends & Holidays
CORPORATION YARD GATE (HOSTEL GATE)	6:00 AM–11:00 PM	Opens 7 Days/Week for Cars & Pedestrians
IOEC RECEIVING AREA	11:00 AM–1:00 PM 9:00 AM–4:00 PM	Opens Only During Studying Period Closed on Weekends & Holidays

USEFUL LINKS

ACCOUNT	LINK
GENERAL INFORMATION FOR CURRENT INTERNATIONAL STUDENTS	www.aub.edu.lb/oip/internationals/Pages/accepted.aspx
TUITION FEES	www.aub.edu.lb/comptroller/Pages/Student.aspx
SAFETY AND SECURITY INFORMATION	www.aub.edu.lb/emergency/Pages/default.aspx
OFFICE OF EQUAL OPPORTUNITY & TITLE IX	www.aub.edu.lb/titleix
2025–26 UNIVERSITY CALENDAR	www.aub.edu.lb/Registrar/Documents/calendars/calendar2025-26.pdf
AUB CAMPUS MAP	www.fpdumap.azurewebsites.net/
SUMMARY OF THE AUB HEALTH INSURANCE PLAN (HIP) PROVISIONS	www.aub.edu.lb/hr/Pages/HIP_Regualtions_nonAcad.aspx <ul style="list-style-type: none"> ► Only visiting students are eligible to request an HIP waiver. ► HIP is mandatory to ALL Exchange students who are registered for 6 or more credits; waiving is not an option. In addition to HIP, all Visiting and Exchange students should have insurance to cover transit to Lebanon, and any travel to countries outside Lebanon.

CONTACT INFORMATION

BEIRUT OFFICE

MAILING ADDRESS

American University of Beirut
Office of International Programs
Attention: [first name - last name]

West Hall, 3rd Floor,
Rooms 320, 322, 324
Bliss Street, Hamra - Beirut, Lebanon
Tel: +961-1-350000, Ext: 3186
Email: oip@aub.edu.lb

BASMA ZEIDAN

Interim Director
Tel: +961-1-350000, Ext: 3146
For Emergencies: +961-70-020292
West Hall, 3rd Floor, Room 324
Email: bz06@aub.edu.lb

JOSEPH MOMDJIAN

Coordinator, International Student Services
Tel: +961-1-350000, Ext: 3186
For Emergencies: +961-81-829532
West Hall, 3rd Floor, Room 322
Email: jm128@aub.edu.lb

HISHAM EL DELBANI

Education Abroad Advisor
Tel: +961-1-350000, Ext: 3176
West Hall, 3rd Floor, Room 320
Email: he103@aub.edu.lb