



REQUEST FOR ARABIC CERTIFICATE

5,000LL/original certificate
Mailing Fee: 5,000LL/address

1. Complete this form and sign it.
2. Pay at the Cashier's Office and submit it to the Admissions Office.

ID Number: _____ Major: _____ Date of Request: _____

الاسم : _____
الشهرة : _____
اسم الأب : _____
اسم الأم : _____
اللقب (انسة/سيده/سيد): _____
تاريخ الولادة : _____
محل الولادة: _____
الجنسية: _____

Number of Original Copies: _____

Number of addresses to
be mailed to: _____

Purpose for which the
certificate will be used: _____

Items you wish to mention on the certificate:

- Major Class Semester / Year: _____
 Other (specify): _____

Signature: _____

Authorization to a Third Party to Pick Up the Certificate

I, the undersigned, allow _____ to pick up my certificate.
Ms./Mr.

For the authorization to be valid, a copy of the ID/passport should be attached.

Signature: _____

Third Party Picking Up the Certificate

Signature of Person Receiving the Certificate: _____ Date: _____

For Official University Use

Fees Paid: _____ Request Received By: _____ Request Prepared By: _____
Signature of Cashier: _____ Expected Date of Issue: _____ Date of Issue: _____

Requests from outside Lebanon will be processed upon receipt of money transfer:

CLIENT: HAIGAZIAN UNIVERSITY

IBAN: LB67 0056 0002 6072 5461 0010 0203

ACCT NUMBER: 260725-461-001-002-03

SWIFT CODE: AUDBLBBX

BRANCH: HAMRA, BEIRUT, LEBANON

Correspondent Bank: JP Morgan

Note: Instructions should be given by sender (student), to its bank, stating to "Pay in Full" to Beneficiary (Haigazian University)