



REQUEST FOR TRANSCRIPT AND DEGREE VERIFICATION

10,000LL/official transcript
 5,000LL/student copy
 5,000LL/degree verification of 3 copies
 Mailing Fee: 5,000LL/item

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

ID Number: _____ Date of Request: _____
 Family Name: _____ First Name: _____
 Father's Name: _____ Major: _____

Number of Official Transcripts: _____
 Number of Student Copies of Transcript: _____
 Copies of Degrees to Be Verified: _____

Address to where the requested documents will be mailed to:
 1. _____
 2. _____

Authorization to a Third Party to Pick Up the Transcript/Verified Degree Copies

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

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

Signature: _____

Third Party Picking Up the Transcript/Verified Degree Copies

Signature of Person Receiving the Certificate: _____ Date: _____

For Official University Use

Fees Paid: _____ Request Received By: _____
 Signature of Cashier: _____ Expected 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)