



# 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: \_\_\_\_\_ Copies of Degrees to Be Verified: \_\_\_\_\_  
 Number of Student Copies of Transcript: \_\_\_\_\_ Number of Items to Be Mailed: \_\_\_\_\_

Address where the requested documents will be mailed to:

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature: \_\_\_\_\_

### **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: \_\_\_\_\_ 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)**