



REQUEST FOR CERTIFICATE

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

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

| | | | |
|----------------------------|-------|--------------------------------------|-------|
| ID Number: | _____ | Date of Request: | _____ |
| First Name: | _____ | Title (Ms./Mr.): | _____ |
| Father's Name: | _____ | Major: | _____ |
| Family Name: | _____ | | |
| 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 Ms./Mr. _____ to pick up my certificate.

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)