



REQUEST FOR SYLLABUS

5,000LL/Student Copy of Transcript
1,000LL/ Syllabus

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 Syllabi:	_____	Number of Student Copies of Transcript:	_____
Purpose for which the Syllabus will be used:	_____		
Specify Course(s):	_____		
Signature:	_____		

Authorization to a Third Party to Pick Up the Syllabus 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: _____

Party Picking Up the Syllabus Copies

Signature of Person Receiving the Certificate:	_____	Date:	_____
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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 via Western Union to the following beneficiary:

*Mr. Setrag Momjian, Haigazian University,
Mexique Street, Kantari, P.O.Box: 11-1748,
Riad el Solh 1107 2090, Beirut Lebanon.*

The serial number of the transmission should be sent by email to studentservices@haigazian.edu.lb