



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

Address where the requested documents will be mailed to: _____

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: _____

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 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