



# REQUEST FOR TRANSCRIPT AND DEGREE VERIFICATION

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

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

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: \_\_\_\_\_

## **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 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](mailto:studentservices@haigazian.edu.lb)