



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): _____

Address where the requested documents will be mailed to: _____

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: _____

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