AMERICAN UNIVERSITY OF BEIRUT

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OFFICE OF THE REGISTRAR

June 18, 2026

Dear FIRST_NAME LAST_NAME, ID,

Congratulations on your graduation!

To assure an orderly degree/diploma distribution, you must make an appointment to pick up your original degree/diploma in person from the **Office of the Registrar service desk,** located in the **east end of College Hall,** between 8:00 am and 3:00 pm starting Monday June 22, 2026 and running through Thursday June 25, 2026 and from Monday June 29, 2026 through Friday July 3, 2026 and every Wednesday thereafter. To make an appointment, kindly click here.

Please also note that we will only be able to deliver your degree/diploma to you if you comply with the following requirements:

1. Complete your online clearance process before making your appointment.
2. Complete the Diploma Receipt Form prior to coming to campus for your appointment and bring it with you. **DO NOT EMAIL US THE SIGNED FORM.**
3. Bring at least one form of government- or university-issued identification.
4. If you would like someone else to pick up your original degree at your assigned date and time, complete the Authorization Form. Be sure to follow the instructions on the Authorization Form carefully.
5. Secure any missing documents from your file as communicated to you earlier, if applicable.

For degree students only (diploma students do not march in commencement nor receive a degree jacket):

- If you participated in the commencement exercises of June 5 and 6, 2026, we recommend that you bring the degree jacket that you received during the commencement with you to the degree pick up appointment so that you directly place your degree in it to ensure your degree is better protected.

- In case you wish to obtain another degree jacket, you can purchase one for $10 US. The Office of the Registrar service window team can assist you in this regard.

If you require an authenticated copy of your degree, you must pick up your original degree first and then submit a copy for authentication through the document ordering system.

Kind regards,

Office of the Registrar