

January 27, 2021

Dear AUB Community,

We are pleased to announce major improvements to the document ordering system.

If you are an AUB student, simply navigate to the AUBsis through the “Useful Tools” menu, click on “Request Transcripts and Certificates,” and then login using your **AUBnet** credentials.

If you are an AUB alumna or alumnus, and the above directions do not work for you, you will need to get credentials from the [IT Helpdesk](#).

The first main improvement will facilitate your payment by:

- Allowing you to pay in USD or in LBP;
- Allowing you to charge your student account if you are a current student;
- Allowing you to choose cash payment and have an invoice emailed to you that you can pay at the Cashier (NB: this option will only be available once the Cashier reopens).

The second major improvement will allow you to select an expedited service.

And the final important improvement will allow you to select delivery of your document(s) by secure, certified PDF over email (you must verify that your destination institution will accept such documents as official).

**Please remember to read all instructions carefully to avoid delays in processing your orders.**

These improvements represent a close collaboration between the Office of the Registrar and the Office of Information Technology to improve the experience of our students and alumni.

Best regards,

Office of the Registrar