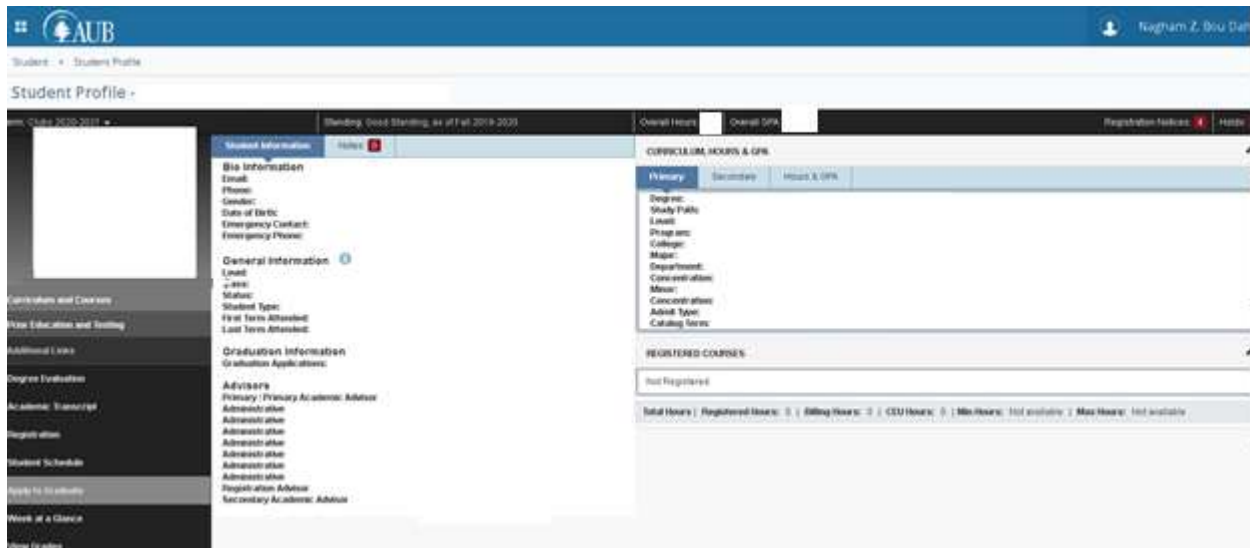# Apply to Graduate

Step-by-Step Instructions

Please follow these six simple steps in order to apply to graduate. You will need a scan of the picture page of your passport or another legal document with your name on it—preferably in both English and Arabic—in order to complete the application.

You will need to follow these steps carefully or your application will be rejected and your degree will not be evaluated.

Step 1. Navigate to the application.

Login as Student to AUBsis

Click on "Apply to Graduate."

Step 2. Upload a legal document, such as the picture page from your passport.

Upload your passport/legal document.

Click on "Apply to Graduate" link at the bottom of the page.

Step 3. Select the term during which you will complete your degree requirements.

Select the term "Spring 2020-2021," then click on "Submit."

Step 4. Select your program in which you wish to be considered for graduation.

Select your program (this should be the most recent program you are working to complete).

NB: Dual or Double Degree candidates should apply **only once** to their primary program.

Minors are evaluated through your Faculty/School—no information about minors will be collected here.

Press on "Continue."

Step 5. Select your expected graduation term.

Select "Spring 2020-2021," and press "Continue."

Step 6. Provide your name in Arabic.

Select "New Arabic Name" and press "Continue."

Enter your Arabic name and press "Continue."

You will receive a summary screen, which you should print to PDF for your records.

Make sure to press "Submit Request" on the summary screen.

You will then be presented with an application number, which is your ID# followed by a slash (/) followed by the number 1.

Congratulations! You have successfully applied to graduate.