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Authenticating Diplomas and Degrees at AUB

The deadline to submit your equivalency for all levels is on October 30 of each academic year.

I. Freshman Year:

The Freshman Year Equivalence is a two-step process:

- **Step 1:** All freshmen students regardless of nationality must first obtain a “statement for the exemption from Lebanese program” which is افادة سماح بمتابعة المنهج الأجنبي in Arabic, from the Ministry of Education and Higher Education (MEHE) when they join AUB, by submitting the following documents to MEHE: original final high school or university grades and diplomas authenticated by the Ministry of Education, **as well** as the Ministry of Foreign Affairs **and** the Lebanese Embassy from the countries in which they studied. Please note that students coming from schools in Lebanon, must only authenticate their documents at MEHE. The deadline for submission of these documents should not exceed the first day of course registration at AUB.

- **Step 2:** After completing freshman year, students must submit the following documents to MEHE to secure the “freshman year equivalence certificate”. Students must process the equivalence certificate as early as possible after completing their freshman year.
 1. Freshman year transcript
 2. Enrollment for freshman completion in Arabic (from the Office of the Registrar)
 3. SAT I
 4. SAT II (currently discontinued)
 5. Statement for the exemption from Lebanese program ie افادة سماح بمتابعة المنهج الأجنبي
 6. High School Diploma (the original or an authenticated copy)
 7. Visit <https://www.mehe.gov.lb/en/Pages/Transactions/FreshmanDocs.aspx> for more information

SAT II:*

If we have the SAT II, will it be accepted? Yes, due to the cancellation of SAT II, new guidelines for freshman equivalence certificates will be posted as soon as they are available.

Important Information:

All students who were accepted without having taken the SAT I must take it during the freshman year. For students who are entering AUB in AY 2022-23, the deadline for submitting the application for the freshman equivalence certificate is August 15, 2022.

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2. Master and PhD Degrees

All Graduate students (Lebanese or non-Lebanese- Except for AUB and Lebanese University graduates) must obtain from the Lebanese Ministry of Education - [Equivalence Committee](#) (Beirut, UNESCO Palace area), a statement certifying the equivalence of their degrees. The Equivalence Committee requires the students to have their official documents such as university degrees authenticated by the relevant authorities in the countries where they studied and specifically from these parties:

- Ministry of Education;
- Ministry of Foreign Affairs; and
- The Lebanese Embassy.

Failure to submit the equivalence (OR a receipt from MEHE indicating that the documents have been submitted) to the Office of Admissions by the registration date will result in a registration hold and a delay or refusal of residency permits for non-Lebanese students.

The Equivalency Committee meets weekly to decide on equivalency applications/requests for university degrees issued from inside and outside Lebanon.

Submission of applications/requests: The application/request should be submitted directly, via a form (hard copy of this form may be found at the Ministry of Education), to the Secretariat of the Equivalency Committee in Higher Education. The application/request must enclose: the documents required for the equivalency of degrees issued from inside and outside Lebanon.

Processing fees

The fee for a degree's equivalency certificate is fifty thousand Lebanese pounds (LL50,000): You will need to obtain "Amiri stamps" (Prince Stamps which may be found at any bookstore/post office), which should be affixed to the equivalency certificate.

The fee for a certified copy of the equivalency certificate is ten thousand Lebanese pounds (LL10,000): You will need to obtain "Amiri stamps" (Prince Stamps which may be found at any bookstore) and affix them to each certified copy. You will need two copies (one for the Office of Admissions and one for MEHE)

- **Degrees from Lebanese universities - Bachelor's, Master's and PhD (applicable for all students regardless of nationality who have graduated from Lebanese universities with the exception of the Lebanese University and AUB)**

As per the Ministry of Education and Higher Education, as of September 29, 2021. You may find this information in the Arabic language by visiting the following link:

<https://www.mehe.gov.lb/ar/Pages/Transactions/LebaneseUniversityCertificates.aspx>

General required Documents for all degrees:

1. A copy of an individual civil record or national ID card.
2. A certified copy of the General Certificate of Secondary Education (Lebanese Baccalaureate) or its official equivalent.
3. An "Amiri stamp" (Prince Stamp) at a cost of one thousand Lebanese pounds (L£1,000) must be affixed to the request.

Additional documents for each level:

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Equivalency of the bachelor's degree or below certificates (BS, BA, Licence, DUT)

- A certified copy of the bachelor's degree, **certified** by the University and the Secretariat of the Higher Education Council
- A Transcript of grades for all the academic years, **certified** by the University and the Secretariat of the Higher Education Council

Master's or Maitrise' degree equivalency (MS, MA, DEA, DESS):

- A copy of the bachelor's degree, **certified** by the University and the secretariat of the Higher Education Council
- A copy of the master's or Maitrise degree, **certified** by the University and the Secretariat of the Higher Education Council
- A Transcript of grades for all the academic years of the bachelor's and master's or Maitrise, **certified** by the University and the Secretariat of the Higher Education Council

PhD equivalency:

- A copy of the bachelor's degree, **certified** by the University and the Secretariat of the Higher Education Council
- A copy of the master's or Maitrise degree, **certified** by the University and the Secretariat of the Higher Education Council
- A copy of the doctorate degree, **certified** by the University and the Secretariat of the Higher Education Council
- A copy of the first page of the thesis
- Report of the Examining Committee's minutes of meeting, if available

Important Notes for all equivalencies:

- Application or requests will be refused, if they do not include ALL documents.
- The request for equivalency must include a certified copy of the degree awarded.
- The concerned person must present to the Secretariat of the Equivalency Committee for Higher Education in person to receive the equivalency certificate. (MEHE, ground floor). Alternatively, you may send a representative, with a written authorization or power of attorney, who must present an identification card (such as driver's license, passport, national ID card).
- All documents must be in one of these three languages: Arabic, French or English. For all other languages, a translation must be provided.
- An important condition for the issuance of an equivalency certificate for university degrees in higher education is the provision of the Lebanese General Certificate of Secondary Education (Lebanese Baccalaureate, Part II) or its official equivalent.
- Applications and requests generally take ten working days from the date of submission to be processed and for an equivalency certificate to be issued.

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➤ **Degrees from North American countries (USA, Canada) - Bachelor's, Master's and Doctorate**

As per the Ministry of Education and Higher Education, as of September 29, 2021. You may find this information in the Arabic language by visiting the following link:

<https://www.mehe.gov.lb/ar/Pages/Transactions/NorthAmericaCertificates.aspx>

General required Documents for all degrees:

1. A passport that proves residence in the relevant North American country, if the residencies are displayed on the passport
 - Or a residence permit from the relevant North American country or proof of a foreign nationality.
 - Or a statement of entry and exit at the border from the Lebanese General Security.
2. The Lebanese General Certificate of Secondary Education (Lebanese Baccalaureate) or its official equivalent
3. An "Amiri stamp" (Prince Stamp which may be found at any bookstore) costing one thousand Lebanese pounds (LL 1,000) must be affixed to the request.
4. A certificate from the AMIDEAST office in Lebanon certifying recognition of both the university and the student's identity. If the student is affiliated with more than one university, then proof of recognition of each university and the student's identity should be submitted.

Additional documents for each level:

Equivalency of the bachelor's degree or below certificates (BS, BA, License, DUT):

- A certified copy of the bachelor's degree, **duly certified** by the Lebanese embassy in the country of study and the Lebanese Foreign Ministry or by the country's embassy and the Lebanese Foreign Ministry
- A Transcript of grades for all the academic years, duly certified by the Lebanese embassy in the country of study and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry

Master's degree equivalency (MS, MA, DEA, DESS):

- A copy of the bachelor's degree, **duly certified** by the Lebanese embassy in the country of study and the Lebanese Foreign Ministry or by the country's embassy and the Lebanese Foreign Ministry
- A copy of the Master's degree, **duly certified** by the Lebanese embassy in the country of study and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry
- A Transcript of grades for all the academic years of the bachelor's and master's degrees, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry

PhD equivalency:

- A copy of the bachelor's degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry or by the country's embassy and the Lebanese Foreign Ministry
- A copy of the Master's degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry
- A copy of the doctorate **degree**, duly certified by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry.
- A copy of the first page of the thesis

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- Report of the Examining Committee's minutes of meeting, if available

Important Notes for all equivalencies:

- Any application/ request will not be accepted, if not ALL documents are included.
- The request for equivalency must include the degree awarded as a certified copy.
- The concerned person must go to the Secretariat of the Equivalency Committee for Higher Education in person to obtain the equivalency certificate. (Alternatively you may send a representative, with a written authorization or power of attorney, on his/her behalf who needs to have his Identification card.
- All documents must be in one of these three languages: Arabic, French or English. For all other languages, a translation must be provided.
- An important condition for the issuance of an equivalency certificate for university degrees is the provision of a Lebanese General Certificate of Secondary Education (Lebanese Baccalaureate, Part II) or its official equivalent.
- Normally, it takes ten working days from the date of submission of the request for the equivalency certificate to be issued.

➤ **Degrees from the United Kingdom (Britain) and Commonwealth countries - Bachelor's, Master's and Ph.D.**

As per the Ministry of Education and Higher Education, as of September 29, 2021. You may find this information in the Arabic language by visiting the following link:

<https://www.mehe.gov.lb/ar/Pages/Transactions/UnitedKingdomCertificates.aspx>

General required Documents for all degrees:

1. A passport that proves residence in the relevant UK or Commonwealth country, if the residencies are displayed on the passport
 - Or a residence permit from the relevant UK or Commonwealth country or proof of a foreign nationality.
 - Or a statement of entry and exit at the border from the Lebanese General Security.
2. The Lebanese General Certificate of Secondary Education (Lebanese Baccalaureate) or its official equivalent
3. An "Amiri stamp" (Prince Stamp which may be found at any bookstore) costing one thousand Lebanese pounds (LL1,000), must be affixed to the request.
4. All degrees and grade transcripts must be certified by the British Council in Lebanon

Additional documents for each level:

Equivalency of the bachelor's degree or below certificates (BS, BA, Licence, DUT):

- A certified copy of the bachelor's degree, **duly certified** by the Lebanese embassy in the country of study and the Lebanese Foreign Ministry or by the country's embassy and the Lebanese Foreign Ministry
- A Transcript of grades for all the academic years, duly certified by the Lebanese embassy in the country of study and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry

Master's degree equivalency (MS, MA, DEA, DESS):

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- A copy of the bachelor's degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry or by the country's embassy and the Lebanese Foreign Ministry
- A copy of the Master's degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry
- A Transcript of grades for all the academic years of the bachelor's and master's or Maitrise degrees, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry

PhD equivalency:

- A copy of the bachelor's degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry or by the country's embassy and the Lebanese Foreign Ministry
- A copy of the Master's degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry
- A copy of the doctorate **degree**, duly certified by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country's embassy and the Lebanese Foreign Ministry.
- A copy of the first page of the thesis
- Report of the Examining Committee's minutes of meeting, if available

Important Notes for all equivalencies:

- Any application/ request will not be accepted, if not ALL documents are included.
- The request for equivalency must include the degree awarded as a certified copy.
- The concerned person must go to the Secretariat of the Equivalency Committee for Higher Education in person to obtain the equivalency certificate. (location) (Alternatively you may send a representative, with a written authorization or power of attorney, on his/her behalf who needs to have his Identification card.
- All documents must be in one of these three languages: Arabic, French or English. For all other languages, a translation must be provided.
- An important condition for the issuance of an equivalency certificate of university degrees is the provision of a Lebanese General Certificate of Secondary Education (Lebanese Baccalaureate, Part II) or its official equivalent.
- Normally, it takes ten working days from the date of submission of the request for the equivalency certificate to be issued.

➤ [Certificates from universities in other countries - bachelor's, master's, and doctoral degrees](https://www.mehe.gov.lb/ar/Pages/Transactions/OtherCountriesCertificates.aspx)
As per the Ministry of Education and Higher Education, as of September 29, 2021. You may find this information in Arabic language by visiting the following link:
<https://www.mehe.gov.lb/ar/Pages/Transactions/OtherCountriesCertificates.aspx>

General required Documents for all degrees:

- 1- A passport that proves residence in the country, if the residencies are on the passport
 - Or a residency in the country or proof of a foreign nationality.
 - Or a statement of entry and exit at the border from the Lebanese General Security.

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- 2- The Lebanese General Certificate of Secondary Education (Lebanese Baccalaureate) or its official equivalent
- 3- An “Amiri stamp” (Prince Stamp which may be found at any bookstore) worth 1,000 Lebanese pounds, placed on the request.
- 4- The full address of the University granting the degree, including:
 - Phone number, fax number
 - Email, website
 - Determining the University’s ownership type: governmental or private

Additional documents for each level:

Equivalency of the bachelor’s degree or below certificates (BS, BA, Licence, DUT)

- A certified copy of the bachelor’s degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry or by the country’s embassy and the Lebanese Foreign Ministry
- A Transcript of grades for all the academic years, duly certified by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country’s embassy and the Lebanese Foreign Ministry

Master’s degree equivalency (MS, MA, DEA, DESS)

- A copy of the bachelor’s degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry or by the country’s embassy and the Lebanese Foreign Ministry
- A copy of the Master’s or degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country’s embassy and the Lebanese Foreign Ministry
- A Transcript of grades for all the academic years of the bachelor’s and master’s degrees, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country’s embassy and the Lebanese Foreign Ministry

PhD equivalency

- A copy of the bachelor’s degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry or by the country’s embassy and the Lebanese Foreign Ministry
- A copy of the Master’s degree, **duly certified** by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country’s embassy and the Lebanese Foreign Ministry
- A copy of the doctorate **degree**, duly certified by the Lebanese embassy in the country and the Lebanese Foreign Ministry, or by the country’s embassy and the Lebanese Foreign Ministry.
- A copy of the first page of the thesis
- Report of the Examining Committee’s minutes of meeting, if available

Important Notes for all equivalencies

- Any application/ request will not be accepted, if not ALL documents are included.
- The request for equivalency must include the degree awarded as a certified copy.
- The student must go to the Secretariat of the Equivalency Committee for Higher Education in person to receive the equivalency. (Alternatively they may send a representative, with a written authorization or power of attorney, on their behalf. The representative will have to present with an identification card.)
- All documents must be in one of these three languages: Arabic, French or English. For all other languages, a translation of residence permits, certificates, degrees and grades must be provided.

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- An important condition for the equivalency of university degrees in higher education is to provide the Lebanese General Certificate of Secondary Education (Lebanese Baccalaureate, Part II) or its official equivalent.
- Normally, it takes ten working days from the date of submission of the request for the equivalency certificate to be issued.

FAQ's

1. I am currently abroad and there is no one to legally represent me at MEHE, how do I proceed?
You may complete the freshman year equivalence in person once you come to Lebanon. The freshman year equivalence is a pre-requisite for certifying any document released by AUB at MEHE.
2. I am an international PhD student currently in Lebanon and MEHE is asking for my high school grades. I am having trouble securing these documents from my home country due to the pandemic. What should I do?
According to MEHE's rules and regulations, all international graduate students are required to complete the equivalence for both the Bachelor and Master's degrees abroad prior to joining the PhD program at AUB. Students must submit their equivalence to the office of Admissions by December 4, 2021.
3. I am a Syrian national and my school was destroyed – I cannot get the necessary paperwork. It is therefore impossible for me to obtain the documents. I need to process the equivalence. What should I do?
You may petition the Equivalence Committee by visiting the first floor at the Ministry of Education and Higher Education
4. I am a Syrian student, and I cannot go back to Syria to obtain the documents needed to process the equivalence because of military service conscription. What should I do?
You may look into securing the documents through postal services or individual delivery services if available. MEHE is making the Bacc II or freshman year equivalence mandatory for all students.
5. What happens if for any valid reason, I cannot provide AUB Admissions with the required paperwork by the first day of course registration at AUB?
*If you are unable to meet the requirements by the first day of registration there will be a hold on your registration: you may petition the Office of Admission and request an extension by sending an email to admissions@aub.edu.lb.
*Failure to submit the permission to the Office of Admissions by the first day of course**

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registration will result in a registration hold and delays of residency permits for non-Lebanese students.

6. I have an International Baccalaureate Diploma (IB), why am I being asked to obtain a permission to enter freshman class?

Students who have the IB Diploma or French Baccalaureate and opt to enter AUB at the freshman level do not need the permission but are required to provide the equivalence from MEHE for their IB, French Baccalaureate, or ثانوية عامة Ama . The holder of the IB certificate does not have the same rights as the holder of the IB diploma.

7. I am not planning to pursue another degree in Lebanon, and I do not intend to work in Lebanon. Do I still need the equivalence?

Yes, it is mandatory to get the equivalence because it is needed for the authentication/equivalency (مصادقة/معادلة) of your degree at MEHE after graduation.

8. I am a medical student, in my 6th year and MEHE is asking for my high school grades. I submitted these documents to AUB when I was admitted to AUB. May I take a copy of what I submitted to AUB from the Office of the Registrar? Yes.

9. The Ministry of Foreign Affairs is asking me to certify my documents at my embassy but my country does not have an embassy in Lebanon, what do I do?

Refer to a caretaker consulate.

10. Is there a difference in the procedure between applying for a residence permit for the first time and applying for a renewal? *Yes, first time applicants need to go the General Security in person for biometrics, whereas renewals can be processed exclusively by OIP on behalf of students. Visit <https://www.aub.edu.lb/oip/internationals/Pages/residencepermit.aspx> for more information.*
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