



REQUEST FOR GRADUATION CERTIFICATE

Processing fees per document:

\$25 or its equivalent in Egyptian pounds for express processing in one working day
\$9 or its equivalent in Egyptian pounds for regular processing in three working days

Forwarding fees per mailing address:

- 1. Documents addressed to any destination outside Egypt (other than the United States or Canada) will be sent by registered mail for free after three working days.
2. Documents addressed to the United States or Canada will be forwarded for free through the registrar's weekly Federal Express pouch to AUC's New York Office. Please allow seven to 10 working days for delivery after the pouch has been dispatched from Cairo.
3. Express documents addressed to any destination outside Egypt will be charged \$25 or its equivalent in Egyptian pounds in order to be forwarded the next working day via express service.
4. Express service within Egypt will be charged \$9 or its equivalent in Egyptian pounds per mailing address.

Important Notes:

- No certificates will be issued unless all outstanding obligations to the University are cleared.
If you do not collect your certificate within four months from the date of issuance, it will be discarded.
No certificates will be delivered except upon submitting the Student Service Center log, cashier's receipt PLUS an official identification card of the certificate holder.
If you are graduating at the end of the current semester, please check here [checkbox]

Full name in English \_\_\_\_\_
Full name in Arabic \_\_\_\_\_
Student ID \_\_\_\_\_ Telephone \_\_\_\_\_

If the ID number is not available, please provide the following information:
Major \_\_\_\_\_ Graduation date: BA/BSc \_\_\_\_\_
MA/MSc \_\_\_\_\_ Diploma \_\_\_\_\_

Degree awarded: Bachelor's: [checkbox] English Number of copies \_\_\_\_\_
[checkbox] Arabic Number of copies \_\_\_\_\_
Master's: [checkbox] English Number of copies \_\_\_\_\_
[checkbox] Arabic Number of copies \_\_\_\_\_
Diploma: [checkbox] English Number of copies \_\_\_\_\_
[checkbox] Arabic Number of copies \_\_\_\_\_
PhD: [checkbox] English Number of copies \_\_\_\_\_
[checkbox] Arabic Number of copies \_\_\_\_\_

Choose only ONE of the following to indicate if the certificate will be presented at:
[checkbox] Ministry of Foreign Affairs: Only if certificate will be presented in Arab countries
[checkbox] Military service: Certificate will be addressed to military service authorities ONLY
[checkbox] Syndicates

enrolauc@aucegypt.edu

www.aucegypt.edu



Please provide the following information:

Name of person to whom documents will be sent

[Grid of 28 boxes for name entry]

Title of person to whom documents will be sent

[Grid of 28 boxes for title entry]

Department name

[Grid of 28 boxes for department name]

University

[Grid of 28 boxes for university]

Street or P.O. Box

[Grid of 28 boxes for street or P.O. Box]

City/State or Province/Zip code

[Grid of 28 boxes for city/state or province/zip code]

Country

[Grid of 14 boxes for country]

Number of copies

[Grid of 2 boxes for number of copies]

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[Grid of 28 boxes for city/state or province/zip code]

Country

[Grid of 14 boxes for country]

Number of copies

[Grid of 2 boxes for number of copies]

FOR OFFICE USE ONLY

Degree: Bachelor's \_\_\_\_\_ Master's \_\_\_\_\_ Diploma \_\_\_\_\_ PhD \_\_\_\_\_

Major \_\_\_\_\_

Specialization \_\_\_\_\_

Minor \_\_\_\_\_

Honors \_\_\_\_\_ Graduation date \_\_\_ / \_\_\_ / \_\_\_

Long name \_\_\_\_\_

Remarks \_\_\_\_\_

Holds \_\_\_\_\_