



REQUEST FOR GRADUATION CERTIFICATE

Processing fees per document:

\$18 or its equivalent in Egyptian pounds for express processing in one working day
\$8 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 \$17 or its equivalent in Egyptian pounds in order to be forwarded the next working day via Federal Express service.
4. Federal Express service within Egypt will be charged \$7 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 []

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: [] English Number of copies _____
[] Arabic Number of copies _____
Master's: [] English Number of copies _____
[] Arabic Number of copies _____
Diploma: [] English Number of copies _____
[] Arabic Number of copies _____

Choose only ONE of the following to indicate if the certificate will be presented at:

- [] Ministry of Foreign Affairs: Only if certificate will be presented in Arab countries
[] Military service: Certificate will be addressed to military service authorities ONLY
[] Syndicates

enrolauc@aucegypt.edu

www.aucegypt.edu



Please provide the following information:

Name and title of person to whom documents will be sent

Department name _____

University _____

Street or P.O. Box _____

City/State or Province/Zip code _____

Country _____ Number of copies _____

Name and title of person to whom documents will be sent

Department name _____

University _____

Street or P.O. Box _____

City/State or Province/Zip code _____

Country _____ Number of copies _____

FOR OFFICE USE ONLY

Degree: Bachelor's _____ Master's _____ Diploma _____

Major _____

Specialization _____

Minor _____

Honors _____ Graduation date ___/___/___

Long name _____

Remarks _____

Holds _____

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