



REQUEST FOR GRADUATION CERTIFICATE

Processing fees per document:

\$15 or the LE equivalent for express processing in one working day
\$5 or the LE equivalent for regular processing in three working days

Forwarding fees per document if you need your documents sent outside Egypt:

- 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 \$15 or the LE equivalent in order to be forwarded the next working day via Federal Express service.

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 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 ID number is not available, please provide the following information:

Major _____ Graduation date: BA/BS _____
MA/MS _____ 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 _____

Please 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

