

## LIST OF REQUIRED DOCUMENTS FOR THE FINANCIAL AID APPLICATION

Kindly note the University reserves the right to verify the authenticity of the presented documents and/or information.

1. Applicant's recent photograph (*passport size*).
2. Photocopy of applicant's Individual Civil Status OR Lebanese ID.
3. Recent Family Civil Status record (*issued within 6 months*).
4. Employment records: A recent NSSF Certificate of Service should be provided for both parents even if unemployed (*Lebanese Nationals Only*). In addition:
  - If **Employed**, a recent Employment Certificate for each working parent clearly stating occupation, job title, years of service and benefits (*educational benefits, accommodation, etc.*) and an Employee Income Statement Form (**Form A**) filled, signed and stamped by employer.
  - If **Self-Employed**, a Self-Employed Income Statement Form (**Form B**) should be completed and signed by the concerned parent. Official Business Registration and shareholders' documents, income tax statements, official balance sheet documents and business account bank statements for the last year should be provided.
  - If **Retired**, Official retirement documents should be provided (*e.g. Recent Retirement Salary Certificate or Official document of indemnity received from employer/NSSF...*).
5. Supporting documents should be submitted for all source of additional household income (*e.g. rental income, agriculture, etc.*).
6. Photocopy of recent rental contract(s) and or ownership deed of owned or inherited house, resort, buildings, land & business premises (*if applicable*). If properties are not allotted, Estate documents should be submitted.
7. Certificate of ownership obtained from the Land Registry Department - Ministry of Finance located in Beirut, Khandak AL-Ghamik area, near Fouad Shehab Bridge, Moukarzel building, 9th floor in the name of the father for the caza where he lives and is registered, and in the name of the mother for the caza where she lives, is currently registered, and is originally from.
8. Recent School certificate of registration showing annual fees for each dependent child enrolled at school or university. If applicable, the certificate should list all financial aid received.
9. Photocopy of car(s) registration form for each family car and most recent annual car tax receipt(s) or car(s) insurance documents.
10. Photocopy of loan agreement(s) and credit card statements if any, with all supporting documents.
11. Bank statement certificate of savings (*if any*).
12. Photocopy of recent medical and life insurance ANNUAL premium.
13. Sale documents of any sold property if sold within the past 3 years.
14. Any additional document that would support the Financial Aid application (*e.g. medical reports, certificate of job termination or end of service, etc.*).
15. If the applicant is married, all documents related to the spouse must be submitted (*items 4 to 12*).
16. The Financial Aid and Scholarships Office (FASO) reserves the right to request additional information/documentation, if deemed necessary.