

### **List of required documents for the Financial Aid Application**

*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 record "Ikhray Kayd Fardi" **OR** Lebanese ID.
3. Photocopy of Recent Family Civil Status record "Ikhray Kayd aa'li" (issued within 6 months).
4. Photocopy of the first page of the Foreign Passport or Residency Card "Ikameh" of all family members living abroad, including the applicant (if applicable).
5. Employment records needed for parents: (Original documents required)
  - a. If **Employed by the Government**, An Official Income Certificate "Ifadet ateb" or Payslip.
  - b. If **Employed by the private sector**, an Employee Income Statement Form filled, signed and stamped by employer and Bank statements (online statements are accepted) of all salary domiciliation accounts for the last 6 months (LBP, fresh and local dollars).
  - c. If **Self-Employed**, a Self-Employed Income Statement Form should be completed and signed by the concerned parent. Photocopies of Official Business Registration "Tesjil Mouasase" and income tax statements "Tassrih Daribet Dakhel". From NSSF: List of Permanent Employees and their income "Tassrih Ismeh Sanawi".
  - d. If **Retired from the Government**, a Recent Retirement Salary Certificate "Ifadet Rateb Taqaoud" from the Ministry of Finance.
  - e. If **Retired from the Private Sector**, a photocopy of an official document of indemnity "Taewid" received from employer and NSSF "Daman".
6. For all parents whether employed, self-employed or unemployed, a recent NSSF Certificate of Service "Ifadet Khidme" from "Daman".
7. Supporting documents should be submitted for all source of additional household income (e.g. rental income, agriculture, financial assistance from family members, income from abroad...).
8. A photocopy of the Syndicate ID card (for doctors, lawyers, engineers etc.) (if applicable).
9. For engineers and architects, a recent syndicate statement "Kachef bil Aamal" for the last 2 years (if applicable).
10. For Lebanese and Refugees, General Security Travel Records (Ifadet Doukhoul w Khourouj from Amen al Aam) are required for applicant and both parents for the last 5 years. **Original Foreign Passport** is also required for review for Non- Lebanese and Lebanese (if applicable).
11. Photocopy of the most recent rental contract(s) for all rented properties in Lebanon or abroad (e.g. house, business premises, resort) (if applicable).
12. Photocopy of Ownership deed "Sanad Melkiyeh" or "Ifadet Ikarieh" of all owned or inherited properties in Lebanon or abroad (e.g. buildings, land, business premises, resort). If you have vacant properties, "Ifadat shoughour" from municipality is required.
13. A Certificate of ownership "Nafee Melkiyeh" covering all of Lebanon is required in the name of each parent (father and mother). This requirement also applies to non-Lebanese applicants. LAU will submit the request on the parents' behalf to the Land Registry Department – Ministry of Finance. Detailed instructions and the link for completing the form, making the payment, and submitting the receipt are available in the online Financial Aid Application
14. Recent certificate of registration showing annual fees for each dependent child enrolled in school or university in Lebanon or abroad. If applicable, the certificate should list all financial aid received (Original Document Required).
15. Photocopy of car(s) registration form "Daftar Siyara" for each family car in Lebanon and abroad.
16. Photocopy of bank loan agreement(s) in Lebanon and abroad (if applicable).
17. Bank statement for all saving accounts held in Lebanon and abroad (if applicable).
18. Sale documents of any sold property if sold within the past 3 years (if applicable).
19. Any additional document that would support the Financial Aid application (e.g. medical reports, certificate of job termination or end of service, divorce documents, Hasser Irith...).
20. If the applicant is married, all documents related to the spouse must be submitted (items 3 to 19).
21. The Financial Aid and Scholarships Office (FASO) reserves the right to request additional information or documentation, if deemed necessary.