

Request Form for Enrollment Certificate or Certificate of Completion of Graduation Requirements

- Please complete every field (requests with incorrect or incomplete information cannot be processed). Complete the payment, in order to pay by credit card please visit the link <http://www.aus.edu/downloads/file/164/> . Submit this form to the Office of the Registrar or email it to registration@aus.edu or fax +971 6 515 2040.
- Please note that the enrollment request service may not be available during registration and examination periods.
- The Fee for this request is exclusive of the UAE Value Added Tax (VAT), AUS reserves the right to charge and collect the applicable VAT from the student in line with the impending VAT laws and regulations as implemented in the UAE effective January 01, 2018
- Enrollment letters not collected within 90 days will be destroyed.

Full name _____ First	_____ Father or Middle	_____ Family/Surname	Gender: M <input type="checkbox"/> F <input type="checkbox"/> (mark appropriate box)		
_____ إسم العائلة	_____ إسم الأب	_____ الاسم الاول	الاسم الكامل		
_____ Present College/School	_____ Present Major (and concentration if any)		_____ Present Minor (if any)		
_____ Student ID	_____ Mobile No. (very important)		_____ Nationality		
Requested Item	No. of copies in English	No. of copies in Arabic	3 Working Days' Service (AED 15 per copy)	24-hour Service (AED 35 per copy)	Same-day Service (Apply before 12 noon) (AED 75 per copy)
1. Enrollment Certificate (for current semester)					
2. Certificate showing years spent at AUS (date of first enrollment)					
3. Certificate of completion of graduation requirements (for graduated students only)					
Send by	<input type="checkbox"/> By hand <input type="checkbox"/> Registered Mail (AED 10) <input type="checkbox"/> Courier (AED 90)				
Service time does not include delivery time by post office. Address and telephone number of the recipient are required (see below).					
Special Instructions. Include (mark appropriate box). <input type="checkbox"/> English is the language for instruction at AUS. <input type="checkbox"/> TOEFL/IELTS is a requirement for admission to AUS. Other _____ _____ _____					
Total Amount to Pay	AED _____				
Student's Signature _____	_____ / _____ / _____ DD MM YYYY				
Address _____ _____ _____					
Recipient's telephone number (required) _____					