



## DIPLOMA REQUEST FORM

*This form is initiated by the student upon completion of the degree requirements.*

### I. TO BE COMPLETED BY THE STUDENT

Given the requirements for degree validation set by the UAE Ministry of Higher Education and Scientific Research, a student's name will appear on the diploma consistent with its appearance on the university system.

<b>FIRST NAME</b>	<b>DEGREE</b> <input type="checkbox"/> BArch <input type="checkbox"/> BBA <input type="checkbox"/> BCIS <input type="checkbox"/> BFA <input type="checkbox"/> BS <input type="checkbox"/> BSCIT <input type="checkbox"/> MBA <input type="checkbox"/> ME Cert.
<b>MIDDLE NAME(S)</b>	<b>PROGRAM</b>
<b>FAMILY NAME</b>	<b>CONCENTRATION</b> (if applicable)
<b>ID NUMBER</b>	<b>DATE OF COMPLETION OF DEGREE</b> MONTH _____ YEAR _____
<b>DIPLOMA REPLACEMENT</b> In case a DUPLICATE is requested, the following documents should be attached to this Form 1. A proof of loss of the original Diploma (i.e. police report, etc...) 2. An Official Letter (signed by the student) stating in detail the circumstances of the loss of the original Diploma	<b>COLLECTION OF DIPLOMA</b> <input type="checkbox"/> Myself <input type="checkbox"/> Courier <i>(In case of Courier, please fill in the courier form)</i>

**IMPORTANT**

Please note that this form will only be processed after the following requirements have been met:

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| <ol style="list-style-type: none"> <li>1. Student has met all his/her <b>degree requirements</b>.</li> <li>2. Student has completed an <b>Exit Interview</b> at the Student Services Department.</li> <li>3. Student has completed <b>The General Education Exit Exam</b>. (Not applicable for MBA and ME Certificate)</li> <li>4. Student has no outstanding <b>library</b> books or fees.</li> </ol> | <ol style="list-style-type: none"> <li>5. Student has paid a Diploma <b>Fee</b> of AED 500 - payable to: the American University in Dubai</li> <li>6. All Students on the University <b>Visa</b> must arrange for Visa Cancellation with the Visa Officer.</li> <li>7. Passport copy must be attached to this form.</li> </ol> |
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The Registrar's Office will notify the student once the diploma has been received and is available for pickup, within 6-8 weeks.

STUDENT E-MAIL \_\_\_\_\_ STUDENT TEL \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE mm/dd/yy \_\_\_\_\_

### II. TO BE COMPLETED BY THE REGISTRAR

DEGREE \_\_\_\_\_ CONCENTRATION \_\_\_\_\_

GPA \_\_\_\_\_ HONORS \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

REGISTRAR SIGNATURE \_\_\_\_\_

DATE mm/dd/yy \_\_\_\_\_

DEAN'S APPROVAL \_\_\_\_\_

DATE mm/dd/yy \_\_\_\_\_