

Academic Year:

Semester:

Campus:

Family Name

First Name

Middle Name

LAU ID No. \_\_\_\_\_

Serial No. \_\_\_\_\_

☐ Applying for the first time

☐ Reapplying

## Instructions

**First Step:** This application should be completed carefully by **you** and your **parents** and submitted online.

**Second Step:** A printed application should be submitted along with all supporting documents to the Financial Aid & Scholarships Office by you or a family member by the following **DEADLINE:**

**Third Step:** An appointment for an interview with one of your parents/legal guardians will be scheduled to help the Financial Aid Committee in assessing your need. Interviewed parents should be able to provide relevant detailed information regarding the family's financial status.

**Final Step:** After the interview, the file is referred to the Financial Aid & Scholarships Committee for review. Once the Committee has reviewed your information and determined your demonstrated need, you will be notified of the FA decision by SMS.

### Important Notices:

It is imperative to fill in all the relevant fields. Only complete applications will be processed.

After the deadline, the online application will not be accessible.

The Financial Aid & Scholarships Office reserves the right to request additional information/documentation, if deemed necessary.

The Financial Aid & Scholarships Office reserves the right to cancel the allocated financial aid in case of falsification of data given by the student.

### Awards & Competitions at LAU:

It is essential that you notify the Financial Aid & Scholarships office of any Simulation Awards (MUN, MAL, MEU, etc.), Summer Camps Awards, or any other Competitions you have won that provide a discount on tuition.

The Award Letter must be submitted along with the Financial Aid application and supporting documents.

### Official Financial Aid Disclaimers:

- Please note that all financial aid and scholarships are awarded solely through LAU's Financial Aid and Scholarships Office, in accordance with LAU policies and procedures.
- Any offer, promise, or claim regarding financial aid or scholarships made by individuals or organizations outside LAU's Financial Aid and Scholarships Office are unauthorized, invalid, and may be fraudulent.
- If you have any questions or concerns about your financial aid or scholarship status or wish to report a claim that seems false or fraudulent, always contact the Financial Aid and Scholarships Office directly for accurate and official information.

**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 record "Ikhraj Kayd Fardi" OR Lebanese ID.
3. Photocopy of Recent Family Civil Status record "Ikhraj Kayd aa'li" (issued within 6 months).
4. Photocopy of the first page of the Foreign Passport or Residency Card "Ikameh" for 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 Rateb" or Payslip.
  - b. **If Employed by the Private Sector**, an Employee Income Statement Form filled, signed and stamped by employer and Bank Statements (online statement 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 "Tasjil Mouasase" and income tax statements "Tassrih Daribet Dakhel". From NSSF, List of Permanent Employees and their income "Tasrih Isme 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 Aem el 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 "Ifada Ikarieh" of all owned or inherited properties in Lebanon or abroad (e.g. resort, buildings, land, business premises, resort). If you have vacant properties, "Ifadat shoughour" from municipality is required.
13. 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 at school or university in Lebanon and 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 reserves the right to request additional information or documentation, if deemed necessary.

### Applicant's Information

Name

Family \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Mohafaza (as per civil record): \_\_\_\_\_

Caza (as per civil record): \_\_\_\_\_ Village (as per civil record): \_\_\_\_\_

Nationality: \_\_\_\_\_ Other Nationality: \_\_\_\_\_

Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Applicant's Mobile #: \_\_\_\_\_

LAU Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Permanent Family Home Address:

Country: \_\_\_\_\_ Governorate: \_\_\_\_\_

District: \_\_\_\_\_ City: \_\_\_\_\_

Street: \_\_\_\_\_ Building Name: \_\_\_\_\_

Floor #: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Address outside Lebanon: \_\_\_\_\_

Applicant's Residence [ ] On Campus  
[ ] With Parents  
[ ] Others (specify) \_\_\_\_\_

Applicant's Residence Address (if different than above):

Governorate: \_\_\_\_\_ District: \_\_\_\_\_

City: \_\_\_\_\_ Street: \_\_\_\_\_

Building Name: \_\_\_\_\_ Floor #: \_\_\_\_\_

Applicant's Telephone (residence): \_\_\_\_\_

### Applicant's Academic Information

High School Name	Years Attended	Class Completed		
University	Years Attended	Financial Aid + Scholarships	Degree Earned	Tuition

**Parents' Information**

**Father**

Name: \_\_\_\_\_

Year of Birth: \_\_\_\_\_ if deceased, year of death: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_

Nationality: \_\_\_\_\_

Other Nationality: \_\_\_\_\_

**Mother**

Name: \_\_\_\_\_

Year of Birth: \_\_\_\_\_ if deceased, year of death: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_

Nationality: \_\_\_\_\_

Other Nationality: \_\_\_\_\_

**Work Status**

Status: \_\_\_\_\_

Position: \_\_\_\_\_

Name of institution: \_\_\_\_\_

Start Date: \_\_\_\_\_

**Work Status**

Status: \_\_\_\_\_

Position: \_\_\_\_\_

Name of institution: \_\_\_\_\_

Start Date: \_\_\_\_\_

**Applicant's Spouse Information (if applicable)**

Name: \_\_\_\_\_

Year of Birth: \_\_\_\_\_ if deceased, year of death: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_

Nationality: \_\_\_\_\_

Other Nationality: \_\_\_\_\_

**Work Status**

Status: \_\_\_\_\_

Position: \_\_\_\_\_

Name of institution: \_\_\_\_\_

Start Date: \_\_\_\_\_

**Please fill out the table below if you have Additional Providers other than your parents**

Member	Status	Position	Name of Institution	Start Date
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[ ] I hereby declare that I do not have any siblings in school or university

**Siblings at School/University in Lebanon and Abroad (excluding applicant)**

Name	Age	School Class/University Major (Current Year)	Name of Institution	Annual Tuition (\$)	Financial Aid + Educational Benefits (\$)	Net Tuition (\$)
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[ ] I hereby declare that I do not have any other siblings

**Other Siblings** (include all brothers, sisters and step-siblings even those not living with family)

Name	Age	Marital Status	Previous Education (Name of Institution)	Benefitted from Financial Aid (Y/N)	Occupation	Assisting Family Financially (Y/N)
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**Additional Information Required**

Sibling in Grade 12 [ ] Yes Which university is he/she planning to join?

\_\_\_\_\_

Sibling(s) at LAU [ ] Yes

Name(s): \_\_\_\_\_

Student ID#: \_\_\_\_\_

**Family Annual Income in US \$**

Annual Net Income Details		
		Fresh US \$
Father's Income		
Mother's Income		
Assistance from siblings		
Income from Bank withdrawals		
Income from Rentals		
Additional income		
Specify Source of additional income		
Total Net Income		
Total Bank Savings in Lebanon \$	Total Bank Savings Abroad \$	Total Cash Savings \$

**Family Annual Expenses in US \$**

Expense Description		Annual Expense
Household Expenses	Food, Clothing, Utilities, Mobiles Phones, Generator, Other Supplies, etc.	
Cars & Transportation	Gasoline, Mecanique, Car maintenance, School Bus, Taxi, etc.	
Rent & Maintenance Fees	House, Dorms, Chalet, etc.	
Education	Net Tuition	
	Other Fees (books, tutoring, activities ...)	
Insurance Premiums	Medical, Life, House, Car, etc.	
Household Help	Maid, Driver, Concierge, etc.	
Travel Expenses	Airplane Tickets, Hotel, Transportation, Meals, etc.	
Expenses for Applicant's Parents or Siblings living abroad	Rent, Food, Utilities, Gas, Transportation, etc.	
Entertainment	Allowances, Recreation, Memberships, Gifts, etc.	
Other Expenses (specify)		
Total Expenses		

[ ] We hereby declare that we do not have any loans

**Detailed Loans in US \$ in Lebanon and Abroad**

Loan Type	Date Loan Taken	Total Amount \$	Installment Amount \$	Total # of Installments	# of Installments Per Year	Loan Source	Total Annual Payment \$
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**Total Annual Loan Payments**

**Total Annual Net Income:** \_\_\_\_\_

**Total Annual Expenses:** \_\_\_\_\_

**Discretionary Income:** \_\_\_\_\_  
**(Net Income minus Total Expenses)**

Expenses should not be greater than income, kindly modify income or clarify in the space provided below how discrepancies are being covered:



**Assets (for all immediate family members living with family)**

☐ We hereby declare that we do not have any owned property

**All Owned Properties in Lebanon and Abroad (even if mortgaged)**

Asset Type	# of Floors	# of Owned Shares	Location	Real Estate Lot # & Section #	Acquisition Type	Rented Out	Year Acquired	Area (Sq.m.)	Estimated Present Value (\$)
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☐ We hereby declare that we do not have any owned vehicles

**Family Vehicles in Lebanon and Abroad (even if mortgaged, including applicant's car)**

Owner	Type	Make (Kia, BMW...)	Model Year	Model Name	Year Purchased	Estimated Present Value (\$)
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☐ We hereby certify that the family assets information provided is true and complete. We further acknowledge that in the case of any undeclared assets, the University reserves the right to deny or revoke financial aid.

☐ We hereby certify that the family vehicles information provided is true and complete. We further acknowledge that in the case of any undeclared vehicles, the University reserves the right to deny or revoke financial aid.

## Financing of Education at LAU

### Educational / External Assistance Declaration Statement

(employment educational benefits, relative, foundations, ...)

- ☐ I hereby declare that I am not receiving any external educational financing nor have I applied for educational assistance from any source other than the Lebanese American University. I further commit to declare to the Financial Aid and Scholarships Office any aid that I receive during the year as soon as I receive it or any commitment is made to grant it.
- ☐ I hereby declare that I am receiving educational assistance from a source(s) outside LAU (Substantiate by submitting relevant documents):

	Amount	Source
Educational Benefits	_____	_____
Family Assistance	_____	_____
Other Foundation/Sponsors	_____	_____

**Have you won an Award at LAU?** ☐ Yes

Type of Award	Percentage of award received
LAU Simulation Awards (MUN, MAL, MEU, etc.)	_____
LAU Summer Camp Competitions	_____
Other Competitions at LAU	_____

Please use the space below for any additional information which you feel will assist the Financial Aid Committee in assessing your need.

- [ ] We certify that the information provided in this application is complete and accurate. We further understand that misrepresentations or material omissions made in this application render us legally and morally liable.
- [ ] We authorize the University to verify all statements contained therein by any means it deems necessary. We waive any claim to privacy or confidentiality of information that might arise out of the inquiry conducted by the University for the purpose of verifying data stated in this application or during the interview
- [ ] We further undertake to inform the University of any positive change as soon as it happens if it affects our financial status.
- [ ] Any document submitted to LAU becomes the property of the University and will not be returned or photocopied.
- [ ] We understand that the University reserves the right to reject my application at any time without any prior notice or justification.  
Furthermore, we understand that the University can stop offering financial aid and/or scholarships without any prior notice or justification.

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Date

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Student's Signature

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Parent's Name

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Parent's Signature