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**REGISTRAR'S OFFICE  
AUTHORIZATION RELEASE FORM**

In order for a third party to pick up your transcript, certificate or copy of the degree, you must provide the Registrar's Office with:

1. An authorization release form which includes your name, signature, and the name of the person who will be picking up the document.
2. A copy of your passport or ID.

The authorization release form and the copy of your passport or ID may then be scanned and emailed to [registrar@ua.edu.lb](mailto:registrar@ua.edu.lb)

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I, \_\_\_\_\_, allow Ms./Mr. \_\_\_\_\_

to pick up my :

Transcript

Certificate

Copy of the Degree

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This form is not valid unless a copy of the passport/ID is attached.

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For use of third party:

I, \_\_\_\_\_, picked up the documents requested above.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_