



OFFICE OF ADMISSIONS AND REGISTRATION

DOCUMENT RELEASE FORM

In order for a third party to pick up your transcript, certificate, degree, or any other document you must provide the Office of Admissions and Registration with.

1- This form duly completed and signed.

2- A copy of your passport or ID.

This Document Release Form and the copy of your passport or ID may be faxed to the Office of Admissions and Registration at 00961-6-930238 or scanned and emailed to: [registrar@balamand.edu.lb](mailto:registrar@balamand.edu.lb)

Name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

I allow Ms./Mr.: \_\_\_\_\_ to pick up my:

- Transcript  
 Certificate  
 Degree  
 Other, Please specify: \_\_\_\_\_

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

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

For use of third party (must provide a copy of his/her ID to collect the document):

I, \_\_\_\_\_, picked up the document(s) requested above.

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