

Financial Support Application Student Affairs Office

Instructions:

- Please fill out this application accurately and completely.
- Submit the Application along with all required documents to Financial Aid Office (Check deadlines on the website)
- For any inquiry please contact: **financial-aid@sgub.edu.lb**

Supporting Documents

Please submit the following Documents

- Photocopy of recent Family Civil Extract Record (اخراج قيد عائلي)
- Employment Records needed for parents with Income certificate or Employee Income Statement Form stamped and signed (the form should include Bonus, commission, accommodation, transportation, Education...)
- If retired, a Retirement Salary Certificate or Document of Indemnity (تعويض) received from employer and NSSF (الضمان الاجتماعي)
- Photocopies of Official Business Registration (تسجيل مؤسسة) and Income Tax Statements (تصريح ضريبة دخل) (if Self-employed)
- Photocopy of Rental Contract(s) for all rented properties (e.g. house, properties abroad ...) if any
- Certificate of Ownership in the name of each parent (نفي ملكية). For more information, please visit: [Mou3amalat](http://Mou3amalat.com)
As for non-Lebanese, this document is required from their country (original document)
- Photocopy of Ownership Deed of all owned properties (افادة ملكية شاملة)
- Siblings Statement of Tuition Fees (School/University)
- Photocopy of Car(s) Registration Form (دفتر سيارة)
- Bank Statement / Bank Loan Agreement(s) in Lebanon and Abroad
- Last 3 years properties sale documents (If any)
- Any other relevant documents supporting your application (Medical report, etc..)

***Failure to submit the requested documents by the deadline will result in their information to be considered unverified.

***The university reserves the right to verify the authenticity of the presented documents/information

Personal Information

Student Full Name _____ Date of Birth _____

Mobile Number _____ Home Phone Number _____

Permanent Address _____ Major Applying to _____

Email _____ SGUB ID (If Available) _____

Student's Academic Details

For Undergraduate Applicants:

Secondary School Attended (Grade 12)

School Name _____ Year Attended _____

Annual Tuition Fees _____

Financial Aid received _____ Source of Financial Aid _____

For Graduate/transfer Applicant:

University Attended (in case of transfer/MED School Applicant)

University Name _____ Year Attended _____

Annual Tuition Fees _____

Financial Aid received _____ Source of Financial Aid _____

Family Information

Father	Name		☐ Living ☐ Deceased	Parents: ☐ Divorced ☐ Separated
	Date of Birth			
	Phone			
Mother	Name		☐ Living ☐ Deceased	
	Date of Birth			
	Phone			

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

Name	Date of Birth	School-Class / University-Major (Current Year)	Name of Institution	Annual Tuition Fees	Aid Received

Other Siblings (including all brothers, sisters and stepsiblings even those not living with family)

Name	Date of Birth	Marital Status	Previous Education (Name of Institution)	Occupation	Assisting Family Financially (Yes/No)

Additional Family member living in the Household (grandparents, etc...)

Name	Date of Birth	Marital Status	Previous Education (Name of Institution)	Occupation	Assisting Family Financially (Yes/No)

Financial Information

Please provide detailed information about your family income, expenses and assets.
The total should be converted to fresh USD

Family Income (Yearly)

Family Member	Yearly Income	Additional Benefits (Bonus, commission, accommodation, transportation...)	Educational Benefits from Employer	Total
Father				
Mother				
Applicant (yourself)				
Siblings				
Income from Private Business / Investments, Other (Specify Source):				

Total: _____

Family Expenses (Yearly)

Housing	☐ Owned	☐ Rent	☐ Mortgage
	Number of Rooms: _____ Year of Construction: _____		
Utilities (electricity, water, etc.)			
Food & other Supplies			
Transportation			
Educational Expenses			
Expenses for applicant's parents or siblings living abroad			
Applicant's Lodging while attending SGUB	With Parents/Relatives	Rented Shared Apartment	Rented Private Apartment
Other Expenses			
Total Yearly Family Expenses			

Family Assets

Bank Savings	
Real Estate (House, Land, etc...)	
Vehicles	
Other (specify)	

Financial Support from External Sources

List sources of financial aid that you have applied for outside SGUB (foundations, associations, personal assistance, ...)

Financial Aid Sources (mention all sources if available)	
Planned/ Pending	
Amount	
Financial Aid Period	

Special Circumstances

Please describe and provide us with proof documents of any special circumstances affecting your family's financial situation (e.g.: medical emergencies, unemployment, death of a parent, divorced parents, etc.). **If applicable**

Additional Information

Provide any additional information that may support your application for financial aid.

Certification

I hereby certify that the information provided in this application is true and complete to the best of my knowledge and I understand that SGUB reserves its right to verify the authenticity of the presented documents/information

Applicant's Signature: _____ Date: _____

Parent's/Legal Guardian's Signature: _____ Date: _____