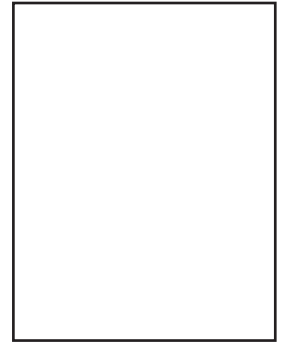


Instructions to apply for a financial aid

1. Print out and fill integrally the application form. It should be completed by the student.
2. Prepare all required documents (Document A).
3. Schedule an appointment with the social worker by contacting the Social service department at 01-421196 or via email ss.accueil@usj.edu.lb
4. Be personally present for your appointment to submit the completed application and learn about the various financial aid possibilities.

* The Social service department will provide you with an answer within two weeks.

Given the current situation (COVID-19) and the closure of public and private institutions, you can send your file by email to ss.accueil@usj.edu.lb with the available documents. The file can be completed with all the required documents later on, when the situation returns to normal. A social worker will contact the student for follow up.



Student No

Institution

Program Bachelor Master PHD

Academic year / / / /

PERSONAL DATA

Surname Name (s) Father's name(s)

Date and place of birth Nationality

Medical condition Good Problem

Address of parents

Winter	Region <input type="text"/>	Area <input type="text"/>	Summer	<input type="text"/>
	Street <input type="text"/>	Bdg <input type="text"/>		<input type="text"/>
Phone Mobile <input type="text"/>	Fixed <input type="text"/>		Phone Fixed <input type="text"/>	

Address of applicant

Phone Mobile Fixed

Email

Do you have a previous university degree ? No Yes specify

Do you have a job ? No Yes Name of establishment

Position held

Monthly income (LBP)

Do you have a car ? No Yes Car brand

Documents to be appended to the social form

Mandatory documents for each application

1. Recent employee income statement for each working person (parents and single siblings), specifying: the position held, the date of employment, the salary, the allowances, the perks or bonuses, the deductions as well as the number of paid months per year and the school / university financial aid granted. (Fill the **Document B**)

If working for the public sector, the official income statement issued by the government should be submitted with a certificate of school/university financial aid specifying the number of children, the academic year concerned and the amount of the aid granted. In case there is no aid, a certificate is also to be delivered. (Monthly payroll slip is not accepted)

2. Certificate from the Ministry of Finance for the parents regardless of their professional situation

وزارة المالية - دائرة ضريبة الدخل: إفادة مفصلة بالوضع الضريبي للمكلف مع تحديد رقم الأعمال السنوي والربح الصافي

3. NSSF certificate for the parents (even if not registered)

إفادة خدمة من صندوق الضمان الاجتماعي

4. Photocopy of the family civil registry extract (less than 6 months) إخراج قيد عائلي

5. Photocopy of the grade transcript of the last three years of studies.

6. Recent photo of the student.

If applicable

7. Pension salary certificate (public sector, orders, Indemnities Fund for Private Education (صندوق التعويضات لأفراد الهيئة التعليمية في المدارس الخاصة, etc.)

8. Certificate of the Mutual Fund of the private school teachers specifying the membership or non-membership of the parent and the university financial aid provided for each one of the children.

صندوق تعاضد أفراد الهيئة التعليمية في المدارس الخاصة

9. Photocopy of the car registration form used by the student. دفتر السيارة.

** Certificates (1, 2, 3, 7 & 8) shall be submitted in original copies, dated, signed and stamped.*

** The Department of social services shall retain the right to request additional documents for a better understanding of the situation (recent medical report, certificate of cessation of work, etc.)*

Employee Income Statement and Educational Benefits

Name of employer / Institution :

Name of employee : Hiring date :

Position and title :

The overall monthly income is detailed as follows :

Monthly Benefits		Monthly Deductions	
Basic Salary		Income Tax	
Family Allowance		NSSF subscription	
Transportation			
Total	L.L.	Total	L.L.

Number of months payable per year :

Name of employee :

Does not benefit

Receives educational benefits for him/her and/or for children for the academic year /

Name	Amount	Name	Amount

Name of employer :

Signature : Date :

(with the institution's stamp)