

Steps to apply for a financial aid



Step 1

Fill integrally the application form and ensure all required documents. (Document A).
The form should be completed by the student [\(Procedure for preparing the financial aid file\)](#)



Step 2

Send the 2 PDFs (social sheet and documents) by mail to ss.accueil@usj.edu.lb



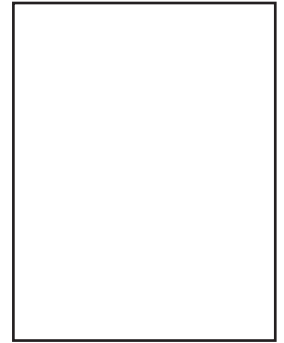
Step 3

The social worker will contact the student to follow up on the file within a maximum of 2 weeks.



Step 4

An online interview on Microsoft Teams will be done by appointment with the student to provide an answer concerning the financial aid or to complete the file if necessary.



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

<p>Winter <input type="text"/></p> <p style="margin-left: 40px;">Region <input type="text"/> Area <input type="text"/></p> <p style="margin-left: 40px;">Street <input type="text"/> Bdg <input type="text"/></p>	<p>Summer <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>Phone Mobile <input type="text"/> Fixed <input type="text"/></p>	<p>Phone Fixed <input type="text"/></p>

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

DEPENDENTS

Name and surname	Family relationship	Year of birth	Civil status	Medical condition	Level of education

FAMILY PROPERTIES

Automobiles No Yes Brand and year of purchase

Apartments No Yes Region and surface area

Lands No Yes Region and surface area

Buildings No Yes Region and number of floors

Other No Yes Specify

DEBTS OF THE FAMILY

Nature **Amount**

Nature **Amount**

Nature **Amount**

Total of debts

FINANCIAL SITUATION OF THE FAMILY

<u>Income per year</u>	Amount (LL)
Income of parents
Contributions by other active members (specify)
Income from your properties (specify)
Other income (specify)
School and/or university aid (specify)
Total income	<input style="width: 100px; height: 25px;" type="text"/>
<u>Expenses per year</u>	Amount (LL)
Housing Fees of parents
of students
Other (specify)
Total	<input style="width: 100px; height: 25px;" type="text"/>
Miscellaneous	Water
	Electricity
	Phone (fixed and mobile)
	Other (specify)
Total	<input style="width: 100px; height: 25px;" type="text"/>
Health care fees	Private insurance
	Non refundable medical care
	(specify)
Total	<input style="width: 100px; height: 25px;" type="text"/>
School and/or university fees (student included)
Subsistence fees
Settlement of debts
Other expenses (specify)
Total expenses	<input style="width: 100px; height: 25px;" type="text"/>

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 للمكآف مع تحديد رقم الأعمال السنوي والربح الصافي

3. NSSF certificate for the parents (even if not registered) إفادة خدمة من الضمان الإجتماعي

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

5. Photocopy of the grade transcript of the last three years of studies. (For students enrolling for the first time at USJ)

6. Recent photo of the student.

If applicable

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

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)