



ADMISSION REQUIREMENTS FOR ENROLLED STUDENTS

Purpose

This document defines the admission requirements applicable to students already enrolled in a higher education program, as well as applicants to graduate studies (Master's and Doctoral) at Saint Joseph University of Beirut (USJ).

Application File

Applicants must submit a complete file to the relevant USJ institution including:

- A motivation letter clearly specifying the intended program;
- The Lebanese Baccalaureate (official secondary school certificate) or an officially recognized equivalent diploma;
- Proof of registration at the home institution;
- Official transcripts of validated courses, organized by semester or academic year;
- A diploma supplement for the validated courses;
- Official recognition of any prior degree by the Lebanese Ministry of Education and Higher Education, unless the degree was issued by USJ or the Lebanese University.

Document Certification

Certification of the required documents by the Lebanese Ministry of Education and Higher Education can only be completed in person in Beirut, in accordance with applicable procedures.

Provisional File and Conditional Enrollment

If official equivalencies from the Ministry are still pending, the applicant must:

- Provide proof of submission of an equivalency application to the Ministry;
- Submit a provisional academic file to the relevant institution.

In this case, enrollment is:

- Granted on a conditional basis;
- Finalized only upon submission of the required official documents;
- Subject to the applicant signing a commitment letter acknowledging these conditions.

Regularization

Students admitted on a conditional basis must regularize their status within the deadlines set by the University. Failure to do so may result in suspension or cancellation of enrollment without entitlement to appeal.

Institutional Reference

For further details, please refer to the USJ Credit Transfer Policy:
<https://www.usj.edu.lb/universite/pdf/transfert-credit-policy.pdf>

Competent Authority

The Vice-Rectorate for Academic Affairs is the competent authority for the interpretation and implementation of these provisions.

Guiding Principle

Conditional enrollment is an exceptional measure intended to ensure continuity in the student's academic pathway while maintaining compliance with national and institutional regulations.

