



ADMISSION REQUIREMENTS FOR ENROLLED STUDENTS

Purpose

This policy defines the admission requirements, documentary obligations, and processing procedures applicable to students already enrolled in a higher education institution, as well as applicants to Master's and Doctoral programs at USJ.

Scope

This policy applies to:

- Students requesting transfer or parallel admission;
- Applicants to Master's and Doctoral programs;
- All academic entities of USJ.

Document Requirements

Applicants must submit a complete file including:

- A motivation letter specifying the intended program;
- The Lebanese Baccalaureate or an officially recognized equivalent diploma;
- Proof of registration at the home institution;
- Official transcripts of validated courses, structured by semester or academic year;
- A diploma supplement;
- Official recognition of prior degrees by the Lebanese Ministry of Education and Higher Education, unless the degree was issued by USJ or the Lebanese University.

Certification and Compliance

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

Provisional File and Conditional Admission

Where equivalency decisions are pending, applicants may submit a provisional file if they:

- Submit official proof of an equivalency application;
- Provide a provisional academic file.

In such cases:

- Admission is granted on a conditional basis;
- Final validation is subject to the submission of required documents;
- Applicants must sign a legally binding commitment letter acknowledging these conditions.

Regularization and Deadlines

Students admitted on a conditional basis must regularize their status within deadlines set by the University.

Failure to comply may result in:

- Automatic suspension or cancellation of enrollment;
- No entitlement or acquired rights.

Control, Traceability and Governance

Admission files are subject to:

- Documentary compliance verification;
- Institutional traceability through academic information systems;
- Archiving in accordance with institutional and regulatory standards.

Institutional Framework

This policy is part of the USJ academic framework, including the 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, implementation, and evolution of this policy.

Entry into Force

This policy enters into force upon adoption by the University Board.

Guiding Clause

Conditional admission is an exceptional mechanism balancing academic continuity with strict regulatory compliance.

