

Steps to apply for a financial aid

1. Filling the application form by clicking on « Fill and sign » and ensuring the documents. (Check Document A)
2. Sending both pdfs (social sheet and documents) by mail to ss.accueil@usj.edu.lb
3. The social worker will contact the student to follow-up on the file within 2 weeks.
4. An in-person or online interview will be done with the student to provide an answer concerning the financial aid or to complete the file if necessary.

SOCIAL SHEET



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 _____ Area _____ Street _____ Bdg _____	Summer _____ _____ _____ _____ Phone Mobile _____ Fixed _____
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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 _____

DATA ON THE APPLICANT'S FAMILY

Mother

Surname	Level of education
Name	Primary <input type="checkbox"/> Secondary <input type="checkbox"/>
Year of birth	University <input type="checkbox"/> Other <input type="checkbox"/>
Medical condition	Specify
Good <input type="checkbox"/> Problem <input type="checkbox"/>	Professional situation
Specify	Profession
.....	Position held
Deceased <input type="checkbox"/>
Year of death	Address of work
Cause of death
.....
Civil status	Phone
Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>	Monthly income (LBP)
Divorced <input type="checkbox"/> Remarried <input type="checkbox"/>	

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

Income per year

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

Expenses per year

Amount (LL)

Housing Fees

of parents

of students

Other (specify)

Total

Miscellaneous

Water

Electricity

Phone (fixed and mobile)

Other (specify)

Total

Health care fees

Private insurance

Non refundable medical care

(specify)

Total

School and/or university fees (student included)

Subsistence fees

Settlement of debts

Other expenses (specify)

Total expenses

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

If yes specify	Name and surname	Faculty/Institute

Date Signature of student Signature of parents

Documents to be appended to the social form

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. (**Document B** to be filled by the employer)

If working for the public sector, the official income statement issued by the government is valid.

If parents are retired, a pension salary certificate is to be provided (public sector, orders, Indemnities Fund for Private Education صناديق التعويضات لأفراد الهيئة التعليمية في المدارس الخاصة , etc.)

2. Certificate from the Ministry of Finance for self-employed parents.

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

3. Photocopy of the family civil registry extract (less than four years) إخراج قيد عائلي

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

5. Recent photo of the student. صورة شمسية

** Certificates shall be dated, signed and stamped.*

** Additional documents may be requested for a better understanding of the social situation (recent medical report, certificate of cessation of work, NSSF certificate إفادة خدمة من الضمان الاجتماعي , etc.)*

Salary certificate

Name of the employee :
 Position held : Hiring date :
 Name of the institution/ employer :
 Type of the institution/ nature of work :

Total annual income is detailed as follows:

	Amount in US\$
Basic annual salary	
Family annual allowance	
Annual transportation	
Any other annual benefit	
Total	
Educational benefit: (each child separately and specify the name)	
1.	
2.	
3.	
4.	
5.	
Total	

I certify that the above information and amounts are correct.

Name of the employer :

Signature : Date :

(with the company stamp)