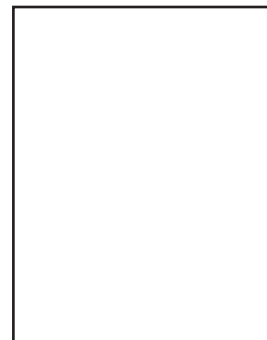


To apply for financial aid, please follow the steps below:

1. Download the social sheet.
2. Fill in the social sheet on screen (not by hand) by clicking on “Fill & Sign” and save it in PDF format.
3. Scan all requested documents in a single File in PDF format.
4. Send the social sheet and the documents in 2 separate PDF by email at ss.accueil@usj.edu.lb
5. The social worker will contact the student within 2 weeks to schedule an in-person or online meeting.



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	Summer
Region	
Area	
Street	
Bdg	

Phone Mobile Fixed Phone Fixed

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 (\$)

Do you have a car ? No ☐ Yes ☐ Car brand

DATA ON THE APPLICANT'S FAMILY

Mother

Surname	Level of education
Name	Primary ☐ Secondary ☐
Year of birth	University ☐ Other ☐
Medical condition	Specify
Good ☐ Problem ☐	Professional situation
Specify	Profession
.....	Postion held
Deceased ☐	
Year of death	Address of work
Cause of death	
.....	
Civil status	Phone
Married ☐ Widowed ☐ Separated ☐	Monthly income (\$)
Divorced ☐ Remarried ☐	

SITUATION OF OTHER FAMILY MEMBERS

[illegible]

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 (\$)

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 (\$)

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

Faculty/Institute

```
#####
#####
#####
#####
#####
```

☐ I authorize the Social Service department to use information mentioned in this file to search for funds, to support my request for financial aid.

☐ I understand that incomplete or unanswered questions, in any section of this file, will jeopardize processing my application.

Date Signature of student Signature of parents

Documents to Be Appended to the social file

1. Recent passport-sized photo of the student صورة شمسية
2. Photocopy of the family civil registry extract issued within the last two years إخراج قيد عائلي
3. Employment, retirement records for all Working Family Members (Parents and Unmarried Siblings):

	Required documents
Private Sector Employee	- Recent salary certificate (<i>Document A attached</i>). - Recent certificate from the Ministry of Finance وزارة المالية – دائرة ضريبة الدخل: إفادة مفصلة بالوضع الضريبي للمكلف - Recent NSSF certificate إفادة خدمة من الضمان الاجتماعي
Public Sector Employee	- Recent salary certificate issued by the government or retirement salary certificate إفادة راتب تقاعدي. - Recent certificate from the Ministry of Finance وزارة المالية – دائرة ضريبة الدخل: إفادة مفصلة بالوضع الضريبي للمكلف - Recent NSSF certificate إفادة خدمة من الضمان الاجتماعي
Self-Employed Individuals (traders, freelancers, artisans, ...)	- Recent certificate from the Ministry of Finance وزارة المالية – دائرة ضريبة الدخل: إفادة مفصلة بالوضع الضريبي للمكلف مع تحديد رقم الأعمال السنوي والربح الصافي - Income declaration (<i>Document B attached</i>) - Recent NSSF certificate إفادة خدمة من الضمان الاجتماعي

4. Supporting Documents for All Non-Working Family Members (Parents and Unmarried Siblings who are not pursuing studies):

- Recent certificate from the Ministry of Finance
وزارة المالية – دائرة ضريبة الدخل: إفادة مفصلة بالوضع الضريبي للمكلف
- Recent NSSF certificate إفادة خدمة من الضمان الاجتماعي

* All certificates must be recent, dated, signed, and stamped.

* Additional documents may be requested to clarify the social situation, such as a recent medical report, a cessation of employment certificate, General Security Travel Records, Certificates of Ownership...

Salary certificate

Employee Name : _____

Position held : _____ Hiring date : _____

Employer/ Institution Name : _____

Type of Institution/ Nature of Work : _____

The total annual income is detailed as follows:

	Amount in US\$
Basic Annual Salary	
Family Annual Allowance	
Annual Transportation Allowance	
Other Annual Benefits	
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.

Employer Name : _____

Signature : _____ Date : _____

(Institution's Official Stamp)

Income Statement

Full Name:

Name of the Company (or Companies), if applicable:

.....

Registration Number: Date: |.....|

Nature of Work (in detail):

.....

Address and Phone Number:

.....

Number of Employees:

Gross Annual Income (USD) :

Net Annual Income (USD):

Name and Signature: Date: |.....|

(Institution's Official Stamp)