

# NEW STUDENTS REGISTRATION STEPS

# Welcome NDUsers

To facilitate your registration process, kindly follow the below steps.

# STEP 1

## Office of Finance

A first installment of 1,050 USD  
should be settled between  
December 19, 2025 and January 9, 2026

Click [here](#)  
for payment details.

STEP 2

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SAO

Have your physician fill in the Student Medical Record (SMR). Click [here](#) to download the SMR in PDF format.

## STEP 2

## SAO

1. Pay the medical test fees at any Byblos Bank, Bank of Beirut branch, or OMT (60 USD).
2. Pass by the Medical House to submit your filled medical record (filled & stamped by your physician), and to proceed with your medical examinations (PPD test, Tuberculosis).
3. Pass by the Department of Social Security in the SAO to submit the required documents. Please click [here](#) to ensure which form and papers are needed ("New Students" section).
4. Pass by the Office of Campus Services for your student ID photo.

Please note that before finishing the Medical House & Social Security steps, you cannot confirm/finalize your registration.

STEP 3

# Academic Advisor

Your advisor will meet you in his/her office on Friday, January 9, 2026.

Otherwise, your advisor will contact you by phone or email to schedule a meeting to help you register.



Your registration is not complete if you do not follow all the steps, and confirm your registration.

N.B. During Drop/Add days, students should contact their advisor in person or via email to process the Drop/Add request, if any.

Kindly find attached the Online Confirmation, Registration, Drop/Add Process, and SIS Guidelines.

Office of the  
Registrar  
Recommendations

It is highly recommended to visit the NDU website, Office of the Registrar section to access the following information:



Office of the  
Registrar  
Recommendations

- > NDU Academic Calendar 2025-2026.
- > Latest NDU Interactive Catalog.
- > The Undergraduate and Graduate rules and regulations.
- > The Registration dates and procedures for the Spring 2026 semester.
- > The Spring 2026 semester Course Offering - All NDU Campuses.
- > FAQs.
- > Forms.



Kindly check your NDU email and the announcements on the NDU website and social media platforms regularly:





Please do not hesitate to contact us for any query.

Office of the Registrar  
Fahed Hall

**T:** 961 9 208 203 / 2 / 1 / 6

**W:** [www.ndu.edu.lb](http://www.ndu.edu.lb)

**E:** [registrar@ndu.edu.lb](mailto:registrar@ndu.edu.lb)


**P.O.Box:** 72 Zouk Mikael  
Zouk Mosbeh, Lebanon

Office of the  
Registrar  
Recommendations

> Visit the NDU website

## Office of the Registrar Recommendations

> Check the Office of the Registrar section to access the following information:



**Prepare for a successful  
academic semester filled  
with new, enriching  
experiences.**