

The Business Support Policy

Policy Statement

The Business Support Office is shaped by the AUC's commitment to fulfill its obligations & responsibilities towards its students, faculty members & various academic departments to advance learning through supporting the teaching & research process.

Reason for Policy/Purpose

To inform all Re-located Faculty & International Students with governmental regulations related to student visa, work permit, & residency in Egypt in addition to informing them of all the clearing process related to importing & exporting goods that are used by the schools of the university & shipping of re-located faculty personal effects.

Who Approved This Policy

Tawfik El-Klisy Executive Director Supply Chain Management

Dr. Gordon Handke AVP for Finance &CFO

Who Needs to Know This Policy?

All Re-located Faculty, Staff members, International Students & all AUC departments & Academic schools.

Web Address for this Policy

<https://www.aucegypt.edu/about/university-policies>

Contacts

Responsible University Official: Mona Wagdy Travel & Business Support Director

Responsible University Office: Travel & Business Support Office

If you have any questions on the policy or procedure for the Business Support policy, you may:

1. Call Mona Wagdy at 2615-2304

2. Send an e-mail to Business.support@aucegypt.edu

Definitions

Term	Definition as it relates to this policy
Clearing Process	The process of letting goods purchased from outside Egypt into the country.
Personal Effects	Shipping of personal belongings of re-located faculty in Cairo or From Cairo.
Chargeable weight	It is not always the same as the actual (gross) weight. Chargeable weight based on cubic dimensional weight (greatest Length, width, and height to arrive at its cubic volume).
Insurance	Fees are 3.5% from inventory total list value. AUC insures up to \$10,000.00 & insurance fees will be added to your shipping invoice.

Policy/Procedures

The faculty services unit provides assistance to relocated, continuing faculty members, administrators & non-Egyptian staff members in issuing work permits, residence visas & help new relocated faculty members arriving in Cairo with their families in any questions & responding to their inquiries. In addition, the faculty services provide yearly information update to the AUC Faculty handbook.

A-Faculty Services:

Work Permit & Residency Process According to Egyptian Law

New Faculty & Staff

1. All new Non – Egyptian faculty and staff need to fill out the online work permit data form.
2. A scanned copy of the passport and the last education certificate is to be sent to business.support@aucegypt.edu.
3. The Business Support Unit will send the above information to the Ministry of Higher Education for National Security approval which can take from three to six months.
4. The Business Support Unit will issue a temporary work permit and residency visa valid for six months which can be renewed for another six months until the National Security approval is received from the Egyptian Authorities.

5. This Temporary work permit **cannot be issued** for the passport holders of following countries: -
 - All South East Asia (India, Bangladesh, Pakistan, Taiwan, Philippines, Sri Lank, Indonesia, Thailand, Afghanistan, Myanmar.
 - All African Countries, Israel, Iran and Iraq.These nationalities need to take tourist visas prior to their arrival for six months and they need to send their data forms as early as possible to save time otherwise they will need to travel back to their home country and get a tourist visa.
6. All Non – Egyptian faculty and staff need to take a HIV test.
7. A memo will be sent during the month of August to all Non – Egyptian faculty and staff that will include available appointments and timings for the HIV test.
8. The HIV test result will take a week and will require the submittal of the original passport and two photos.
9. The work permit issuance will take another week.
10. The Residency Stamp on the passport will take another week to ten days.
11. Residency Stamps for all **Arab nationalities** will take twenty days.
12. After taking the HIV test individuals need to stay in the country until the whole process is finalized otherwise they will need to take the test again.
13. Individuals planning near term international travel should contact the Business Support Unit coordinate passport availability.
14. Original documents like marriage and birth certificates must be submitted for faculty and staff who have dependents.
15. Foreign faculty with adopted children as dependents must apply personally for them through a private lawyer as per governmental procedures with the help of both the AUC Legal Office and the Business Support Office.

AUC is not responsible for the denial of any National Security approval for Non Egyptian faculty and staff for work permits and residency by the Egyptian Government.

Lodging, Registration and Tourist Visa Renewal

1. All Non – Egyptian faculty and staff need to submit scanned copies of their passports with the arrival stamps within 48 hours after their arrival in Egypt and send these to Business.support@aucegypt.edu.
2. This documentation is also used for lodging and registration purposes.
3. Business Support Staff will take a copy of the tourist visa in order to follow up on the visa renewal to avoid fines.
4. Non – Egyptians need to inform the Business Support Office of changes to their residency address.

Returning Faculty & Staff

1. All Non- Egyptian faculty and staff must take the HIV test during the month of September each year otherwise they could face significant delays in renewing their visas.

2. A memo will be send during the month of August to all Non – Egyptian faculty and staff for available appointments for the HIV test.
3. After taking the HIV test individuals will need to stay in the country until the process is finalized otherwise the HIV test will need to be taken again.
4. Individuals planning near term international travel should contact the Business Support Unit to coordinate passport availability.
5. The HIV test result will take a week.
6. T work permit issuance will take another week.
7. The Residency Stamp on the passport will take another week to ten days.
8. After the residency renewal, the Business Support Unit will apply for the dependents residency visa which will take additional time.

B-International Students Services:

The Business Support Office handles all services related to registration and Student Visa procedures for all new international (non-Egyptian) students. Upon arrival in Egypt, international students of the below mentioned nationalities need to register their arrival within 48 hours of entry to avoid late fees by submitting their original passport to the Business Support Office.

List of 36 Nationalities that are required to register their passports:		
Afghanistan	Ghana	Palestine
Azerbaijan	Honduras	Philippines
Bangladesh	India	Rwanda
Barbados	Iran	Somalia
Belize	Iraq	Sri Lanka
Bosnia-Herzegovina	Israel	Sudan
		Syria
Burundi	Kazakhstan	Tajikistan
Chad	Kyrgyzstan	Trinidad-Tobago
Democratic Republic of Congo (formerly Zaire)	Lebanon	Turkmenistan
Libya	Liberia	Uzbekistan
Eritrea	Nigeria	Yemen
Ethiopia	Pakistan	

Student Visa process according to Egyptian Law

New arriving Students

1. Receive the Data – Form and security approval at the Business Support office.

2. If the Data – form and the approval is received, you will receive a Student visa valid for one semester.
3. The Student needs to download the student visa enrollment certificate request form from the student web.
4. Fill above mentioned request form and attach a copy of your passport then submit it to the registrar office.
5. After five working days of submitting your request proceed to the business support with the original passport and one photo & the fees requested to start the application process.
6. The visa will take from seven to twenty days to be issued, this depends on the nationality.
7. If the student security approval is delayed for any reason, the student can apply for a temporary three-month tourist visa that can be renewed for another three months until the security approval is received.
8. There are restrictions in tourist visa applications for the following nationalities as they need security check & if the security approval for the tourist extension for the student is not accepted, he/she will have to leave the country:
 - **Countries in Asia:**
KAZAKHISTAN, UZBEKISTAN, PAKISTAN, AZERBAIJAN, AFGHANISTAN, BANGLADESH, INDIA, SRILANKA, NEPAL, GEORGIA, TAIWAN, ARMENIA, TURKEY, INDONESIA, THAILAND, SINGAPORE, PHILIPPINES, VIETNAM, CAMBODIA, EAST TIMOR, MALADIVES, CHINA.
 - **African & Arab countries:**
CHAD, NIGER, MALY, BURKINA FASO, MIDDLE African, ZAMBIA, ZIMBABWE, BOTSWANA, EHTIOPIA, MALAWI, ALGERIA, LIBYA, TUNISIA, MORROCO, ERITREA, MAURITANIA, SENEGAL, GAMBIA, GHINIA, GHANA, CAMEROON, CONGO, ANGOLA, DJIBOUTI, TANZANIA, SOUTH AFRICA, KOMORO ISLANDS, MAURITIUS, MADGASCAR, NIGERIA, SOMALIA.
 - **Arab countries West of Asia:**
IRAQ, PALESTINE, LEBANON, YEMEN, SYRIA, QATAR.
 - **Latin American countries:**
GUATEMALA, BOLIVIA, HAITI, HONDURAS, CZHEC REPUBLIC, PERU, SALVADOR, COLUMBIA, COSTA RICA, PANAMA, CUBA, EQUADOR, DOMINICAN REPUBLIC, VENEZUELA.
 - **European Countries:**
CROATIA, BOSNIA, SLOVAKIA, SOLVENIA, MACEDONIA, ESTONIA, UKRAINE, FINLAND, LITUANIA.
9. It is advisable for students who need a tourist entry visa from their countries to apply for a 90 days' duration visa with multiple re-entries until his / her student visa is obtained.
10. For Egyptian / Dual nationality male students the Egyptian government recognizes you as a citizen of Egypt you are entitled to a six month stay without military service obligation. If you exceed the six months stay you have to process the military service exception in person otherwise, you will not be allowed to leave the country.
11. If your parents are permanent residence in Egypt, you are not required to obtain a student visa provided that you are under twenty-five years old.

Returning Students

1. Upon arrival they are required to registrar their stay in Egypt to avoid late fees by submitting the passport at the business support office.
2. The student will receive a portal message with the details of student visa renewal.
3. After receiving this message, the student must submit his/her passport to the business support office to avoid dropping of courses by the registrar.
4. Students should start the renewal procedures for their residency visa one week Before the previous one expires.

AUC is not responsible for the denial of any National Security approval for Non Egyptian students for student visa by the Egyptian Government.

C- Personal Effects shipments (Incoming /Outgoing)

The Business support office handles both new and departing relocated faculty and staff eligible for shipping allowance to import or export their stuff through AUC forwarding agents.

Incoming Shipments to Cairo:

1. Contact the Business Support Office by sending an email to sawsankh@aucegypt.edu or to business.support@aucegypt.edu .
2. The Business Support Office will guide you with the required steps for your shipment. The Office will send you a Shipping Request Form to fill out and send back. The Office will also arrange to have a forwarding agent contact you to plan your shipment. All correspondence with the forwarding agent related to your shipment must be through the Business Support Office.
3. The forwarding agent, once assigned, will undertake a survey of the goods to be shipped and will provide a quotation for the cost of the shipment. This quotation will not include certain charges (exclusions) such as insurance, destination charges, customs, local taxes, storage fees at destination and transportation to your residency at the final destination.
4. Do not proceed with packing/pickup unless the Business Support Office sends you a forwarding agent quotation for your review and approval. Any cancellation of the process after starting will incur cancellation fees. Thus, it is important to review the quotation carefully, especially the exclusions that will be added to your shipment's final invoice.
5. If you choose to use your own forwarding agent rather than the one provided by AUC, you will handle the whole process personally. You need to ensure that the service

provided is door-to-door shipment. Under this personal arrangement AUC will reimburse you up to the agreed allowance only, based on original shipping documents and receipts. Any extra costs above the agreed allowance will be your responsibility.

6. Some forwarding agents take fees for doing the survey. Therefore, if you cancel the shipping process with the agent later, they will charge AUC with the related fees and this amount will be deducted from your shipping allowance.
7. Your shipment will be by either air or sea freight, according to both availability and cost. Priority will be given to sea freight as it is more cost effective. The shipment must arrive in Cairo after your arrival in order to be released by customs.

The AUC Team that will be providing this service to you are: -

1. **Mrs. Sawsan Khalil, AUC Business Support Office** in Cairo email: sawsankh@aucegypt.edu or email business.support@aucegypt.edu will answer your questions regarding contents, preparation of the shipment, inventory, pick-up and delivery.
2. **Ms. Yvette Isaac, Provost's Office, AUC Cairo Office** email: yvettefi@aucegypt.edu will answer your questions regarding shipping allowance.

Shipping allowance:

Your allocated shipping allowance will be in the USD amount indicated in your AUC signed contract.

The Shipment Weight:

Airlines calculate the airfreight charges according to chargeable weight (i.e. the volume of the received shipment after professionally scanned and packed). Chargeable weight is not always the same as the actual weight. Chargeable weight is based on cubic dimensional weight; whichever is greater. Cubic dimensional weight is determined by measuring the greatest length, width, and height to arrive at a cubic volume.

This means that a shipment whose volume is greater than its weight will cost more. For example, a box of books weighing 50 kg will cost about \$1000, but a box of pillows weighing 50 kg will cost considerably more because its volume will be calculated and converted to weight. The first example (books) refers to "**gross weight**," and the second example (pillows) refers to "**chargeable weight**."

USA - TSA requires that all shipments, especially those that have loose cartons and suitcases, to be re-packed on pallets through a professional packer before being delivered to the airline

and customs. This process might increase the gross weight and volume (chargeable weight). The final chargeable weight cannot be estimated in advance before the cargo handlers pick it up.

The forwarding agent charges according to the chargeable weight stated on the air waybill by the related airline. This weight will not be negotiated after the arrival of the shipment to its final destination.

Shipping Contents:

In general, all items outside of clothes and books, will be subject to Egyptian Government approval, according to its list of prohibited and restricted items (listed below). As this list undergoes continuous change you should contact the Business Support Office if you have any uncertainty about which items should not be shipped. This will prevent delays in shipment and the possibility of items to be confiscated and not returned.

Prohibited Items:

The following are prohibited items which will be confiscated and not returned; **do not** include them in your shipment as any one of these items can **delay your entire shipment:**

- Alcoholic beverages of any kind
- All telephones (mobile, wireless, normal home phones) and GPS devices. Carry your personal mobile phone with you.
- Pornographic materials, drugs, anti-religious materials
- Firearms and weapons, ammunition, daggers and swords (even decorative items)
- Bank notes and coins
- Seeds, insecticides, cleaning preparations containing lye, chlorine, or ammonia
- Batteries, matches, cigarette lighters and lighter fluid, nail polish, nail-polish remover, perfume, cologne, hair dye, correction fluid, aerosol cans, or any item that has **FLAMMABLE** written on it

Restricted Items:

The following are restricted items which may or may not be allowed based on the evaluation of Egyptian authorities:

- Video tapes, computer disks, cassette tapes, CD's, DVD's, records, and slides are subject to censorship authority approval and are subject to confiscation in the event that they fall into the category of prohibited items.
- Printers, scanners, fax machines, copiers, and satellite receivers are subject to refusal by the censorship authority. The brand and model number of such items must be

- included in the packing inventory list. The catalogues and manuals should be included to assist in clearance from the related authorities.
- High value works of art, including statues, require evaluation by a special committee. This evaluation is time consuming and costly and will delay the customs clearance process.
 - Food and medicine.
 - Radios, telescopes, binoculars, radio controlled drones, helicopters and small planes.

Jewelry, furs, silverware, or fragile accessories are generally not covered by insurance and should be hand-carried. Likewise, irreplaceable items such as manuscripts, slides, or medical records should also be hand-carried.

Commercial and taxable items:

Large quantities of any item included in your shipment may be considered goods for commercial resale and may result in the application of higher duties and a more complicated and costly clearing process.

Packing Service and Inventory List:

The freight forwarding company will provide the packing service. You will need to prepare an inventory list, itemizing all contents, following the sample provided in Form A. Please follow the guidelines below when completing Form, A:

- **Current values**, not original values, (rounded to the nearest dollar) need to be assigned to all contents. The current value will be used for both insurance purposes and any customs duty that may be assessed.
- **Books** can be grouped as lots with assigned values such as Children's Books, \$20; or a lot of 30 English textbooks, \$600. For any individual book that is considered valuable, the author, title, and value should be listed separately.
- **Compact discs, audio and video tapes** are to be listed by title.
- **Electronic appliances** are to be listed by brand, name, model number and serial number; example: Power Macintosh 7200/75, #FC5358FZ5QT. Keep the original bill of sale for the electronics and appliances.
- Do not ship items made of gold, such as jewelry. Gold colored items such as costume jewelry or brass items should not be referenced as "gold" but rather be referenced as metal or brass or costume jewelry.
- Email a copy of the Inventory List once completed to the Business Support

Office.

Insurance:

The insurance policy will cover your shipment if you prepared an adequate inventory and filled the required insurance forms. In the event of a claim, the insurance company may require the owner to submit copies of original invoices as evidence of the original value of damaged or lost items. Then the adjuster will settle your claim taking into account the item's depreciation in value regardless of the value the owner assigned to the item on the inventory. It will disallow claims for items that were not listed on the inventory. The current insurance rate, which is 3.5% of your total inventory list value, will be added to your shipping charges.

Delivery of shipment in Cairo:

- The Business Support Office will notify you by an e-mail when your shipment arrives.
- You will need to provide your original passport for the shipment clearing process.
- Shipment clearance can take from two weeks to one month or more in case authority approval is required. Therefore, it is recommended that you bring all the material required for your classes during the first month with your luggage. In addition, you should bring enough clothes and other necessities with your luggage to cover the first month.
- Once the shipment is cleared, the cost will be calculated. Any amounts that are more than the approved allowance need to be settled personally with the freight forwarder.
- The Business Support office will coordinate with you on the suitable time for delivery of the shipment to your residency.

Outgoing Shipments from Cairo:

1. Contact the Business Support Office by sending an email to sawsankh@aucegypt.edu or to business.support@aucegypt.edu .
2. The Business Support Office will guide you with the required steps for your shipment. The Office will send you a Shipping Request Form to fill out and send back. The Office will also arrange to have a forwarding agent contact you to plan your shipment. All correspondence with the forwarding agent related to your shipment must be through the Business Support Office.

3. The forwarding agent, once assigned, will undertake a survey of the goods to be shipped and will provide a quotation for the cost of the shipment. This quotation will not include certain charges (exclusions) such as insurance, destination charges, customs, local taxes, storage fees at destination and transportation to your residency at the final destination.
4. Do not proceed with packing/pickup unless the Business Support Office sends you a forwarding agent quotation for your review and approval. Any cancellation of the process after starting will incur cancellation fees. Thus, it is important to review the quotation carefully, especially the exclusions that will be added to your shipment's final invoice.
5. If you choose to use your own forwarding agent rather than the one provided by AUC, you will handle the whole process personally. You need to ensure that the service provided is door-to-door shipment. Under this personal arrangement AUC will reimburse you up to the agreed allowance only, based on original shipping documents and receipts. Any extra costs above the agreed allowance will be your responsibility.
6. Some forwarding agents take fees for doing the survey. Therefore, if you cancel the shipping process with the agent later, they will charge AUC with the related fees and this amount will be deducted from your shipping allowance.
7. Your shipment will be by either air or sea freight, according to both availability and cost. Priority will be given to sea freight as it is more cost effective. The shipment must arrive at your final destination after your arrival in order to be released by customs.

The AUC Team that will be providing this service to you are: -

1. **Mrs. Sawsan Khalil, AUC Business Support Office** in Cairo email: sawsankh@aucegypt.edu or email business.support@aucegypt.edu will answer your questions regarding contents, preparation of the shipment, inventory, pick- up and delivery.
2. **Ms. Yvette Isaac, Provost's Office, AUC Cairo Office** email: yvettefi@aucegypt.edu will answer your questions regarding shipping allowance.

Shipping allowance:

Your departure shipping allowance will be provided by the Provost's Office for relocated faculty or the Human Resources Office for relocated staff.

The Shipment Weight:

Airlines calculate the airfreight charges according to chargeable weight (i.e. the volume of the received shipment after professionally scanned and packed). Chargeable weight is not always the same as the actual weight. Chargeable weight is based on cubic dimensional weight; whichever is greater. Cubic dimensional weight is determined by measuring the greatest length, width, and height to arrive at a cubic volume.

This means that a shipment whose volume is greater than its weight will cost more. For example, a box of books weighing 50 kg will cost about \$1000, but a box of pillows weighing 50 kg will cost considerably more because its volume will be calculated and converted to weight. The first example (books) refers to "**gross weight**," and the second example (pillows) refers to "**chargeable weight**."

USA - TSA requires that all shipments, especially those that have loose cartons and suitcases, to be re-packed on pallets through a professional packer before being delivered to the airline and customs. This process might increase the gross weight and volume (chargeable weight). The final chargeable weight cannot be estimated in advance before the cargo handlers pick it up.

The forwarding agent charges according to the chargeable weight stated on the air waybill by the related airline. This weight will not be negotiated after the arrival of the shipment to its final destination.

Prohibited Items:

The following are prohibited items which will be confiscated and not returned; **do not** include them in your shipment as any one of these items can **delay your entire shipment:**

- Batteries
- Any toy with remote control
- Medicines
- Any powder, including make-up powder
- Compressed gases
- Combustible and flammable liquids
- Corrosives
- Firearms and weapons, ammunition, daggers and swords
- Live plants, seeds, fresh fruit or flowers, meat, pet food
- Bank notes and coins
- Antiques needing prior approval from Ministry of Antiques.
- Oil paintings needing prior approval from Ministry of Culture.

Packing Service and Inventory List:

The freight forwarding company provides the packing service. You will need to prepare an inventory list, itemizing all contents, following the sample provided in Form A-1. Please follow

the guidelines below when completing Form, A-1:

- **Current values**, not original values, (rounded to the nearest dollar) need to be assigned to all contents. The current value will be used for both insurance purposes and any customs duty that may be assessed.
- **Books** can be grouped as lots with assigned values such as Children's Books, \$20; or a lot of 30 English textbooks, \$600. For any individual book that is considered valuable, the author, title, and value should be listed separately.
- **Compact discs, audio and video tapes** are to be listed by title.
- **Electronic appliances** are to be listed by brand, name, model number and serial number; example: Power Macintosh 7200/75, #FC5358FZ5QT. Keep the original bill of sale for the electronics and appliances.
- Email a copy of the Inventory List once completed to the Business Support Office.

Insurance:

The insurance policy will cover your shipment if you prepared an adequate inventory and filled the required insurance forms. In the event of a claim, the insurance company may require the owner to submit copies of original invoices as evidence of the original value of damaged or lost items. Then the adjuster will settle your claim taking into account the item's depreciation in value regardless of the value the owner assigned to the item on the inventory. It will disallow claims for items that were not listed on the inventory. The current insurance rate, which is 3.5% of your total inventory list value, will be added to your shipping charges.

Delivery of shipment in your selected hometown:

- The Business Support Office will notify you by an e-mail when your shipment arrives.

The Business Support office will coordinate with you on the suitable time for delivery of the shipment to your residency

D-Import/Export shipment clearing:

Import Shipments:

The following instructions for all types of shipments and approvals that are needed during the customs clearance process as per Customs regulations:

- 1) Documents needed for every shipment either by air, by sea or by courier:
 - a. Original of the AWB or Bill of Lading in the name of AUC.
 - b. Original invoice in the name of AUC legalized from the chamber of commerce
 - c. Euro-1, in case the shipment is coming from Europe.
 - d. Detailed packing list per each box, carton or pallet.
- 2) In Case shipment is containing Telecom or Computer equipment, the following is needed:
 - a. Catalogue for the product, Data Sheet & reasons to import by AUC.
 - b. NTRA approval will be needed.
- 3) In case shipment is containing chemicals, it will require the following:
 - a. Safety Data Sheet (in English language), indicating production and expiry date.
 - b. On the product there must be written the production and expiry date of the product.
 - c. Chemicals approval will be needed; it takes about 10-15 days.
- 4) In case shipment is coming from Russia or Japan:
 - a. It will be subject to Radiation approval from Cairo Airport Authorities.
- 5) In case shipment is containing any kind of cameras, sensors, remote control or Robots:
 - a. It will be subject to Intelligence approval; it takes 2 weeks.
 - b. Catalogue of the product is needed.
 - c. The person in charge will have to provide a descriptive letter for usage & location of use inside university.
- 6) Shipment containing books:
 - a. Approval from printing department (putting into your consideration that Halayeb & Shalateen should be in Egyptian borders in maps).
 - b. Religious books are subject to El Azhar Approval.
- 7) Shipment is containing Lab. Materials:
 - a. Pharmaceutical sector approval is needed.
 - b. Need components analysis certificate & safety data sheet.
- 8) Shipment containing wooden pallet or boxes or cases or others:
 - a. all wooden pallets should be fumigated at origin and have FAO stamp.
- 9) Any Equipment with Compressed Gas:
 - Need Explosive approval, it takes minimum one month.
- 10) Shipments containing Life plants or animals:
 - It is forbidden to import any life plants or animals without pre-approval from the concerned authorities, and after supporting them with all documents & certificates needed according to the nature of goods.
- 11) Shipments containing valuable materials (Gold, Silver, precious stones, etc...)

- Need scales & stamp approval, in downtown under the ministry of interior & customs control.

12) Shipments by sea:

- The Original Bill of Lading should be collected from AUC directly or it will be Express Bill of Lading.
- Shipping line or freight forwarder cannot give us the original.

13) The shipment by courier:

- We should receive copy of the Air Way Bill & the name of the company to be able to contact them to allocate the shipment.

Export Shipments:

1. AUC departments send their Export shipping request to our business support email.
2. They should identify clearly if the service will be door to airport or door to door.
3. A Content invoice is needed.
4. Our agent will do the survey and send their quote to be approved before starting the exporting process.
5. Agent will handle packing, insurance, forwarding, shipping process.
6. Copy of AWB and related invoices will be receiving to be settled.

Ethical code of conduct

The university's suppliers, their products, personnel, and services are a natural extension of the university's own resources. It is the responsibility of all employees to maintain the good name of the university, to develop and maintain good relations between the university and its suppliers, and to keep in mind that personal contacts form much of the basis for the supplier's opinion of the university.

The below practices apply to all SCM office employees. Their purpose is to provide guidance to all employees engaged in any supplier/agent related activity concerning ethical practices:

- Avoid the intent and appearance of unethical or uncompromising practice in relationships, actions, and communications.
- Grant all competitive bidders/suppliers equal consideration; regard each transaction on its own merit; promote fair, ethical and legal practices.
- Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the university.
- Handle information of a confidential or proprietary nature of the university and/or Suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.

- Refrain from soliciting or accepting any money, loans, credits, or prejudicial discounts, or the acceptance of gifts, entertainment, favors, or services from present or potential suppliers.
- Demonstrate loyalty to the university by diligently following the lawful instructions of the university, using reasonable care and only authority granted.

Gifts-in-kind to the University

This policy applies to all the university community as guidance for the receiving of gifts-in-kind. Many individuals and companies make gifts to AUC in the form of items, service, and money. Donors should receive appropriate credit for their donations.

Units receiving such gifts should notify the Advancement and Communication Office and the Executive Director of SCM office and provide them the name and address of the donor and a description of the gift. If a gift-in-kind has a known value, this should be indicated as well. The Advancement and Communication Office will take the appropriate steps to acknowledge the donation and to make sure the donor is on AUC's mailing list.

All requests for funding or gifts-in-kind, made to any external source, should be coordinated first with the with the Executive Director of SCM office, and once approved, then with the Advancement and Communication Office.

Forms, Lists & Related Information

Work permit Data- Form link:

<https://forms.aucegypt.edu/provost/workpermit.html>

Student Visa matters link:

<http://www.aucegypt.edu/admissions/international-students/visa-matters>

Appendices *(optional)*

Form A

History/Revision Dates

Origination Date: November, 2016

Last Amended Date: December 19th, 2017

Next Review Date: December 19th, 2018