

Military Service Letters for Male AUC Egyptian students Checklist

Required Documents

Must be an enrolled AUC student;

Endorsement letter/invitation from a university professor, office, or department;

Enrollment certificate (اثبات قيد) from the Registrar Office; indicating the student military registration number, year, city, and age;

Copy of valid passport (at least six months before travel date);

The invitation letter attains from the hosting entity; on a letterhead and stating the conference/activity name, city and country, and duration.

Acquire the specified enrollment certificate from the Registrar Office;

Compile all required documents, i.e. endorsement letter and/or AUC trips details, invitation letter, and passport copy;

Submit complete documents to Ms. Mariam Kamal, Specialist, Student Services at the Office of Student Life, in the Campus Center, Suite 1052, above Americana Food Court, AUC New Cairo Campus.

Note: Upon receiving complete required documents, OSL requires 5 working days to process your requested letter. Before proceeding to the Military Service Zone, students must obtain the Egyptian official stamp (ختم النسر) from the Ministry of Higher Education.

For more information, please email the Office of Student Life (OSL) on: osl@aucegypt.edu.