

## ***Military Service Letters for Male Egyptian students*** ***Information Sheet***

The Office of Student Life (OSL) serves as a liaison between students and diverse officials. In this regards, students who will be traveling outside of Egypt on trips that are endorsed by the University, and requesting the issuance of travel permits. AUC Egyptian Male students, who are under Military obligation, need to be aware of the process of obtaining an official letter addressed to the Military Service Zone and signed by AUC President, for travel authorization.

### **Requirements to Obtain the Military Letter**

- Must be an enrolled AUC student;
- Endorsement letter/invitation from a university professor, office, department or your academic advisor; showing why you have to attend and this needs to be signed by the person and the OSL person in charge of the program (if applicable);
- If the expenses going to be covered through the University, if so, then you need to provide an official signed paper supporting this;
- Enrollment certificate (اثبات قيد) from the Registrar Office; indicating the student military registration number, year, city, and age;
- Parental permission in Arabic to show that they approve your travel specifically that you are going on your own in a function that is not mandated by the university;
- 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.

### **Procedure**

- 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.*

### **Final Phase**

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](mailto:osl@aucegypt.edu).