

**INTERNATIONAL STUDENTS**  
**PASSPORTS' REGISTRATION & STUDENT RESIDENCE VISA**  
**BUSINESS SUPPORT OFFICE**

**Upon your arrival in Egypt, you need to take the following important steps within 48 hours of your entry:**

**1- Register your place of residence:**

Every time you enter Egypt from abroad (if you are from one of the 34 countries listed at the end page), you must register your residence at the local police station within seven days (7) days of your arrival. If you do not register within (7) day period, you will be required to collect an apology letter from your embassy or pay a fine.

**If you live in AUC hostel:**

Within 48 hours of your arrival, submit your passport to the security representative at the hostel who will register your residence and complete your 7-day registration requirements.

**If you live in an AUC apartment or in any kind of off-campus housing:**

Registering your residence is often a simple procedure in which you report your address to the police station closest to your house or to the Mugammaa. AUC does this for you; simply take your passport and your complete address written on a piece of paper to the Business Support Office at new Cairo in the Administration Building, **Room G019 or G023 from 9:00 a.m. till 2:00 p.m.** They will give you a receipt and tell you when to come pick up your passport. Registration is usually completed in one working day, but allow more time at the beginning of the semesters **& because of the transition**. Also, please take your passport to their office before your 7<sup>th</sup> day in Egypt.

If you are from one of the 34 countries listed at the end page, you must register your presence in Egypt every-time you enter the country. This is a separate procedure from registering your place of residence and you should consult the Business Support Office about current regulations. Please note that failure to register your presence in Egypt in a timely manner can lead to an authorized fine of 123.40 L.E.

The list of 34 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
Burundi	Kazakhstan	Tajikistan
Chad	Kyrgyzstan	Trinidad-Tobago
Democratic Republic of Congo (formerly Zaire)	Lebanon	Turkmenistan
Eritrea	Liberia	Uzbekistan
Ethiopia	Nigeria	Yemen
	Pakistan	

## **STUDENT RESIDENCE VISA & REGISTRATION** **FOR INTERNATIONAL STUDENTS**

### **1-Come to the Business Support Office to fill out a Student Data Form:**

If you already did so and sent the form to either the Office of Admissions, ALI, CASA, Student Affairs Office or International Graduate Student Program. Come by the Business Support office to confirm that the form has been received. Remember, the procedure can take up to two months to receive the approval for getting a student study visa from the date of submitting the form to the authorities.

### **2- Start Obtaining a Student Visa:**

Most likely you entered Egypt on a tourist visa that is valid for one month. Please check the stamps in your passport for the exact validity dates. In order to maintain legal residence, you must obtain a student residence visa.

As soon as you arrive at AUC, pass by the Business Support Office (Room G019 or G023- Administration) to double check and ensure that your data form and Ministry of Higher Education study approval has been received.

#### **A) If your form and approval have been received:**

Steps to be followed to obtain a student visa in Egypt (after paying your tuition fees):

1- Complete your payment & registration as a full-time student for the semester then download the “student Visa Enrollment Certificate request Form” from the university web site (web for students): **‘student.aucegypt.edu’** under **‘forms’** & submit the request with a copy of your passport to the Registrar’s Office Room P40/P41 (Administration Building) *Ms. Suzanne Othman, Military & Student Visa Manager*, Registrar’s Office. The Enrollment Certificate will be ready in a week’s time at the Business Support office.

2-Take the following documents to the Business Support Office Room G019 or G023 – Administration Building) from 9:00 a.m. till 2:00 p.m. during the working days.

-Your Passport

-One Photo

-L.E. 62.10 (Exact Amount & Change **PLEASE**)

3-You will receive your passport after TWO weeks.

#### **B) If your Student Data Form hasn’t been received by AUC:**

1-Submit a new data form attached with a copy of your passport to Business Support Office Room no. G019 or G023 ( Administration Building).

2-Ask for a tourist visa for three-months-time.

3-Having this kind of visa don’t forget to get a re-entry visa before you leave Egypt for a short visit or trip.

4-You can get the re-entry visa by submitting your passport to the Business Support office with L.E. 53.10 at least one week before you leave.

#### **C) If your study approval for “Student Visa” is delayed:**

Please submit your passport to the Business Support Office to renew your tourist visa one week before the expiry date, because if the tourist visa stamped on your passport expires, you will be liable to pay a penalty of L.E.153.40.

**For any enquiries contact:** Enass Elmaghraby, Asst. Director Business Support, Ext. 2355, Cell. 0106064293, Admin. G020(023), Ground Floor

