

## **PURCHASING AND SUPPORT SERVICES BUSINESS SUPPORT OFFICE**

### Function

#### **Passports and work permits**

Business Support office main function is to secure the legal status of all Non-Egyptian Faculty, Administrators, staff, students according to the terms of the University Protocol including maintaining adequate records, preparing and sending periodical statistics to the governmental authorities and to follow up all matters related to residence, Non Egyptians work permits and exit and entry visas.

#### **Imports & Exports**

To facilitate the clearing and re-exporting of all reallocated Faculty, Administrators and staff personal effects including their cars.  
To reduce the over all cost of overseas orders by trying to find the appropriate laws to exempt them from Customs dues and sales taxes, obtaining lowest rates from airlines and clearing and Forwarding agents.

Business Support Office is handling many services related to Faculty, Students and all the university departments. This can be summarized as follows:-

#### **I-Faculty Services**

1. Clearing personal effects shipments and re-exporting them.
2. Clearing cars under temporary admission and follow up their renewal from customs authorities.
3. Follow up the renewal of the car licenses from traffic office.
4. Issuing and renewal of relocated Faculty driving licenses.
5. Issuing work permits for non-Egyptians and obtaining residence visas.
6. Obtaining Entry visas from foreign embassies.

#### **II-Students Services**

1. Securing the necessary approvals for all non-Egyptians from the Ministry of Higher Education Security Office to be enrolled with the university.
2. Obtaining and renewing students' residence visas.
3. Issuing summer students passports for Egyptian students.

### **III-AUC Community**

1. With the co-ordination of the purchasing department it arranges to clear all overseas orders through customs. Also secure their delivery to their end users.
2. The clearing of the Bookstore textbooks and general books.
3. The clearing of Library books and periodicals.
4. The clearing and exporting of AUC Press Books.
5. The renewal of AUC car pool car licenses.