



STUDENT VISA ENROLLMENT CERTIFICATE REQUEST

This certificate is issued to NON-EGYPTIAN full-time students only

Please fill the following accurately & then submit this form with a photocopy of your passport to the Military & Visa Services Unit, Office of the Registrar from 09:00am to 02:00pm in New Cairo Campus, Admin. Building, Plaza level, room P-044.

PLEASE PRINT CLEARLY

Semester: _____ Year: _____

Student Full Name: _____

AUC ID: _____

AUC Email: _____

Telephone/Mobile#: _____

Nationality: _____ Passport #: _____

Program: Undergraduate Graduate Non-Degree Other

Major: _____

Address in Cairo: _____

Important note: No certificate will be issued unless all outstanding obligations to the university are cleared.

Process	Regulations for Student Visa Enrollment Certificates
<ol style="list-style-type: none"> 1. Register for your courses as a full-time student (12 credits or more for undergraduate and 9 credits or more for graduate students) and pay your tuition for the semester. 2. Before submitting this form you are to get the "Study Approval Confirmation" stamp on this form from the Business Support Office located in the Admin Building, room G-023/G-019m New Cairo Campus OR the Business Support Office located in room 421 Main, Tahrir Campus. 3. Submit this completed form with the study approval confirmation and a copy of your passport to the Military and Visa Services Unit, Office of the Registrar between 09:00am and 02:00pm in New Cairo Campus, Administration Building, Plaza Level, Room P-044. 4. After five (5) working days from submitting this form, please return back to the Business Support Office to submit your passport, one recent passport size photo (mandatory) and the student visa fee (for new students: LE 62.10, for returning students: LE 92.10). 	<ul style="list-style-type: none"> • The student residence visa is renewed on a semester by semester basis. • The student residence visa is issued for full-time students only. • For non-Egyptian students only.

I am aware that it is my responsibility to update my local address during my stay at AUC and in case of my withdrawal from the semester, it is my responsibility to adjust my residency status with the Egyptian authorities since my student residence visa will be cancelled.

Student Signature

Date

For Business Support Satellite Office Requests

If you need your student residence visa application to be processed from downtown Business Support Satellite Office, please check here: