



AMERICAN
UNIVERSITY
OF BEIRUT

OFFICE OF INTERNATIONAL PROGRAMS

RESIDENCE PERMIT PROCESS

For any inquiry regarding visas and residence permits, email us at: visa.residency@aub.edu.lb
For emergencies related to the residence permit process, please call us on: +961-81-829532

REGULAR PROCESS

- ▶ Make sure you finalize your registration and pay your tuition fees. The Office of the Registrar can only confirm that you are enrolled once you have paid your tuition and other fees. We strongly recommend that you apply for your residence permit immediately after registration and as soon as you have paid your fees. Do not attempt to start the process before paying your tuition and other AUB fees.
- ▶ Before starting the residence permit process, make sure that you have applied for your degree equivalency at the Ministry of Education and Higher Education. If you are a bachelor's degree-seeking student, you need to apply for your high school equivalency at the Ministry. If you are a master's degree-seeking student, you need to apply for both your high school and bachelor's degree equivalency. If you are a PhD student, you need to apply for your high school, bachelor's, and master's degree equivalency in order to get your enrollment certificate notarized by the Ministry (see step 3).
- ▶ Students who do not hold a Lebanese passport are required to obtain a Residence Permit from General Security **before the expiration of the entry visa stamped on their passport or the expiration date of their current residence permit (for renewing students)**. Your passport must be valid for at least one year. Residence Permits are valid for twelve months and must be renewed every year.

STEP BY STEP GUIDE

BRING YOUR PASSPORT WITH YOU FOR EACH STEP!

1

COMPLETE THE RESIDENCE PERMIT APPLICATION FORM

Complete the **Residence Permit Application Form and current address/contact info form**. It will help us assist you by recording your application at OIP. Please make sure to have your passport and current residence permit (if available) readily available to complete this step. Note that you will not receive OIP's residence permit support unless you complete this step.

2

REQUEST THE ENROLLMENT CERTIFICATE FROM THE OFFICE OF THE REGISTRAR

Request online through AUBsis: under Student Records, select Submit enrollment/Transcript Request, select the "Visa-Arabic" option from the drop down list. When ready (you can track it in AUBsis), you can pick up the document up from the Office of the Registrar. The certificate requires at least 3-4 working days to be issued.

3

NOTARIZE YOUR ENROLLMENT CERTIFICATE AT THE MINISTRY OF HIGHER EDUCATION مجلس التعليم العالي

Before proceeding with this step, ensure that you have applied for your degree equivalencies (please check page 1) at the Ministry of Education and Higher Education. Submit your Enrollment Certificate to the AUB delegate at the Ministry of Education and Higher Education. Expect to retrieve it notarized by the Ministry at least two to three weeks later.

Dana Yared
For AUB students
Ex: 2559

Rabih Daher
For AUBMC residents
& Iraqi students
Ext: 5971

4

OBTAIN A CERTIFICATE FROM A NOTARY PUBLIC-KATIB AL-'ADL (FOR STUDENTS 18 YEARS OLD AND ABOVE)

Visit a Notary Public and request a certificate pledging not to work while studying at AUB (تعهد بعدم العمل). The average cost for obtaining this document is **2,500,000 LBP (prices might vary)**. A list of notary public offices can be found here: <http://www.yelleb.com/category/notaries/city:Beirut>

5

OBTAIN PROOF OF HOUSING (FOR SYRIAN NATIONALS ONLY)

Obtain أفادة سكن من عند المختار – proof of residence from your local Mukhtar (neighborhood public official) who will confirm your address and certify that you live in your building. Go to the Mukhtar based on where you live, as each Mukhtar serves a different neighborhood. The average cost for obtaining this document varies. Ask your property owner or a neighbor where your local Mukhtar's office is.

6

COLLECT THE FOLLOWING ITEMS

- A copy of your paid AUB statement of fees (printed from AUBsis).
- Your printed bank statement (or your parents' if they are supporting you).
- Three passport size photos (3.5 x 4.5 cm).
- Three **colored** photocopies of the pages of your passport that show: your picture, your name, your passport number, passport validity dates, and **entry visa**.

If you are renewing your residence permit, please make sure to make a colored copy of your current residence permit and have the original permit with you at General Security.

► From this step on, bring all of the above documents with you, including your passport.

7

SUBMIT FULL APPLICATION FOR RESIDENCE PERMIT TO GENERAL SECURITY NEAREST TO YOUR CURRENT PLACE OF RESIDENCE

General Security address in Beirut: General Security/Sureté Générale/Amn Al 'Amm Sodeco Area, in front of Sodeco Square Center (Yellow Building). **01-429060 & 01-429061**, or call **1717**.

<http://www.general-security.gov.lb/en>

- Submit your application to General Security– all documents collected, passport, and fee of **10,000,000 LBP** (amount subject to change) and **2,000,000 LBP** change of status fee – **before your entry visa/current permit expires**.
- You will receive a receipt from General Security which you will need to follow up on your application. Please keep the receipt on you at all times until you collect your permit from General Security.

