



AMERICAN
UNIVERSITY
OF BEIRUT

OFFICE OF INTERNATIONAL PROGRAMS

ASSISTED RESIDENCE PERMIT CHECKLIST



CHECK LIST

- ▶ 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 (12) months and must be renewed every year.**
- ▶ 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).
- ▶ Your residence permit will be ready in a minimum of **TEN WORKING DAYS from the time we submit it to General Security**. You get to submit your application to and retrieve your permit from OIP and not GS! However, an expedited residence permit application might take longer IF you have or have had any issues with General Security. OIP does not have control over the process once the application is submitted to General Security.
- ▶ **You should start the process at least FIVE weeks prior to the expiration date of your permit to avoid any delays in the issuing of your permit.**

STEP BY STEP GUIDE

BRING YOUR PASSPORT WITH YOU FOR EACH STEP!

1

REQUEST AN ENROLLMENT CERTIFICATE FROM THE OFFICE OF THE REGISTRAR

This request can be made online by following the instructions listed on the Registrar's **webpage**. In the online requests, make sure to include a remark: "For student residence permit purposes". You can also access the portal to request it by following this **link**. The certificate requires at least 3-4 working days to be issued.

2

COMPLETE THE RESIDENCE PERMIT APPLICATION FORM AND CURRENT ADDRESS/CONTACT INFO FORM

This form is now electronic and available on the OIP website. 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. Please note that you will not receive OIP's residence permit support if you do not complete this step.

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 or 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 approximate cost for obtaining this document is **2,500,000 LBP (prices might vary)**. You can find Notary Public offices spread out on Hamra main street. A list of notary public offices can be found here: <http://www.yelleb.com/category/notaries/city:Beirut>

5

OTHER REQUIREMENTS

- Two (2) passport-size photos with white background ONLY (3.5 x 4.5 cm).
- One (1) colored photocopy of the first page of your passport that shows your picture, name, passport number.
- A colored photocopy of your **entry visa page** (the latest stamp you received upon entering Lebanon)
- **Renewing students** are also required to submit:
their original residence card to OIP – General Security swap it for the newly issued permit.

6

SUBMIT YOUR FULL APPLICATION AND FEES IN AN OPEN A4 ENVELOPE TO OIP

In order for OIP to begin processing your application, you are required to submit all required documents **and fees** to OIP in West Hall, Room 322. The fees that OIP will pay on your behalf to General Security are as follows:

- **10,000,000 LBP** for residence permit fees (10,000,000 LBP additional for each year in case you overstayed your current permit)
- **4,900,000 LBP** for expedition fees (expedition fees are being changed without prior notice)
- **2,000,000 LBP** for the change of status fee, from visitor to student.

Since The General Security requires the original receipt to collect the permit once issued, and for your mobility purposes, OIP will send you a pdf scan of the receipt to your AUB email. If you would like to follow up on the status of your application, or have any questions regarding the process, email us at: visa.residency@aub.edu.lb

IMPORTANT NOTES

- You should start the process at least 5 weeks prior to the expiration date of your permit to avoid any delays and fines.
- OIP follows up at least once a week on your residence permit application at General Security.
- OIP is not responsible for any delays in the issuing of your residence permit after your application is submitted to General Security. Processing times at General Security vary according to each case and your permit might take more than one week.

DISCLAIMER

General Security or any other government/official entity may change their policies without informing AUB or OIP. The above information is the most accurate to date. AUB and OIP are not liable for charges, penalties or inconveniences incurred by the Residence Permit application process.