



AMERICAN
UNIVERSITY
OF BEIRUT

OFFICE OF INTERNATIONAL PROGRAMS

RESIDENCE PERMIT PROCESS

Office of International Programs, West Hall, 3rd floor, room 313 | +961 137 43 74 Ext: 3186
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 at +961 81 82 95 32

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 12 months and must be renewed every year.
- ▶ You should start the process at least five weeks prior to the expiration date of your permit to avoid paying any overstay penalties.

STEP BY STEP GUIDE

BRING YOUR PASSPORT WITH YOU FOR EACH STEP

- 1 COMPLETE THE RESIDENCE PERMIT APPLICATION FORM**
The form is now electronic and available on the OIP website. It will help you 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.
- 2 REQUEST AN ENROLLMENT CERTIFICATE IN ARABIC (ENROLLMENT FOR VISA) FROM THE OFFICE OF THE REGISTRAR**
This request can be made online by following the instructions listed on the Registrar's **webpage**. In your online requests, make sure to include a remark: "For student residence permit purposes." You can also access the portal through **this link**. 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 (see page 1) at the Ministry of Education and Higher Education. Submit your Enrollment Certificate to the AUB delegate at the Ministry. Expect to retrieve the notarized certificate at least two to three weeks later.

Dana Yared
for AUB students
Ex. 2559

Rabih Daher
for AUBMC residents
and 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 **LBP 2,500,000 (prices might vary)**. A list of notary public offices can be found [here](#).

5**OBTAIN PROOF OF HOUSING (FOR SYRIAN NATIONALS ONLY)**

Obtain proof of residence (أقامة سكن من المختار) from your local Mukhtar (neighborhood public official), who will confirm your address and certify that you live in your building. Visit the Mukhtar responsible for your area, as each Mukhtar serves a specific neighborhood. The cost for obtaining this document varies. You may ask your property owner or a neighbor for the location of your local Mukhtar's office.

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, make a colored copy of your current residence permit and bring the original permit with you to General Security.

- ▶ **From this step onward, 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, Karantina Area | Hotline **1717**
Visit [General security here](#).

- Submit your application to General Security– all required documents, your passport, and fee of **LBP 15,000,000** (amount subject to change), plus a **LBP 2,000,000** change-of-status fee (if your last entry to Lebanon was on a visa) – **before your entry visa or current permit expires**.
- If you have overstayed your current student permit, a penalty fee will apply, as determined by the General Security based on the overstay period.
- Processing time: from 1 to 2 months from the date of application.

