



AMERICAN
UNIVERSITY
OF BEIRUT

OFFICE OF INTERNATIONAL PROGRAMS

ASSISTED RESIDENCE PERMIT CHECKLIST

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



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 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 annually.**
- ▶ Make sure you finalize your registration and pay your tuition and other fees. The Office of the Registrar can confirm your enrollment only after payment has been completed. We strongly recommend that you apply for your residence permit immediately after registration and payment. Do not attempt to start the process before paying your AUB fees.
- ▶ Before starting the residence permit process, make sure 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. 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 within a minimum of **TEN WORKING DAYS from the time we submit it to General Security.** You will submit your application to, and retrieve your permit from the Office of International Programs (OIP) rather than General Security. However, expedited residence permit applications may take longer if you have or have had any issues with General Security. OIP does not have control over the process once the application has been submitted to.
- ▶ **You should start the process at least FIVE weeks prior to the expiration date of your permit to avoid any delays in issuance of your permit.**

STEP-BY-STEP GUIDE

BRING YOUR PASSPORT WITH YOU FOR EACH STEP!

- 1 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 on the Registrar's **webpage**. In your online requests, make sure to include the 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.
- 2 COMPLETE THE RESIDENCE PERMIT APPLICATION FORM**

This **form** is now electronic and available on the OIP website. It allows us to record your application with OIP and assist you accordingly. Please make sure to have your passport and current residence permit (if available) ready when completing the form. Please note that you will not receive residence permit support from OIP if this form is not submitted.
- 3 NOTARIZE YOUR ENROLLMENT CERTIFICATE AT THE MINISTRY OF EDUCATION AND HIGHER EDUCATION (مجلس التعليم العالي)**

Before proceeding with this step, ensure that you have applied for your degree equivalency (see page 1) at the Ministry of Education and Higher Education. Submit your Enrollment Certificate to the AUB delegate at the Ministry. You may retrieve the certificate, notarized by the Ministry, approximately 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 approximate cost for obtaining this document is **LBP 2,500,000 (prices may vary)**. Notary public offices are located along Hamra Street. A list of notary public offices is available **here**.

5**OTHER REQUIREMENTS**

- Two passport-size photos with a white background ONLY (3.5 x 4.5 cm).
- One colored photocopy of the first page of your passport showing your picture, name, and passport number.
- A colored photocopy of your **entry visa page** (the latest stamp you received upon entering Lebanon).
- **Renewing students** must also submit their original residence permit card and a colored photocopy of it to OIP.
- The General Security will swap the old residency card for the newly issued permit. Renewing students do not need to accompany the AUB representative to the General Security in person; however, they must ensure that they provide the representative with their original passport on the day of the application. The General Security will only check the passport and return it on the same day.

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

To begin processing your application, OIP requires all required documents and fees to be submitted to, West Hall, Room 313. The fees that OIP will pay on your behalf to General Security are as follows:

- **LBP 15,000,000** for residence permit fees.
- **LBP 4,900,000** for expedition fees (these fees may change without prior notice)
- **LBP 15,000,000** for student residence permit overstay. The penalty applies if you have exceeded the validity of your current student residency. It is calculated on a yearly basis (not monthly), and the total amount may vary depending on the years of overstay.
- **LBP 2,000,000** for the change of status fee from visitor to student (applicable only to students who entered Lebanon on a visa).
- Since 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.
- The processing time for Palestinian nationals may take approximately 1 to 1.5 months from the date of submission to the General Security
- OIP is not responsible for any delays in the issuance of your residence permit after your application is submitted to General Security. Processing times at General Security vary by case, and your permit may take more than 10 days.

DISCLAIMER

General Security or any other government or official entity may change their policies without informing AUB or OIP. The above information is accurate to the best of our knowledge at the time of publication. AUB and OIP are not liable for charges, penalties, or inconveniences incurred during the residence permit application process.