Residence Permit Checklist 2016-2017

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 in their passport. Residence Permits are valid for twelve (12) months and must be renewed every year.

Before starting the Residence Permit process, make sure you have finalized your registration and paid your tuition fees. The Registrar confirms that you are attending courses via your paid statement. We strongly recommend that you apply for this permit immediately after registration and paying tuition fees. Do not attempt to complete the process before the beginning of the semester.

Step by Step Guide

1. Complete the Residence Permit Application Form
   This form is available at the Office of International Programs. OIP will check that you have correctly completed the Residence Permit Application Form and then sign and stamp it.
   West Hall, 3rd floor, room 322, Ext: 3147

2. Obtain the Registrar’s Signature
   Take the signed and stamped Residence Permit Application Form (see step 1) to the Office of the Registrar. Get it signed and stamped by the Registrar’s Office (College Hall).

3. Request the Enrollment Certificate
   Request online through AUBsis: under Student Records, select the “Visa-Arabic” option from the drop down list. (Note: this may take a few days). When it is ready (you can track it in AUBsis), you can pick it up from the Office of the Registrar.
   Be sure to request the Enrollment Certificate in Arabic.

4. Obtain a certificate from a Notary Public (Katib Al-‘Adl)
   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 LL 40,000. A list of notary public offices can be found here: http://www.yelleb.com/category/notaries/city:Beirut.

5. Obtain proof of housing
   Obtain أفاده 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. Ask your landlord or a neighbor where your local mukhtar’s office is.
   Go to the mukhtar based on where you live, as each mukhtar serves a different neighborhood.
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 (3) passport size photos (3.5 x 4.5 cm)
   - Three (3) photocopies of the pages of your passport that show: your picture, your name, your passport number, passport validity dates, and entry visa

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

7. Obtain approval from the Council of Higher Education
   Habib Abi-Chahla Square, 6th Floor, Beside UNESCO Palace (close to Verdun)
   01/772500 or 772677
Take the signed and stamped Enrollment Certificate (see step 3) to the Council of Higher Education for stamping and approval for a fee of LL 2,000 (amount subject to change).

8. Notarize Enrollment Certificate at your Embassy
   Have your Enrollment Certificate (see step 3) notarized by your Embassy/Consulate in Lebanon.
   ✅ Contact your embassy/consulate before going to ask the following questions:
   1. Is the notary service by appointment only, or is it a walk-in service?
   2. What are the notary fees?
   3. Do I need to have my Enrollment certificate notarized by the Ministry of Foreign Affairs first? (Located at Sioufi, Ashrafieh, 300m after Centre Sofil, 01 333100)

⚠️ Make copies of all documents for your records before submitting to General Security.

9. Submit full application for residence permit to General Security
   General Security/Sûreté Générale/Amn Al ‘Amm
   Sodeco Area, in front of Sodeco Square Center (Yellow Building)
   01/429060 & 01/429061, ext 1717 http://www.general-security.gov.lb/en
   ✅ Submit your application to General Security— all documents collected in steps 1-8, passport, and fee of LL 300,000 (amount subject to change) – before your entry visa expires. You will receive a receipt stating that the General Security has your passport for mobility purposes.
   ✅ General Security will hold your passport for a minimum of 10 working days to process the application, but typically takes more than a month. You can opt to pay an additional LL 105,000 to expedite the process and complete the process (recommended).

Disclaimer: General Security may change their policies without informing AUB or OIP. The above information is the most current to date. AUB and OIP are not liable to charges, penalties or inconveniences incurred the Residence Permit application process.

Office of International Programs, West Hall, 3rd floor, Room 322 | +961-1-374374 Ext: 3147 | oip@aub.edu.lb