

Residence Permit Checklist

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.** 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

⚠ Bring your passport with you for each step! Your passport must be valid for at least one year.

1. Complete the Residence Permit Application Form

This form is available at the Office of International Programs, West Hall, 3rd floor, room 322, Ext: 3186. OIP will check that you have correctly completed the Residence Permit Application Form and then sign and stamp it. Please make sure to have your passport and current residence permit (if available) with you to complete this step.

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 Submit enrollment/Transcript Request, 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.

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 50,000. A list of notary public offices can be found here: <http://www.yelleb.com/category/notaries/city:Beirut>. **This step is only for students 18 years old and above.**

5. Obtain proof of housing

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. Ask your property owner 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 × 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
- Make a copy of the money bills that you will pay at General Security and make sure that the serial number is visible. Submit this along with all the other papers to GS.
- If you are renewing your residence permit, please make sure to make a colored copy of your current residence permit and have it with you at General Security.

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

7. Obtain approval from the Council of Higher Education مجلس التعليم العالي

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. Make sure you bring 2 stamps (worth 1,000LL each) with you. Go to the first floor, middle room, submit your enrollment certificate, receive a receipt and expect to retrieve it back at least one week later.

8. Notarize Enrollment Certificate at your Embassy (Most probably for Graduate students only)

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. Should the embassy certify my enrollment certificate?
 2. Should I take an appointment only, or is it a walk-in service? What are the fees (if any)?
 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 nearest to your current place of residence

General Security address: General Security/Suret  G n rale/ *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 in steps 1-8, passport, and fee of **LL 300,000** (amount subject to change) – **before your entry visa expires.**
- ✓ You **may** receive a receipt stating that the General Security has your passport for mobility purposes. General Security **might** hold your passport for a **minimum** of 10 working days to

process the application, but it typically takes more than a month. You can opt to pay an **additional 140,000LL** to expedite 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 by the Residence Permit application process.

For any inquiry regarding visas and residence permits, please feel free to contact us on the below number.

Office of International Programs, West Hall, 3rd floor, Room 322 | +961-1-374374 Ext: 3186 | visa.residency@aub.edu.lb