

## **Entry Visa and Residence Permit Information**

The Office of International Relations (OIR) under Public and International Relation Directorate is in charge of information provision, entry visa facilitation, and residence permits for international students. Visa and residence permits can be facilitated upon request by host units for international students. International students include degree seeking students, exchange students and study abroad students.

### **Entry Visa**

Students enrolled at University of Gondar should enter Ethiopia with a Student Visa from the Embassy/Consular Office of Ethiopia in their country of residence. Students coming from countries where there are no Ethiopian Embassies/Consular Offices will get a Visa on Arrival through the Office of International Relations (OIR). The following are the procedures for getting a Business Visa or Visa on Arrival to come to Ethiopia.

### **Student Visa from Ethiopian Embassies/Consular Offices**

- Host department writes letter to the Office of International Relations (OIR) requesting visa through the Office of Main Registrar of the University. Copy of valid passport of the student and acceptance letter by the host department should be attached with the letter. If student is living in a place other than country of nationality, copy of residence permit should also be attached.
- Office of International Relations (OIR) prepares letter to the FDRE Main Department of Immigration and Nationality Affairs requesting confirmation to be sent to the respective Embassy/Consular Office of Ethiopia. Office of International Relations (OIR) takes the letter to the FDRE Main Department of Immigration and Nationality Affairs and processes the request.
- The FDRE Main Department of Immigration and Nationality Affairs send confirmation with the name and passport number of the student to the respective Embassy/Consular Office of Ethiopia with a copy to Office of International Relations (OIR).
- Office of International Relations (OIR) forwards the confirmation to the student
- Student applies for Student Visa with the Ethiopian Embassy or Consular Office

### Student Visa on Arrival

- Host department writes letter to Office of International Relations (OIR) through the Office of Main Registrar requesting visa on arrival. Copy of student's valid passport and acceptance letter by the department should be attached with the letter. If student is living in a place other than country of nationality, copy of residence permit should also be attached.
- Office of International Relations (OIR) prepares letter to the FDRE Main Department of Immigration and Nationality Affairs requesting visa on arrival with justification for doing so.
- UoG Liaison Office (ULO) takes the letter to the FDRE Main Department of Immigration and Nationality Affairs and processes the request.
- Office of International Relations (OIR) forwards the confirmation to the student
- Student applies for Business Visa upon arrival at the Bole International Airport.

### Residence Permit

Students studying in Ethiopia need a residence permit to stay in the country. The Office of International Relations (OIR) facilitates the issuance of residence permits upon requests by host departments in the University. The following are the procedures to obtain the residence ID/permit.

- Host department writes letter to Office of International Relations (OIR) through the Office of Main Registrar requesting residence permit. Copy of valid passport of the student and formal admission letter from the University Registrar should be attached with the letter.
- Office of International Relations (OIR) prepares letter to the FDRE Main Department of Immigration and Nationality Affairs requesting residence permit.
- The student collects the letter from Office of International Relations (OIR) and goes to FDRE Main Department of Immigration and Nationality Affairs in person to apply for residence permit.

Note that a Residence Permit can only be requested for one year. Students staying for more than a year will request for renewal through their department.

The above listed procedures apply for renewing residence permits. Students should formally return their residence IDs upon completion of their stay in Ethiopia and get clearances. If failed

to do so, plans to come back to Ethiopia and get residence permit at other times will be compromised.

### Exchange Students

The University of Gondar is open for exchange students coming from partner universities. The Office of International Relations (OIR) through its International Students and Scholars Unit is responsible for facilitating their application, entry, and stay at the University. The following are the procedures to follow to be enrolled at University of Gondar.

- Interested applicant should communicate with Office of International Relations (OIR) about availability of programs and other requirements
- Formal application by the Exchange Office or its equivalent of the home university of the student should be made to Office of International Relations (OIR). Application letter from the student, two recommendation letters from the student's professors, copy of valid passport, transcript showing previously completed courses, and evidence of financial support should be attached with the application.
- Office of International Relations (OIR) liaises with the department and finalizes the application
- Office of International Relations (OIR) facilitates Visa for the student (see the visa section for degree seeking students)
- Student comes to Ethiopia and formally registers for courses.
- Office of International Relations (OIR) facilitates residence permit for the student (see the residence permit section for degree seeking students)