



ARAK University of Medical Sciences

Consular services can be provided to all non-Iranian students in Markazi province as follows.

Please contact the Consular Office of Non-Iranian Students in Markazi Province, located at Arak University, for any other items not listed below.

1- Applying for a special study visa for new students

Students must complete the following steps to obtain a student visa after temporary registration at the university.

- 1) Refer to the university education office and obtain a studying certificate to issue a student visa.
 - 2) Completing the following documents:
 - 3) Original passport
 - 4) Three 3 * 4 photos
 - 5) Copy of the first page of the passport (two series)
 - 6) Scanning the first page of the passport and 3 * 4 photos with the specific details and delivery on CD
 - 7) Certificate of authenticity of passport from NAJA Tehran
 - 8) Complete the visa application form (2 series)
 - 9) Payment receipt of 230,000 Rials to account number 2171155213001 of Bank Melli Iran
 - 10) Settlement letter of the Citizens of the Province of their province of residence (for Afghan citizens residing in Iran)
1. Refer to the consular office and deliver the above documents

2. Applying for a residence permit

Students have 20 days after completing their residence permit application process to obtain a student visa and enter Iran with an E-type visa.

To apply for a residence permit, applicants must complete the following steps:

1. Refer to the university education office and obtain a certificate of studying to issue a residence permit.
2. Completing the following documents:
 - 1) Original passport
 - 2) Three 3 * 4 photos
 - 3) Copy of the first page of the passport (3 series)
 - 4) Copy of student visa form and entry stamp to Iran (2 series)
 - 5) Copy of one year safe life insurance policy www.HayateAmn.ir
 - 6) Complete the Consular Affairs Form (2 series)
 - 7) Complete the residence permit application form (2 series)
 - 8) Payment receipt of 200,000 Rials to account number 2171155213001 of Bank Melli Iran
 - 9) Copy of birth certificate and copy of residence of the student's family (if the student was born in Iran)

Refer to the consular office and deliver the above documents

- Address of Consular Affairs of Markazi Province:

Room 213 4- Returning to the Consular Affairs Office, First Floor, Dr. Gharib Building, Arak University, Arak, Sardasht

- after 30 working days you can receive your passport with the residence stamp.
- Note: If the process of issuing a student residence permit does not take place within the legal time limit, the immigration police will be fined 450,000 Rials for each day of delay.

3- Application for renewal of residence permit

To apply for a residence permit extension, applicants must complete the following steps:

1. Refer to the university education office and obtain a certificate of studying to renew the residence permit.
2. Completing the following documents:
 - 1) Original passport
 - 2) Two 3 * 4 photo pieces Copy of the first page of the passport (2 series)
 - 3) Copy of the passport residence page
 - 4) Copy of one year insurance policy for safe life www.hayateamn.ir
 - 5) Completion of residence permit application form (2 series)
 - 6) Complete the consular affairs form
 - 7) Payment receipt of 200,000 Rials to account number 2171155213001 of Bank Melli Iran
 - 8) Copy of passport validity (for Afghan citizens who have old handwritten passports)
3. Refer to the consular office and deliver the above documents.
Address of Consular Affairs of Markazi Province:

Room 213 4- Returning to the Consular Affairs Office, First Floor, Dr. Gharib Building, Arak University, Arak, Sardasht

Returning to the Consular Affairs Office after 15 working days and receiving your passport with the new residence stamp.

Note 1: Students must renew their residence permit one month before the expiration date. Note 2: If the validity of the student's stay expires and he has not extended it, he will be fined 450,000 Rials by the Immigration Police per each day of delay.

4-Issuance of exit and return visas

Applicant students must complete the following steps to submit an exit and return application.

- 1- Referral to the university education office and obtain a certificate of employment to study to issue an exit and return permit.
- 2- Note: It should be noted that the student's non-financial debt to the university must be stated in the study certificate.
- 3- Completing the following documents:
 - 1) Original passport
 - 2) Two 3 * 4 photo pieces Copy of the first page of the passport (2 series)
 - 3) Copy of the passport residence page
 - 4) Completing the exit and return request form (2 series)
 - 5) Complete the consular affairs form
 - 6) Payment receipt of 20,000 Rials to account number 2171155213001 of Bank Melli Iran
- 4- Refer to the consular office and deliver the above documents
- 5- Return to the Consular Affairs Office after one week and receive your passport with the exit and return stamp.

Address of Consular Affairs of Markazi Province:

Room 213 4- Returning to the Consular Affairs Office, First Floor, Dr. Gharib Building, Arak University, Arak, Sardasht

- Note: Exit applicants must prepare a ticket and plan a trip after obtaining an exit permit and returning.

5. Issuance of definitive exit visa

After completing their studies, non-Iranian students can no longer stay in Iran with a student visa and must leave the country.

Applicant students must complete the following steps to submit a final exit request.

- 1- Refer to the university education office and obtain a graduation certificate and request the student definitively leave.

Note: It should be mentioned that it must be mentioned in the letter of non-financial debt of the student to the university.

Note: Afghan students who resided in Iran before studying will change their status.

2- Complete the following documents:

- 1) Original passport
- 2) Two 3 * 4 photo pieces Copy of the first page of the passport (3 series)
- 3) Copy of Passport Residence Page (2 series)
- 4) Complete the final exit request form (2 series)
- 5) Complete the Consular Affairs Form (1 series)
- 6) Payment receipt of 230,000 Rials to account number 2171155213001 of Bank Melli Iran

3- Refer to the consular office and deliver the above documents.

4- Returning to the Consular Affairs Office after 25 days and receiving your passport with a definite exit stamp.

Address of Consular Affairs of Markazi Province:

Room 213 4- Returning to the Consular Affairs Office, First Floor, Dr. Gharib Building, Arak University, Arak, Sardasht

Note: After receiving the passport from the consular office, the applicant must leave the country within the specified period.

Note: Delivery of non-Iranian students' encyclopedias is subject to final departure.

ARAK University of Medical Sciences
International Affairs Management

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just scan!



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