

## ***Arranging for Visas/Travel***

AUA Faculty Services office processes invitation letters, visa and/or residence card applications and covers related fees for core and visiting faculty members, researchers, and administrative staff, who are affiliated with AUA through a formal employment or special service contract. This office also takes care of processing invitation letters and residence card applications for international students. The duration of the visa and/or residence card applied for should not normally exceed the term of employment of a faculty member or other employee as stipulated by his/her contract, unless there is a commitment on the part of AUA to extend or renew the employment of these employees. The AUA Provost/Vice-President or the person authorized by him/her must approve the latter cases.

AUA will not be responsible for extending visas for those persons who do not have a valid employment contract or special service contract and whose stay in Armenia is not related to AUA's official business.

The visas and tickets are coordinated by the AUA Oakland office and the AUA Faculty Services Office. Specific travel guidelines can be found in the "General Terms and Conditions" section of faculty/staff employment contract and in AUA Travel Policy. In any event, these offices should authorize issuing of tickets to the faculty/staff. Currently, AUA works with Levon Travel agency and maintains a corporate account with it in the US, where the bills for all issued tickets are charged.

Immediately upon foreign faculty/staff and international students arrival in Armenia, the Faculty Services Office checks their passport, visa, and airline tickets to make sure that everything is in order. There are penalties if visa deadlines are not adhered to and documents are not presented to the Visas and Passports Agency office on time. Faculty/staff and international students are expected to cooperate with the Faculty Services Office on this task in order to save time and to avoid unnecessary extra costs. Faculty/staff and international students should check the expiration date of their visa with particular care and ask the Faculty Services Office to extend their visa, if necessary. They should contact the Faculty Services office one week before the expiration date. Usually, this extension takes up to seven working days. When faculty/staff appointments at AUA, or when student's studies at AUA last for one year or more, they should contact the Faculty Services office one month in advance and apply for a one-year residence card. This extension may take up to four weeks. The Faculty Services office can also facilitate the process of applying for the special residency status in the Republic of Armenia (10-year passport) both for faculty/staff and students. The students should pay the full cost of this document.