

Foreign Students Affairs Administration

Damietta University welcomes the foreign students from all Arab countries, and strives attracting them to study in it and provides the best ways to improve the educational services which provided to them.

*** The aims of foreign students' administration:**

1. Providing all assistances and services, helping them overcoming the difficulties, and also facilitating all the procedures that may face them.
2. Communicate with the leaders of cultural and consular offices which the students belongs to in order to promote the services quality which provided to the students at the university.
3. Working on solving all the problems that faces the students inside and outside the university.
4. Adherence to all protocols and treaties signed between the Supreme Council of Universities or Damietta University and the Arab universities and other universities.*

First: Admission and Registration

1. Rules of Admissions for foreign students to study in the faculties of the university:

a) The first stage (Undergraduate):

- The University accepts the **foreign** students who hold the secondary school certificate from outside the Arab Republic of Egypt to study the first university stage, submission and nominations at the public administration for accepting **foreign** students in Cairo through their own website which is:

www.mohe-casm.edu.eg/E-services/Wafden/index.jsp

- The University accepts the foreign students who studied at non-Egyptian universities and wish to transfer to study at **the first stage at the faculties of the** University according to the rules which were stipulated and the conditions to be met with the internal regulations of each faculty of the university faculties.

b) The graduate studies:

The university faculties accept the foreign students who have an estimate “pass” in the undergraduate stage to study in the graduate studies in one of the university faculties. The student may have some Supplementary subjects according to the Proposal which presented from the scientific department council , which applies the other admission rules of enrollment or registration that are stipulated bylaws in the internal regulation at every faculty.

2. The required documents from the foreign students to register at the faculties of the university:

a) The Undergraduate stage :

Once the preliminary result appears to nominate the students to study in one of the university faculties in The Undergraduate stage on the web site of public administration of acceptance and granting foreign Students, the student should present the following papers to the public administration of foreign Students:

- The origin copy of secondary school certificate (documented).
- The origin copy of birth certificate (documented).
- Copy of his passport.
- 4 personal photos.
- Information form at the website of public administration of foreign Students.

www.mohe-casm.edu.eg/E-services/Wafden/index.jsp

- The Nomination letter from the ministry of higher education.
- The Nomination letter from the embassy of the country that the student belongs to, addressed to the dean of the faculty that the student wants to study at, explaining (Scientific degree, way of funding, the current Academic year) signed from the cultural counselor of the embassy.

b) Transferred students to study in Undergraduate stage

Students that study in Non-Egyptian universities and wishes to study in the undergraduate stage present the following papers to public administration of foreign Students:

- A student request explained his desire to transfer to one of the university faculties.
- 4 personal photos.
- Copy of his passport.
- The origin of birth certificate (documented).
- A statement with curriculum degrees (documented).
- A Certification with the scientific content that has been studied (documented).
- The Nomination letter from the embassy of the country that the student belongs to, addressed to the dean of the faculty that the student wants to study at, explaining (Scientific degree, way of funding, the current Academic year) signed from the cultural counselor of the embassy.

c) Postgraduate stage:

- The foreign Student who wants to study in Postgraduate stage should apply the following papers to the faculty :
- 6 personal photos.
- 3 data application forms.
- 3 information application forms.
- Documented certification (Bachelor – Master).
- Equation of scientific degree (Bachelor – Master) from Supreme Council of Universities in Egypt.
- A documented degrees statement (Bachelor – Master – Preliminary subjects).
- The validity of his passport is a full year.
- The Nomination letter from the embassy of the country that the student belongs to, addressed to the dean of the faculty that the student wants to study at, explaining (Scientific degree, way of funding, the current Academic year) signed from the cultural counselor of the embassy.

3. Item 3

- After the student have the initial acceptance to study either in undergraduate or postgraduate, all his documented papers are sent to the Public Administration of foreign Students in Cairo, so as to be examined , then the Public Administration inform the foreign students management in the university with the final situation (accepted / or not) to study in any of university faculties.

4. Item 4

If more than a year passed upon the final acceptance and the student did not study yet, the security agreement should be renewed.

Study fees

5. Item 5

The Study fees that the student should pay should be in Sterling pound in accordance with the decision of Higher Education Ministry:

faculty	Undergraduate stage		Postgraduate stage			
	Registration fees for the first time	Annual Study expenses	Registration fees for the first time	Annual Study expenses		
				Diploma	Master	Doctorate
Theoretical faculties	1000	1000	1200	1000	1200	2000
Applied faculties	1500	1500	1700	1300	1500	2500

6. Item 6

The foreign Students at the university pay the fees peer applying to the faculty for the undergraduate stage, distributed as follows:–

1. Remittance, (150) Egyptian pound peer the application fees, account number 9/38603/055/9 Chapter III income (budget) of the Egyptian Central Bank.
2. Remittance, (500) Egyptian pound peer old qualification according to number of years for each year preceding the year of acceptance and paid at the foreign students care fund, account number 5/82144 / 450/9 The Egyptian Central Bank revenues.

7. Item7

Tuition fees are modified for Syrian students who are studying at the undergraduate stage according to the modifications of the Supreme Council of Universities.

8. Item8

The student can get the permission to pay the prescribed fees from the Graduate Studies Office at the faculty and then pay through the account numbers in the private accounts at the university administration.

9. Item9

The period of paying Tuition fees for foreign students at graduate studies determines as follows:

- First: For the students of Diploma stage:

The end of the academic year determine by the end of the second round exam in the faculties that have a second round exam even if more than a year passed on the student enrollment.

- Second: For students of master's and doctoral stage: –

The student pays expenses for each year from the date of the faculty council acceptance on the registration till the date of the faculty council acceptance on the validity report to form a discussion committee and put copies of the message at the faculty unless asked to make modifications on it, the student shall continue to pay fees.

10. Item10

Foreign students will pay the tuition fees and study expenses in accordance with the provisions of Article (271) of the university regulation law in sterling pound, and in the case of immeasurability will pay in European euro or US dollar.

11. Item11

The Yemeni students who registered after mid-year will pay half of the tuition fees in accordance with the decision of the Supreme Council of Universities.

12. Item 12

The enrollment fees will be paid once for each stage separately (diploma – master – doctoral).

13. Item 13

The tuition fees will be paid for a full academic year.

14. Item 14

The discount rate shall be determined as follows:

- First for the Palestinian students :

Discount 50%, according to the approval of prof. dr. / Minister of Higher Education on condition of getting a secondary high school from Palestine

- Second: Yemenis students:

Discount 30% according to the agreements listed between the Egyptian government and the Yemeni government.

15. Item 15

Foreign students' affairs Council at the university is formed by a decision of the university president headed by him and include:

- First :The members:

1. prof.dr. / Vice President for Education and Student Affairs
2. prof.dr. / Vice President for Graduate Studies and Research.
3. Dr. / Executive Director of foreign Students affairs administration. (Secretary of the Council)
4. Dr. / Deputy Executive Director of foreign Students affairs.
5. Prof. / General Secretary of the university.
6. Prof. / general director of education and students affairs.
7. Prof. / general director of Graduate Studies and Research. (Member)

- Second :the secretaries:

Prof. dr. / president of the university invites the members for a meeting once a month with the attendance allowance for the sessions (150) pounds, only one hundred and fifty pounds for each of the members and the secretaries

16. Item 16

Establishing a Club for foreign students at Damiatta University and prepare list includes the administration Council of the club and make an account in a bank.

17. Item 17

The club provides the foreign students entertainment services, such as concerts and tours and periodical seminars.