

Handbook for International Students

International Students and Scholars Office
Addis Ababa University

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Welcome Note:

On behalf of Addis Ababa University, the International Students and Scholars Office would like to welcome you to Ethiopia! Pursuing academic studies abroad will broaden your horizons and prepare you to be a better world citizen. This guidebook is designed to serve as a resource to assist you with adjusting to life in Ethiopia. You will find a lot of useful information to help you get the most out of your experience. We encourage you to ask many questions and learn as much as you can about the Ethiopian people's culture. The more you know, the better you will be able to understand and thrive in this new setting.

Sincerely,

International Students and Scholars Office, Addis Ababa University

Overview of Addis Ababa

Situated at about 2,400 meters above sea-level, Addis Ababa is the third highest capital city in the world. As the home of the African Union and the UN's Economic Commission for Africa, Addis Ababa is Africa's diplomatic capital. A fast-growing city, it is undergoing constant change with many new buildings under construction and a new light-rail system debuting in 2015.

Ethiopian culture is particularly unique in Africa given the fact that European powers never colonized the country. This has allowed it to maintain its languages and customs unlike many others. As a result, the country's languages, music, and traditional dress are unmistakably Ethiopian. Additionally, the country's proximity to both the Arab world and Sub-Saharan Africa has resulted in a mixture of influences unlike anywhere else.

A bustling city of about 3.3 million people, Addis Ababa is a vibrant, modern capital where one can easily explore its diverse cultural offerings. We encourage you to meet and get to know the local people and immerse yourself in the language, music, dance, and food that make the city so unique. While familiarizing yourself with the city, consider visiting the National Museum and Ethnological Museum (on the university's campus in Hailselassie's former palace) as well as Entoto Hills for a nice view of the city. The more you explore and experience, the better you will understand the city and its people.

Addis Ababa University at a Glance

Addis Ababa University (AAU), which was established in 1950 as University College of Addis Ababa (UCAA), is the oldest and the largest higher learning institution in Ethiopia as well as in Africa. Since its inception, the University has been the leading center in teaching, research and community services.

Beginning with enrollment capacity of 33 students in 1950, AAU now has 52,770 students (36,961 undergraduate, 13,894 graduate and 1,915 PhD students) and 6,043 staff (2,408 academics and 3,635 support). Overall, Addis Ababa University has more than 120 international students who are currently pursuing their undergraduate and graduate studies in various disciplines.

Across its 15 campuses, the University runs 70 undergraduate and 257 graduate programs (74 PhD) as well as various specializations in health sciences.

Over 222,000 students have graduated from AAU since its establishment.

The University is led by a President who is assisted by four Vice Presidents and one Executive Director with the rank of Vice President: Academic Vice President, Vice President for Research and Technology Transfer, Vice President for Administration and Student Services, Vice President for Institutional Development and Executive Director of College of Health Sciences (with the rank of Vice President).

Since its establishment, AAU has been expanding its teaching, research and community service programs. Furthermore, the University has been undertaking various reform schemes in order to cope with and respond to the fast changing national and international educational landscape. At present, the University has 10 colleges, 4 institutes that run both teaching and research, and 8 research institutes that predominantly conduct research. Within these academic units there are 55 departments, 12 centers, 12 schools, and 2 teaching hospitals.

Mission

The Mission of Addis Ababa University is to produce competent graduates, provide need based community service and produce problem-solving research outputs through innovative and creative education, research and consultancy

services to foster social and economic development of the country.

Vision

Addis Ababa University aspires to be among the top ten preeminent African graduate and research universities by 2023.

Values

Addis Ababa University is guided by the following core values/principles.

1. Academic Freedom
2. Excellence
3. Integrity and Honesty
4. Celebrating Diversity
5. Reliance on Evidence and Authority of Reason
6. Student Centeredness
7. Intolerance to Corruption
8. Transparency and Accountability
9. Entrepreneurial Spirit

The university consists of the following academic units:

Colleges

1. College of Social Sciences
2. College of Humanities, Language Studies, Journalism and Communication
3. College of Development Studies
4. College of Business and Economics
5. College of Law and Governance Studies
6. College of Education and Behavioral Studies
7. College of Natural and Computational Sciences
8. College of Performing and Visual Arts

9. College of Veterinary Medicine and Agriculture
10. College of Health Sciences

Teaching Institutes

1. Addis Ababa Institute of Technology (AAiT)
2. Ethiopian Institute of Architecture, Building Construction, and City Development (EiABC)
3. Institute of Biotechnology
4. Institute of Peace and Security Studies

Research Institutes

1. Horn of Africa Regional Environment Center and Network
2. Academy of Ethiopian Languages and Cultures
3. Aklilu Lemma Institute of Pathobiology
4. Ethiopian Institute of Water Resources
5. Institute of Educational Research
6. Institute of Ethiopian Studies
7. Institute of Geophysics, Space Science, and Astronomy
8. Institute of Development and Policy Research

Schools

1. School of Fine Arts and Design
2. School of Allied Health Sciences
3. School of Commerce
4. School of Earth and Planetary Sciences
5. School of Information Science
6. School of Journalism and Communication
7. School of Medicine
8. School of Pharmacy

9. School of Public Health
10. School of Social Work
11. Yared School of Music
12. School of Theatre Arts

Teaching hospitals

1. Black Lion Teaching and Referral Hospital
2. Veterinary Teaching Hospital

AAU Campuses

1. Sidist Kilo (Main campus)
2. Yekatit 12(dental school)
3. CBE
4. Yared Music School
5. Amist Kilo(Engineering)
6. Arat Kilo(Natural Sciences)
7. Abune Petros
8. Tikur Anbessa (Health Sciences)
9. Commerce
10. Lideta (EiABC)
11. DebreZeit* (Veterinary Campus)
12. Salale* (Agriculture Campus)
13. Art School
14. Sefere Selam
15. Gullele Botanic Garden

* The two campuses are located outside of Addis Ababa. Veterinary campus is housed in the town called DebereZeit, 45 km south east of Addis whereas the agriculture campus is located in a town called Fiche, 135 km north of Addis.

In addition to the various international undergraduate and graduate programs, AAU offers unique programs which might be of international students' interest and choice. To mention a few of them:

- Archeology and Heritage Management
- History
- African and Oriental Studies
- Various Ethiopian Languages and Literature
- Anthropology
- Music
- Fine arts/Theater
- Cultural Studies
- Social work
- Geology
- Linguistics
- Law
- Ethiopian studies
- Peace and security programs
- Various health related programs including Tropical and Infectious Diseases, Tropical Animal Production and Health... etc.

Pre-Departure Information:

Immunizations- consult with your doctor well before departing for Ethiopia. Also make sure you are up to date on routine vaccinations such as Measles Mumps Rubella, Diphtheria Tetanus Pertussis, Varicella, Polio, and Flu. Most travelers to Ethiopia also get Hepatitis A and Typhoid vaccines. Your doctor may also recommend vaccinations such as Yellow Fever, Rabies, Malaria, Hepatitis B, and Meningitis.

What to pack- Addis Ababa has two seasons: a rainy season and dry season.

During the rainy season (June through September) you can expect rain every day. Temperatures are a bit cooler too. In the dry season (October through May) you can expect sunny days with warmer temperatures. Generally, the temperatures stay between 15-25 degrees Celsius.

Remember to pack an umbrella and raincoat for the rainy season. The rain creates a lot of mud in the city, so pair of rubber boots are also advisable.

Some suggestions on clothing include:

- Several pairs of lightweight trousers
- Long and short-sleeved shirts
- Sweatshirt/fleece/light jacket
- Jeans
- One or two dressy outfits
- Long skirts or conservative dresses (below the knee)
- Raincoat
- Exercise clothing
- Plenty of socks and undergarments
- Hiking boots in case you take an excursion to the countryside
- Comfortable walking shoes
- Pair of dress shoes
- Sunglasses and a hat

Bring plenty of toiletries that you prefer. You may not be able to find the same ones here. Keep in mind it is very sunny in Addis Ababa, so sunscreen is important if you are sensitive to sunburns.

Arrival information:

Your arrival in Addis Ababa- Bole International Airport is located in the

southern part of the city, and it is about 35 minutes by car to the Addis Ababa University Campus. As you exit the airport you will see many taxis offering you a ride.

How to reach campus- Addis Ababa University's main campus is located towards the northern part of the city at Sidist Kilo. Any taxi driver will know where this is. If you are taking a minibus, you will want to take the bus going towards Shiromeda. If you see the American Embassy, you have gone too far. The campus is about half a mile south of the American Embassy.

International Dormitory

The University provides a dormitory for limited international students. Located on the main campus of the university, it is mainly meant for undergraduate students only. The university provides the dorm on a first come first served basis. All the rooms are designed for single use. Each room essentially has a refrigerator, boiler, bed, mattress, locker, and free WIFI. Students are expected to share the following facilities: Laundry, kitchen, bathroom and toilet. Additionally, students are advised to bring their own blanket, bed sheet and other stuffs.

Emergency Contact Information:

Phone number for police, +251 111239776

Phone number for medical emergencies, +251 115511211

Health and Safety:

Hospitals- Viking Clinic +251929105653

Black Lion Hospital +251 115511211

Dentists- Dr. Sara Dental Clinic +251939985580,

Don Dental Clinic +251911208486

Tips on staying safe in the city- while violent crime rates are low in Addis Ababa, pickpockets and theft can be an issue. Try to avoid walking alone at night and always keep your valuables close to you. Be aware of your surroundings and try to travel with other people you know.

Keep a journal to document your experiences- studying in a foreign country can be a challenging but extremely rewarding experience. Naturally, there will be ups and downs, and it can help to keep a journal. Writing down your thoughts and experiences is a great way to reflect on your experience. Even when you may be having difficulties, it is helpful to put your thoughts down on paper. At the end of your time in Addis Ababa, you will be able to look back at the journal and track how much you changed.

Resources on Campus:

The following are offices that may be useful:

- Office of the Main Registrar, registrar@aaau.edu.et , +251 111 239706
- Offices of Dean of Students, dean.students@aaau.edu.et , 251 118-959280
- Office of Student Services, student.services@aaau.edu.et ,
- Office of Finance, finance@aaau.edu.et,
- Office of International Students, external.relations@aaau.edu.et , +251 111 239705
- University Libraries, university.libraries@aaau.edu.et, +215 111-239719

Campus organizations/clubs

As part of extracurricular activities, the university runs a number of student-led clubs and initiatives. To mention few of them: Female Students Association, Peace Club, and Anti Addictive Substances Association. These are coordinated and supported by the dean of students.

In addition, the Office of External Relations, Partnerships and Communications of the university supports student led initiatives which include: Yellow Movement, AFRO MUN, Addis Sustainable Life, YNCCC etc. Any student who shows an interest and commitment to any club is welcome to join.

Libraries

The University's main library is the John F. Kennedy Library on the main campus at Sidist Kilo. It holds materials on humanities and social sciences. Interlibrary loan allows students to borrow materials from various libraries. The library also renders centralized technical processing services such as the acquisition of information resources, cataloguing and ICT related services to all branch libraries organized under the university library system. Each campus has a minimum of one library. Almost all AAU libraries provide the following services:

- Binding
- Interlibrary loan/document delivery
- Printing and photocopying
- Braille service
- Internet service
- Reference and research support
- Information literacy
- Loan service
- Training and consultancy

Open 24 hours, the AAU Libraries also provide the following E-resources:

- Subscribed journals
- Library catalogue
- Ethiopian journals
- Electronic Thesis and Dissertations
- Open access resources

- E-books

Identification Cards (ID cards)

A student registering at the University is issued a non-transferable identification card with a unique and permanent registration number. The card, which is a very valuable document and requires careful handling, is a means to access services and facilities at the University. The registration number, often called identification number, which should appear on all student documents, is required every time a student requests any University services. Identification cards are issued to all new students free of charge. It should be renewed every regular semester and returned to the Registrar Office when the student discontinues his/her studies or graduates. Issuance of ID cards requires one recently taken passport size photograph of the student with his/her name, father's and grandfather's names clearly written on the back of the photograph in English.

Campus map

Registration and Visa Information

The Office of External Relations, Partnerships and Communications (OERPC) 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.

- a. **Degree seeking international students**

Admission procedure

The following are the procedures for admission and to the Addis Ababa University.

- Communicate with the international students and scholars unit under the Office of External Relations, Partnerships and Communications and check the availability of programs you prefer
- International Students and Scholars unit connects the student with appropriate departments
- Get information on tuition fees and other issues with acceptance letter from the department
- Send documents to the FDRE Higher Education Relevance and Quality Assurance Agency and get authentication letter
- Take the authentication letter to the University Registrar and get formal admission

Degree seeking students can contact officers in the International Students and Scholars unit of OERPC at any moment during the process via email, phone calls, and in person.

Registration Procedure

After a student is admitted to one of the programs of the university, the next step is to register for a set of modules/courses. This has to be done before attending any class/lecture. The student should go to his/her academic advisor, collect registration slips, fill out the required information on the registration slip, get it signed by the advisor and go to the college registrar office with the duly signed slips. The college registrar then registers the student, renews the ID card and gives back a copy of the registration slip to the student. A student may be asked to present his/her registration slip by the professor teaching the module/course or by any of the offices providing student services. For this purpose, the student should keep one copy of the registration slip with him/her. The registrar's office indicates the dates on the academic calendar of the university in which a student should register. It is therefore strongly advised that a student regularly consults the academic calendar which will be posted on

notice boards of the registrar offices or the university website. Registration has to be done every semester. However, some colleges (like School of Medicine in College of Health Sciences) can have registration only once in a year. Registration by proxy is not allowed.

Entry Visa

Students enrolled at Addis Ababa University should enter Ethiopia with a Business 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 OERPC. The following are the procedures for getting a Business Visa or Visa on Arrival to come to Ethiopia.

Business Visa from Ethiopian Embassies/Consular Offices

- Host department writes letter to OERPC requesting visa. 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.
- OERPC 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. OERPC 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 sends confirmation with the name and passport number of the student to the respective Embassy/Consular Office of Ethiopia with a copy to OERPC
- OERPC forwards the confirmation to the student
- Student applies for Business Visa with the Ethiopian Embassy or Consular Office

Business Visa on Arrival

- Host department writes letter to OERPC requesting visa on arrival given there is no embassy in the country of residence of the student. 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.
- OERPC prepares letter to the FDRE Main Department of Immigration and Nationality Affairs requesting visa on arrival with justification for doing so.
- OERPC takes the letter to the FDRE Main Department of Immigration and Nationality Affairs and processes the request.
- OERPC 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 OERPC 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 OERPC requesting residence permit. Copy of valid passport of the student and formal admission letter from the University Registrar should be attached with the letter.
- OERPC prepares letter to the FDRE Main Department of Immigration and Nationality Affairs requesting residence permit.
- The student collects the letter from OERPC 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.

b. Exchange Students

The Addis Ababa University is open for exchange students coming from partner universities. The OERPC 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 Addis Ababa University.

- Interested applicant should communicate with OERPC 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 OERPC. 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.
- OERPC liaises with the department and finalizes the application
- OERPC facilitates Visa for the student (see the visa section for degree seeking students)
- Student comes to Ethiopia and formally registers for courses.
- OERPC facilitates residence permit for the student (see the residence permit section for degree seeking students)

Academic Culture at Addis Ababa University

Semester load

A student is required to register for a normal load which is measured in terms of the total sum of ECTS/Credits of the modules/courses he/she registers for. The load varies according to the type (regular, extension & summer) of the program. More details can be found inside the curriculum of the program to which the student is enrolled.

Class attendance

A student is required to attend all lectures, laboratory and practical sessions as well as field work. In situations where a student, because of reasons beyond his/her control, fails to attend all sessions, a minimum of 85% attendance is required if he/she is to earn credit in a given module/course. However, colleges such as the College of Health Sciences may demand 100% attendance where such full attendance is academically indispensable.

Graduation requirements

Students are required to fulfill a minimum set of achievements to graduate (get a degree) from a program. Such requirements can vary from program to program. For specific information, students are advised to consult the specific curriculum in which they are enrolled.

Student Assessment and the Grading System

Student learning is assessed on a **continuous assessment** basis in the form of tests, assignments, presentations, etc. to determine the final letter grade earned. Continuous assessment shall account for 50% of the total module/course grade. The remaining 50% shall be allotted for a final exam conducted at the end of module/course delivery. Examinations may be oral, written or practical, depending on the nature of the module/course. The number, type and schedule of examinations or tests in a module/course shall be determined by the instructor and stated on the module/course outline to be issued to students at

the beginning of the module/course. Letter grades are assigned to the marks earned out of 100% on a fixed scale (criteria referenced grading system).

Medium of instruction

Except few language degree programs, the rest are English taught programs.

Academic calendar

The University's academic calendar is prepared by the University Registrar and approved by the Senate. Except for the School of Medicine and other academic units using a system of annual rather than semester course offerings, for modular course offerings, as well as continuing and distance education programs, a normal semester at the University has 16 weeks of classes plus one week break before exams. A regular academic year commences in September and ends in June. While the first semester starts on last week of September and ends on last week of January, second semester commences on mid of February and ends on last week of June.

Travel and Transportation

Tips on traveling in and around Addis- there are several methods of transportation in Addis Ababa. Many people travel by taxi. When you tell the taxi driver where you need to go, you will have to negotiate a price with the driver. It is advisable to find a taxi driver you trust and call him whenever you need to go somewhere. Many people also travel by minibus. These are essentially shared taxis that drive along a predetermined route. You will see someone leaning outside of the bus shouting the destination. You can flag the minibus down and get in if there is space. Minibuses are cheap (usually 1.50-4 Birr). They get crowded, so be extra careful with your valuables while on the minibus.

Keep in mind that few people use street names in Addis Ababa. People will refer to a street by a major landmark that is on it. For example, EU Road is the road where the European Union's Mission to the African Union is located. If Google maps says a street has a name, the locals may have a different name for it.

There is one metered taxi service in the city called Adika Taxi. They are the only yellow taxis in the city. Their number is +251115572545

Ethiopia's countryside offers many great destinations for day, weekend, or week-long trips. There are many tour operators in the city that will arrange for a flight, local driver, and guides. A quick visit to Tripadvisor or a Google search will offer many potential tour operators.

Selam Bus and Sky Bus are two coach bus lines that offer comfortable service to various destinations around the country. Their ticket offices are located at Meskel Square near the Ghion Hotel.

Managing Money

Opening a bank account- There are many banks in Addis Ababa. Some of the most common ones are Commercial Bank, Dashen Bank, and Nib International Bank. Please note that you cannot transfer money from an Ethiopian bank account to an account outside of Ethiopia.

Approximate costs for food, travel, accommodations, etc: Overall, Addis Ababa is an inexpensive place to live, however costs of imported goods can get expensive. Eating out is relatively cheap if you order Ethiopian food. International restaurants will be pricier.

Budgeting: During your first month, try to save receipts and keep track of how

much money you spent on different items (food, groceries, entertainment, travel). This will give you an overview of your expenditures and will help if you need to cut back in one particular area.

Customary Practices in Ethiopia

Brief overview of customs/cultural characteristics of the country: It's important to note that Ethiopians use a different clock. At 7am "international time" the Ethiopian clock begins at 1:00 and uses a 12 hour clock. If someone tells you a time, be sure to ask whether that time is Ethiopian or international. In addition, Ethiopia has its own calendar. The Ethiopian calendar is seven or eight years behind the Gregorian calendar. Please also note that its calendar has 13 months, having 30 days each. But the 13th month is just five or six days long. Ethiopian New year happens on September 11/12.

Markets- It is also advisable to be aware that price is negotiable in most shops, boutiques etc. But, please note that in coffee shops, hotels, restaurants, big supermarkets etc prices are fixed.

Languages

Ethiopia is home to more than 80 nations, nationalities and peoples. Each nationality has its own unique, culture and language. A few of the dominant languages include Amharic, Afan Oromo, Tigrigna, Afaregna, Somaligna. Amharic is the national language. Except few language programs, all of the courses are English taught programs in all higher learning institutions in Ethiopia.

Useful Amharic phrases-

- Yes- Awo
- No-Ay

- Hello-Selam new
- Bye- Chaw
- Excuse me/sorry- Yikirta
- Thank you- Amesegevalu
- How much? - Sint new?
- Bill- Hisab
- Please- Ebakih(to a man)/Ebakish(to a woman)
- What is your name? - Simih(to a man)/Simish(to a woman)
man new?
- My name is- Yene sim ____
- Do you speak English? Englizegna tichilaleh (to a man)?
Englizegna tichyallesh (to a woman)?
- Let us go-enehid
- Come- na (for man) neye (for woman)

Language schools/tutors for Amharic- Learning a bit of Amharic will make a big difference when traveling around the city and countryside. Consider finding an Amharic tutor to work on learning the basics to help you communicate in day to day situations.

Connect via social media

All international students are advised to be connected with Addis Ababa University liking and following the below mentioned official social networks.

Facebook: Addis Ababa University

Twitter: AddisAbabaUniv

Tuition and other Fees

The below table summarizes tuition and registration fees for international students.

Tuition fee for international students (undergraduate):

Fee category	Countries		
	IGAD members, Eastern African Countries	Other African Countries	Other Countries
Registration Fee	100 USD	100 USD	100 USD
Tuition Fee			
Social Sciences	42 USD/ECTS*	48 USD/ECTS	60 USD/ECTS
Science	52 USD/ECTS	60 USD/ECTS	74 USD/ECTS
Engineering	60 USD/ECTS	70 USD/ECTS	86 USD/ECTS
Medicine	100 USD/ECTS	120 USD/ECTS	150 USD/ECTS

* European Credit Transfer System

Tuition fee for foreign students (postgraduate)

Fee Category	Masters Studies			PhD Studies		
Fee category	Refugees	IGAD members, Eastern African	Others	Refugees	IGAD members, Eastern African	Others

		Countries			Countries	
Registration Fee	80 ETB	20 USD	40 USD	80 ETB	20 USD	40 USD
Tuition Fee	214/ETB/ ECTS*	50USD/ECT S	80USD/ ECTS	500/ETB / CrH**	60USD/CrH	100USD/ CrH
Research supervision Fee	5385ETB	500 USD	1000USD	12000ET B	800 USD	1000 USD
Thesis Examination Fee	923 ETB	200 USD	400USD	2766ETB	300 USD	500 USD
Research Fee	5000ETB	1000 USD	2000US D	20000ET B	3000 USD	5000 USD

* ECTS - European Credit Transfer System

**CrH- Credit Hours

Please note that one CrH is equivalent to 1.67 ECTC.

Other fees

No.	Services	International Students
1	Authentication (Degree or diploma)	<ul style="list-style-type: none"> • Identification card • 75 USD per copy or to send for local 25 Birr per copy or to send for overseas 25 Birr per copy
2	Official Transcript	<ul style="list-style-type: none"> • 40 USD for local order

		<ul style="list-style-type: none"> ● 50 USD for overseas order ● 75 USD order by delegation
3	Medium of Instruction	● 50 USD
4	Student Copy	● 10 USD
5	Name Change	● 50 USD
6	Birth Date Change	● 105 USD
7	Original Degree	● 30 USD
8	To whom it may concern letter	● 20 USD
9	Replacement for lost Diploma /Degree (original)	● 200 USD
10	Replacement for lost ID	● 20 USD
11	Postgraduate Admission Regular and Extension	● 80 USD
12	Postgraduate Admission Distance	● 150 USD
13	Undergraduate Admission Extension Preparatory and degree Diploma	● 20 USD
14	Readmission	● 25 USD
15	Transfer Intra university Inter university	● 100 USD

17	Temporary degree preparation	● 15 USD
18	Delegation by e mail	● 10 USD
19	Registration Fee per Semester	● 30 USD
20	Admission Fee	● 30 USD