

EXECUTIVE PAPER

WIUT VISA AND REGISTRATION REGULATION (VRR).

According to the legislation of the Republic of Uzbekistan, foreign citizens can enter Uzbekistan for long-term stay based on entrance visas only, excluding citizens of those countries that have bilateral visa free regime with Uzbekistan.

WIUT in its daily activities possesses the strong commitment to obey and fulfill laws, rules and regulations that have been adopted in Uzbekistan along with those adopted world widely.

WIUT's Visa and Registration Regulation (VRR) should provide the clarity and transparency of the processes of Visa and Registration issuance as well as guarantee its accordance to both international and national legislations.

VRR applies to WIUT's international staff (including spouses and dependent children) and international students. It covers such areas as Visa and Registration issuance and its extension, WIUT's support and related due dates. The Executive Office's section of International Affairs (International office) provides visa support services to international staff and students.

1. General Overview

1.1. General order of the VISA ISSUANCE in Uzbekistan

Foreign citizens can get visas at the diplomatic representations and consular missions of the Republic of Uzbekistan abroad based on the confirmation (generated telex codes) of the Ministry of Foreign Affairs of the Republic of Uzbekistan. <https://mfa.uz/en/pages/visa-republic-uzb>

Note: *Different procedure for issuance of entry visas may be applied towards citizens of those countries that have appropriate bilateral agreements with Uzbekistan.*

For more information, please visit <https://mfa.uz/en/pages/visa-republic-uzb>

In accordance with the Presidential Decree №УП-5611 from 05.01.2019 visa free regime up to 30 days are established for citizens of 45 countries*.

1.2. General order of the Temporary Registration in Uzbekistan

Foreign citizens that are arriving to the Republic of Uzbekistan must, contact the territorial departments of migration and registration of citizenship of the internal affairs bodies at the place of arrival to obtain a **temporary registration** or register through the electronic program "E-Mehmon" on the Internet <https://reg.emehmon.uz/?lang=ru> **within three days** excluding weekends and holidays. <https://www.gumioq.uz/ru/lists/faq?page=2>

*<http://lex.uz/docs/4143186?query=%D0%9F%D1%80%D0%B0%D0%B2%D0%B8%D0%BB%D0%B0#undefined> (Russian version)

2. International staff and students obligations.

- 2.1. International staff, including spouses and dependents (children), and international students of the university should comply with government laws and regulations regarding visa and registration procedures.
- 2.2. International staff, including spouses and dependents (children), and international students of the university must fully comply with WIUT VRR and follow the instructions/guidance provided by WIUT staff responsible for Visa and Registration issuance.
- 2.3. The initiation of the Visa and Registration as well as the Visa and Registration's prolonging procedures are the responsibility of international staff and students. The Visa and Registration extension procedure should be started at least one (1) month before visa expiration date by reaching out to the university's International Office via e-mail international.office@wiut.uz , phone +998 71 2387400 ext. 557, 561 or direct approach (the location is LRC main area second floor to the right corner).
- 2.4. The International staff and international students are responsible for providing all required documentation on time.
- 2.5. International staff, including spouses and dependents (children) and students should assist during the Visa and Registration procedures and visit the authorities of Interior affairs of the Republic of Uzbekistan personally in order to submit the application, drop off the passport origin and collect passport back with Visa sticker or Registration stamp.
- 2.6. The international staff and students should pay Visa and Registration fees personally to the government cash offices (the preferences that were established for WIUT international teaching staff is a subject of consideration).

3. Landlords/ladies' Obligations.

- 3.1. Landlords/ladies involved in rent agreements with WIUT's international staff and students should comply with government laws and regulations assumed towards Registration procedures in Tashkent.
- 3.2. Landlords/ladies involved in rent agreements with WIUT's international staff and students must comply with WIUT VRR.
- 3.3. Landlords/ladies are responsible for timely issuance and prolonging of Registration.
- 3.4. The timely delivery of required documents is at the charge of Landlords/ladies.
- 3.5. Landlords/ladies should assist during the Registration and Registration prolonging procedures and visit personally local authorities of Interior affairs of the Republic of Uzbekistan.

4. Obligations of university staff responsible for Visa and Registration issuance.

- 4.1. The appointed WIUT officer for Visa and Registration should comply with government laws and regulations adopted for Visa and Registration procedures.
- 4.2. The WIUT officer for Visa and Registration must comply fully with WIUT VRR.
- 4.3. The relevant WIUT's officer is responsible for preparation of Visa/Registration request documents within 1-3 bank days.
- 4.4. The appointed WIUT officer for Visa and Registration should assist during the Visa and registration procedure, including prolonging procedures, and make direct contact the authorities of the Ministry of Foreign and the Ministry of Interior affairs of the Republic of Uzbekistan only to submit the Request Letter from WIUT.

- 4.5. The appointed WIUT officer for Visa and Registration should provide foreign staff and international students with a copy of the submitted application as evidence of visa or registration issuance/prolonging procedure.
- 4.6. The appointed WIUT officer for staff and students' recruitment are strongly recommended to inform the International Office about recruited foreign staff/students and disseminate WIUT VRR among upcoming international WIUT community members.

5. Monitoring.

The monitoring over the proper fulfilment of procedures covered by VRR is at the charge of Executive Office Section of International affairs (International office), including those divisions that are responsible for institutional (internal) review and audit.

6. Personal data protection.

WIUT ensures the Protection of international staff and students' Personal Data according to its internal policy. However, it is WIUT's disposition to share the information with government authorities upon their requests.

7. Terms, conditions and consequences.

The visa and registration procedures must be carried out timely, reliably and in accordance with the legislation of the Republic of Uzbekistan. The violation of Visa and Passport procedures could lead to negative consequences (penalties or disciplinary actions).

WIUT VISA AND REGISTRATION REGULATION (VRR).

ANNEX I

Required Document for Visa and Registration issuance and Prolonging in Uzbekistan

List of required documents to invite foreigners by organizations and companies (GENERAL):

- Visa application on Head letter of organizations and companies;
- E-form of the site <https://visa.mfa.uz/site/index?language=en> ;
- Copies of passports of the invited person, head of the organization, authorized person of organization to submit the documents;
- Copies of documents of the organization (license, certificate, etc.);
- Copies of orders to the head and the authorized person;
- Copy of Power of Attorney for the authorized person;
- For arrival visa at the airport "Tashkent" should be provided copies of tickets;
- Certificate of employment of the invited person.

<https://mfa.uz/en/pages/visa-republic-uzb>

List of required documents for the Registration in Uzbekistan (GENERAL):

For temporary registration of foreign citizens (receiving) persons or organizations submit to the territorial internal affairs bodies at the location of temporary stay the following documents:

- Application in the prescribed form.
- An application from the receiving organization in the established form.
- passport origin of a visiting person.
- written consent of the property owner for temporary registration and title documents for housing.
- receipt for payment of state duty.

To extend the temporary registration of foreign citizens inviting (receiving) persons or organizations must contact territorial bodies of internal affairs three working days prior the temporary registration expiration date and deliver mentioned above documents accordingly.

https://www.gumiog.uz/ru/pages/view/Obtaining_a_temporary_residence_permit

Here is a link for the available options to undertake relevant online payments for visa extension and registration https://www.gumiog.uz/ru/pages/view/Payment_methods

ANNEX I WIUT VISA AND REGISTRATION REGULATION (VRR).

ANNEX II

Instructions and recommendations for Visa and Registration Application procedures.

1. Instruction for WIUT international, including spouses and dependents (children) to issue the Uzbekistan Visa:

- To generate a PDF file of application form through the online platform available at <https://visa.mfa.uz/site/index?language=en>
- To provide the scan version of ID (Passport) to WIUT responsible officials by e-mail;
- To provide the Letter of employment from current work place (**for visiting guest lecturers only**);
- To enclose the flight information (booked tickets) **in order to obtain visa at Tashkent Airport** directly upon the arrival (this visa is available when there is no diplomatic representations and consular missions of the Republic of Uzbekistan in foreign visitors' departing country);
- Checking the visa status at the platform of the Ministry of Foreign Affairs of the Republic of Uzbekistan via <https://visa.mfa.uz/site/index?language=en>;
- Delivering required documents to the diplomatic representations and consular missions of the Republic of Uzbekistan abroad;
- Please consider the **IMPORTANT NOTE!** *Applies to **foreign teachers** that are **involved in the educational process**.* Accordingly to the Decree of the Cabinet of Ministers of the Republic of Uzbekistan about Organization of Westminster International University in Tashkent signed by the Chairman of the Cabinet of Ministers I. KARIMOV No. 22, Tashkent, 16 January, 2002. (Point 11): Point 11: To the Ministry of Foreign Affairs of the Republic of Uzbekistan, at the request of the Westminster International University in Tashkent, to ensure the **issuance of entry visas to foreign** teachers participating in the educational process, **without charging consular fees.**

2. Instructions for WIUT international students to issue the Uzbekistan Visa:

- To generate a PDF file of application form through the online platform available at <https://visa.mfa.uz/site/index?language=en>.
- To provide the scan version of ID (Passport) to WIUT responsible officials by e-mail.
- To provide the scan version of bank transactions sheet to responsible officials at WIUT by e-mail. This sheet should reflect the tuition fee payment.
- Delivering the scan version of Student's Contract, signed by student (by e-mail).
- Getting the confirmation from the Ministry of Foreign Affairs of the Republic of Uzbekistan via <https://visa.mfa.uz/site/index?language=en> by clicking [Check visa status](#).
- Delivering required documents to the diplomatic representations and consular missions of the Republic of Uzbekistan abroad.

3. Instructions for WIUT international staff (including spouses and dependent children) to extend expired Visa:

- To initiate of Visa application procedure by contacting WIUT' responsible officer via e-mail, phone or personal request.
- Providing WIUT's responsible officer with a copy of ID photo page, recent Visa page, recent registration page and copy of border crossing stamps if applicable (by e-mail). The WIUT's responsible officer should verify provided copies with their originals.
- Providing WIUT's responsible officer with a copy of job contract.

WESTMINSTER INTERNATIONAL UNIVERSITY IN TASHKENT

- To attend related authorities of Interior affairs of the Republic of Uzbekistan with WIUT's officer to submit application to extend Uzbekistan Visa.
- Get copy of submitted application and visit authority of Interior affairs within appointed due dates to submit the passport.
- To visit authority of Interior affairs to collect the passport with extended Visa.
- Consider the **IMPORTANT NOTE!** *Applies to **foreign teachers** that are **involved in the educational process**.* Accordingly to the Decree of the Cabinet of Ministers of the Republic of Uzbekistan about Organization of Westminster International University in Tashkent signed by the Chairman of the Cabinet of Ministers I. KARIMOV No. 22, Tashkent, 16 January, 2002. (Point 11): Point 11: To the Ministry of Foreign Affairs of the Republic of Uzbekistan, at the request of the Westminster International University in Tashkent, to ensure the **issuance of entry visas to foreign** teachers participating in the educational process, **without charging consular fees**.

4. **Instructions for WIUT international students to extend expired Visa:**

- To Initiate of Visa application procedure by contacting WIUT' responsible officer via e-mail, phone or personal request.
- To provide WIUT's responsible officer with ID with photo page, recent Visa page, recent registration page and copy of border crossing stamps if applicable (by e-mail). The WIUT's responsible officer should verify provided copies with their originals.
- To provide with a copy of student contract.
- To provide the reference letter from Academic Registrar's Office.
- To attend the authority of Interior affairs of the Republic of Uzbekistan with WIUT's officer to submit application to extend Uzbekistan Visa.
- To get copy of application and visit the authority of Interior affairs within the defined due dates to submit the passport original.
- Visit this authority of Interior affairs to collect the passport with extended Visa.

5. **Instructions for WIUT international staff (including spouses and dependent children) to issue the Registration in Tashkent:**

- To provide the WIUT's officer with Passport photo page, the most recent Visa and border crossing stamps (by e-mail). The WIUT's responsible officer should verify provided copies with their originals.
- To provide WIUT's responsible officer with a copy of job contract.
- To attend local authorities of Interior affairs of the Republic of Uzbekistan together with WIUT's officer and rented accommodation's proprietor (landlord) to submit the Registration application.
- To get copy of submitted application and visit this authority of Interior affairs within defined due dates to submit passport original.
- To visit this authority of Interior affairs to collect the passport with Registration stamp.
- Consider the **IMPORTANT NOTE!** *Applies to **foreign teachers** that are **involved in the educational process**.* Accordingly to the Decree of the Cabinet of Ministers of the Republic of Uzbekistan about Organization of Westminster International University in Tashkent signed by the Chairman of the Cabinet of Ministers I. KARIMOV No. 22, Tashkent, 16 January, 2002. (Point 12): 12. To the Ministry of Internal Affairs of the Republic of Uzbekistan, at the request of the Westminster International University in Tashkent, **to extend and issue multiple visas**,

WESTMINSTER INTERNATIONAL UNIVERSITY IN TASHKENT

temporary registration and prolongation of the temporary residence permit without paying a state fee for foreign teachers, which are involved in the educational process.

The children of WIUT foreign staff under the age of 16 are free to obtain registration.

6. **Instructions for WIUT international students to issue the Registration in Tashkent:**
- To provide WIUT's responsible officer with Passport photo page, the most recent Visa page, and a copy of pages with border crossing stamps (by e-mail). The WIUT's responsible officer should verify provided copies with their originals.
 - To provide WIUT's responsible officer with a copy of Student Contract.
 - To attend local authorities of Interior affairs of the Republic of Uzbekistan together with WIUT's officer and rented accommodation's proprietor (Landlord) to submit the Registration application.
 - To get the copy of submitted application and visit the authority of Interior affairs within defined due dates to submit the passport original.
 - To visit this authority of Interior affairs to collect the passport with Registration stamp.

7. **Instructions for WIUT international staff (including spouses and dependent children) to extend the expired Registration in Tashkent:**
- To provide WIUT's responsible officer with a copy of Passport photo page, extended Visa page and the most recent border crossing stamps (by e-mail). The WIUT's responsible officer should verify provided copies with their originals.
 - To provide WIUT's responsible officer with a copy of job contract.
 - To attend local authorities of Interior affairs of the Republic of Uzbekistan together with WIUT's officer and rented accommodation proprietor (landlord) to submit the Registration prolonging application.
 - To get copy of submitted application and visit the authority of Interior affairs within the defined due dates to submit the passport original.
 - To visit this authority of Interior affairs to collect the passport with extended Registration stamp.
 - Consider the **IMPORTANT NOTE!** *Applies to **foreign teachers** that are **involved in the educational process.** Accordingly to the Decree of the Cabinet of Ministers of the Republic of Uzbekistan about Organization of Westminster International University in Tashkent signed by the Chairman of the Cabinet of Ministers I. KARIMOV No. 22, Tashkent, 16 January, 2002. (Point 12): 12. To the Ministry of Internal Affairs of the Republic of Uzbekistan, at the request of the Westminster International University in Tashkent, **to extend and issue multiple visas, temporary registration and prolongation of the temporary residence permit without paying a state fee** for foreign teachers participating in the educational process.*
- No registration** and accordingly no prolonging is needed for children of WIUT foreign staff under **the age of 16.**

8. **Instructions for WIUT international students to extend the expired Registration in Tashkent:**
- To provide WIUT's responsible officer with the copy Passport with photo page, extended Visa page and pages with border crossing stamps (by e-mail). The WIUT's responsible officer should verify provided copies with their originals.
 - To provide WIUT's responsible officer with a copy of Student Contract.

WESTMINSTER INTERNATIONAL UNIVERSITY IN TASHKENT

- To attend local authorities of Interior affairs of the Republic of Uzbekistan together with WIUT's officer and rented accommodation's proprietor (landlord) to submit the Registration prolonging application.
- To get copy of submitted application and visit this authority of Interior affairs within defined due dates to submit passport original.
- To visit this authority of Interior affairs to collect the passport with prolonged Registration stamp.

9. Recommendations:

- It is recommended **to issue Visa** and **initiate its prolonging** procedures at least **one month in advance** of the intended **dates of arrival** and/or **Visa expiration date** accordingly.
- It is recommended to have a **passport valid for at least 6 months** upon the date of visa application.

ANNEX III

Periods and Open Hours

Visa and registration periods.

- Ministry of foreign affairs of the Republic of Uzbekistan (MFA) <https://mfa.uz/en> considers the **Visa application** within **a week** and/or within **3 working days for urgent visa**.
- The Authorities of Interior affairs of the Republic of Uzbekistan, i.e. Main Directorate of Migration and Citizenship Registration of the Ministry of Internal Affairs of the Republic of Uzbekistan <https://www.gumiog.uz/ru> considers the **Visa prolonging applications** for about **10-14 days**.
- Local authorities of Interior affairs, i.e. Local Departments of Migration and Citizenship Registration of the Ministry of the Interior Affairs of the Republic of Uzbekistan considers the **Registration issuance and Registration prolonging applications** within **1-2 days**.

Opening hours at authorities of the foreign and interior affairs of the Republic of Uzbekistan.

- Ministry of foreign affairs of the Republic of Uzbekistan: **10:00-12:00** (for Visa applications submission)
- Authorities of Interior affairs of the Republic of Uzbekistan, i.e. Main Directorate of Migration and Citizenship Registration of the Ministry of the Interior of the Republic of Uzbekistan: **11:00-13:00** (for Visa applications submission) and **15:00-17:00** (for collecting Visa) from Monday till Friday, excluding days of national holidays.
- Local authorities of Interior affairs, i.e. Local Departments of Migration and Citizenship Registration of the Ministry of Interior affairs of the Republic of Uzbekistan **9:00-13:00** and **15:00-17:00** Monday till Saturday noon, excluding days of national holidays.