

Welcome to Cairo University – Erasmus+ Incoming Mobility Instructions

We are delighted to welcome you to Cairo University! To help make your stay productive and enjoyable, please follow these important steps:



Incoming Erasmus + Staff

Eligibility:

- Employed at a European higher education institution that has an Erasmus+ agreement with Cairo University.
- Selected and nominated by the International Relations Office at your home institution for teaching or training mobility.

Advance planing required:

- All Erasmus staff are required to coordinate their mobility at least **3 months prior** to **arrival** by contacting the **International Relations Office (IRO)** at Cairo University. A **formal confirmation email** from the **office** must also be received within this same timeframe.

Required Documents (Before Arrival)

- 1. E-mail:** Ensure that your International Relations Office (IRO) has officially nominated you.
- 2. Mobility Agreement :** Coordinate with your home institution and Cairo University(CU) to finalize your Staff Mobility Agreement (Teaching or Training).
- 3. Updated CV.**
- 4. Flight & Visa:** Book your travel and apply for an appropriate visa (usually a tourist or temporary entry visa is sufficient for short-term stays). Contact the Egyptian Embassy or Consulate in your home country to check visa requirements based on the type and length of stay.
- 5. Passport.**
- 6. Travel and Health Insurance:** your health insurance from your home country.
- 7. Accommodation Options:**

1. Cairo University Guest House:

Located inside the Cairo University campus (Giza), this guest house is reserved for international students, staff, and conference attendees.

Key Features:

- Located within the Cairo University campus in Giza. View on Google Maps
- Provides meals and hot beverages for guests.
- Facilitates stays for staff members of Egyptian universities and foreign visitors.

For more information, visit the **Cairo University Housing page**.

Features:

- Comfortable rooms.
- On-campus location.
- Dining services.
- Safe and quiet.

2. Alternative nearby Hotels:

For those who prefer private accommodation or extended comfort, there are a various nearby hotel options. [Hotels Nearby Cairo University \(click to view\)](#).

Upon Arrival:

1. **Check-In Meeting:** Visit the **International Relations Office (IRO)** to confirm your arrival, present your documents, and receive orientation materials.
2. **Department Visit:** Coordinate with your host department to finalize your teaching schedule.
3. **Cultural Orientation:** A brief orientation or campus tour may be offered. You're also encouraged to explore local Egyptian culture.

Before Departure:

1. **Mobility Certificate:** Request your **Certificate of Attendance** from the host department and the International Relations office (IRO).
2. **Feedback:** Kindly provide feedback on your experience to help us improve future Erasmus+ mobilities.

For Incoming Erasmus+ Students

Eligibility:

- Must be enrolled in a partner institution that has an Erasmus+ agreement with Cairo University.
- Must be nominated by their home institution.

Advance planning required:

- All Erasmus students are required to coordinate their mobility at least **3 months prior to arrival** by contacting the **International Relations Office (IRO)** at Cairo University. A **formal confirmation email** from the **office** must also be received within this same timeframe.

Selection Courses:

The International Relations Office (IRO) at Cairo University (CU) will assist the incoming Erasmus students to get in touch with the academic coordinator at the hosting department/faculty to assist them in selecting the courses.

Documents Required (Before Arrival)

1. **E-mail:** Ensure that your International Relations Office (IRO) has officially nominated you.
2. **Visitors form:** you will be asked by the International Relations Office (IRO) or the hosting department at Cairo University (CU) to fill in the visitors form.
3. **Learning Agreement:** signed by home and host institutions.
4. **Transcript of Records.**
5. **Passport .**
6. **Travel and Health Insurance:** your health insurance from your home country.

7. Flight & Visa: apply for an appropriate visa. Contact the Egyptian Embassy or Consulate in your home country to check visa requirements based on the type and length of stay.

Accommodation Options:

3. Cairo University student's hostel:

Located near by Cairo University (Giza),

Key Features:

- Located within the Cairo University in Giza.
- Provides meals.
- Facilities for Egyptian students and international students .

4. Alternative accommodation:

For the students who prefer private accommodation, you can rent an apartment or studio at any nearby district such as: Dokki, Mohandessin or Zamalek. You can reach Cairo university (CU) using public transportation, including the Metro (subway).

Upon Arrival:

- 1.** Contact the academic coordinator and the International Relations Office (IRO).
- 2. Orientation Session:** the academic coordinator will provide guidance on classes, facilities and services at the hosting faculty.
- 3. Course Registration:** Finalize your course registration with the Erasmus academic coordinator at the hosting faculty.

During Your Stay:

- Attend classes regularly and stay in touch with your academic coordinator.
- Participate in cultural and extracurricular activities offered by the university.
- Stay connected with the International Relations Office (IRO) for support or questions.

Before Departure:

- 1. Transcript of Records:** Ensure that your academic results are recorded and your transcript of records is prepared.
- 2. Certificate of Attendance:** Collect your official Certificate of attendance from the academic coordinator at the hosting faculty.
- 3. Feedback:** We highly value your opinion—please complete the student mobility survey to help us enhance our program.