

**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

In order to issue the Registration in Tashkent just arrived visitors should apply to the authorities of Interior affairs of the Republic of Uzbekistan.

Officials from the relevant divisions of the Ministry of Interior Affairs of the Republic of Uzbekistan carry out visa extension (if is visa expired) and generates renewed registration for foreign citizens accordingly (for more details please visit: [www.mvd.uz](http://www.mvd.uz)).

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\*<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.
- 2.3. The initiation of the Visa/Registration prolonging procedure is the responsibility of international staff and students. It 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](mailto:international.office@wiut.uz) , phone +998 71 2387400 ext. 557, 561 or direct request.
- 2.4. The International staff and international students are responsible for providing the requested documents 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 officers for Visa and Registration.**

- 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, 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 its internal policy. However, it is a 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).

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**ANNEX I**

**Required Document for Visa and Registration issuance and Prolonging**

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

- 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:

- Application on the WIUT's Head letter (signed and stamped)
- Copy of the passport of foreign staff or student (with photo page, just issued Visa page and copy of border crossing stamp);
- Copy of Job/Student Contract;
- Reference from WIUT's Registrar office (for foreign students);
- Copy of WIUT's letter of attorney given to WIUT's officer responsible for Visa and Registration;
- Copy of WIUT's officer's passport.

Required documents to be provided by the Landlords/ladies involved in rent agreement the with WIUT's foreign staff and international students

- Original and copy of the accommodation ownership documents.
- Original and copy of accommodation Rent Contract.
- Original and copy of proprietor's passport.
- Application for the Registration issuance that is signed by the proprietor.

## ANNEX II

### Instructions and recommendations for Visa and Registration Application procedures.

#### 1. Instruction for WIUT foreign staff, 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 foreign 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 foreign 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.

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- 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 foreign 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**,

**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** of obtaining a 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 foreign 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.

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- 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 initiate Visa and its prolonging procedures at least one month in advance of the intended dates of travel and/or Visa expiration date if possible.
- 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 considers the **Visa application** within a **week**. (Excluding Afghanistan citizens, whose applications could be under consideration up to **20-30days**)
- The Authorities of Interior affairs of the Republic of Uzbekistan, i.e. Central Department of Entry, Exit and Citizenship of the Ministry of Interior Affairs of the Republic of Uzbekistan (Central DEECofMIRUZ) considers the **Visa prolonging applications** for about **14-20 days**.
- Local authorities of Interior affairs, i.e. Local Departments of Entry, Exit and Citizenship of the Ministry of the Interior Affairs of the Republic of Uzbekistan (Local DEECofMIRUZ) considers the **Registration issuance and Registration prolonging applications** within **3-7 days** each.

#### 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. Central Department of Entry, Exit and Citizenship of the Ministry of the Interior of the Republic of Uzbekistan (Central DEECofMIRUZ) : **11:00-13:00** (for Visa applications submission) and **15:00-17:00** (for getting Visa)
- Local authorities of Interior affairs, i.e. Local Departments of Entry, Exit and Citizenship of the Ministry of the Interior of the Republic of Uzbekistan (Local DEECofMIRUZ) **9:00-13:00** (for Registration applications submission) and **15:00-17:00** (for getting the Registration).

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