



**The American University of Kurdistan  
Vehicle Permit Policy**

**\*Subject to Board Approval**

Policy Number: FS006  
Expiry date of interim policy:  
May 4, 2025

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**I. INTRODUCTION**

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy outlines the procedures for AUK employees and students to obtain a vehicle permit for on-campus parking, allowing the University to control traffic, manage parking, enhance security, and oversee campus access, thereby fostering a safer and more organized environment.
- c. **Scope:** This policy applies to all AUK employees and students.

**II. ROLES AND RESPONSIBILITIES**

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of Campus Services
- c. **Responsible Office:** CSD
- d. **Policy Contact:** Director of Campus Services

### III. ELIGIBILITY

All AUK employees and students are eligible to apply for a vehicle permit, in the form of a QR code sticker, providing an added convenience for transportation within the university premises. This section outlines the eligibility criteria for both students and employees:

**Students:** Vehicle permits are available to everyone currently registered at AUK.

**Employees:** All AUK employees are eligible for a vehicle permit.

**Compliance with University Rules:** Applicants must comply with all university rules and regulations, including the Code of Conduct, to be eligible for a vehicle permit.

### IV. APPLICATION PROCESS:

For AUK employees and students intending to park their vehicles on campus, a valid permit is required. AUK employees and students must register their vehicle and display a valid AUK sticker on the windshield. A car sticker does not guarantee a specific location or availability of a parking space, just access to on-campus parking.

Drivers on campus are expected to comply with all University regulations and adhere to the provisions outlined in the Duhok Police and Traffic Law.

#### **Application Form:**

To register a vehicle, the applicant must fill out the Vehicle Permit Application Form. At the time of application, it is also required to show a valid vehicle registration and AUK ID card. For AUK currently registered students, the cost for a permit is \$20, or its equivalent in IQD, and valid from August 1 to July 31. Employees are not charged for the vehicle permit.

*Note: Monetary values mentioned in this document are in line with the University's functional currency, which is denominated in U.S. dollars (USD). Equivalent value in Iraqi Dinars or any other currency is determined by the exchange rate. Please be aware that exchange rates may fluctuate, and the applicable rate will be based on the specified date of the transaction.*

#### **Students:**

- Students must obtain proof of payment from the Office of Finance, before proceeding with the application.
- After obtaining the payment receipt, students must complete the official [Vehicle Permit Application Form](#) available on the University website.
- Students should submit the completed application form along with a copy of the student's ID card, vehicle registration card, and proof of payment to the CSD via the email: [CSD@auk.edu.krd](mailto:CSD@auk.edu.krd).

#### **Employees:**

- While not charged a fee, Employees must fill out the Vehicle Permit Application Form.
- Employees must submit the completed application form along with a copy of the employee's ID card and vehicle registration card to the CSD at [CSD@auk.edu.krd](mailto:CSD@auk.edu.krd).

## POLICY- Vehicle Permit

### **Review:**

- The CSD will review applications for eligibility.
- The CSD will notify approved applicants via email and provide approved applicants with a personalized vehicle sticker. This vehicle sticker will be specifically generated for the individual, is non-transferable, and should be visible on the windshield for security upon entering campus.

### **V. POLICY REVIEW CYCLE**

This policy will be reviewed annually.

### **VI. POLICY HISTORY**

- a. **Approved by:** University Cabinet
- b. **Adopted:** Interim Policy



# The American University of Kurdistan

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## VEHICLE PERMIT APPLICATION FORM

ID: \_\_\_\_\_ Type: \_\_\_\_\_ Employee / Student  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile#: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

### Vehicle Details:

Vehicle Tag #	Model and Color	Vehicle Permit Code	Driver's Name
24 H 15083	Toyota Camry/ Black	2	0

### The following is required to obtain a vehicle permit sticker:

- 1) Copy of the vehicle registration card
- 2) Copy of driver license (license must be with the driver at all times)
- 3) AUK ID card
- 4) Payment receipt from finance (\$20 per vehicle annually for academic students/\$10 per vehicle for CAPA community students)

### Terms and Conditions:

- 1) I agree to abide by all traffic rules set by AUK and by the student code of conduct.
- 2) I am liable for any damages caused by my vehicle on the university premises
- 3) I accept any disciplinary action administrated by AUK for traffic violations.
- 4) Some cases may be handed over to the court of law.

I, \_\_\_\_\_ have applied for vehicle entry/parking for the vehicle and agree to abide by all terms and conditions set by AUK.

Signature.....

Date: .....

**\*Please fill out the form and bring the required documents, and return it to Office of Campus Services or by sending it to CSD@auk.edu.krd**