

First Time Applicants

Information to Assist Archaeological Expeditions to Apply for ARCE Sponsorship (Updated January 2012)

The ARCE Archaeological and Research Expeditions Committee

ARCE supports the fieldwork of its member institutions by providing administrative and technical assistance to affiliated expeditions each season. In order to qualify for ARCE administrative support, an expedition must be sponsored either by an institution that is a Researching Supporting Member (RSM) or an Institutional Member of ARCE.

Proposals for new expeditions submitted to ARCE must first be reviewed by ARCE's Archaeological and Research Expeditions Committee, a subcommittee of the ARCE Board of Governors. This Committee meets regularly to review expedition proposals and related issues. Expeditions approved by the Committee will be submitted by ARCE to the SCA Permanent Committee for final approval.

New Guidelines approved by the ARCE Board of Governors (October 2010)

The numbers of archaeological projects and project members that ARCE processes have increased significantly over the past few years. For the first time in four years, the ARCE Board of Governors has voted on a number of changes to the logistical aspects of ARCE sponsored expeditions to the SCA.

1. RSM and Institutional Members bringing archaeological equipment (total stations etc.) into Egypt relating to their project will be required to pay for the services of an official SCA Expeditor (LE 500).
2. RSM and Institutional Members will now be responsible for their own hotel bookings and transport during their stay in Egypt. The Cairo office is happy to provide contact details of local hotels and transport companies.
3. Although ARCE is not responsible for organizing your security strategies while in Egypt, in times of difficulty we will endeavor to assist in any way we can in order to ensure your safety. To this end we require all projects represented by ARCE to provide our Cairo office with a [Contact Details Form](#)

[for Expeditions](#). This form includes information with regard to evacuation procedures the project has arranged with their respective university/institute/museum. Please complete as much of the information as possible and email it to Mme. Amira Khattab (akhattab@arce.org) with cc to Jane Smythe (jsmythe@arce.org).

Paperwork and Process

Project Directors are required to submit proposals for **new** projects to ARCE at least **six (6) months in advance** of their desired arrival in Egypt. The proposal will be sent out to the Archaeological and Research Expeditions Committee for review. You will be advised on the Committee's decision and if successful, any suggested changes that might need to be made to the applications prior to submission to the SCA Permanent Committee. Currently the period of time required for the SCA to process all submissions for projects is **four (4) months**. All Project Directors should take into consideration that delays may occur due to any major holidays observed in Egypt or by ARCE.

Proposals to ARCE for submission to the Archaeological and Research Expeditions Committee must include the following:

1. Cover letter to the SCA briefly stating:
 - a. Purpose of research
 - b. Area of concession request
 - c. Brief description of work to be undertaken
 - d. Dates of work

2. SCA Application for Foreign Missions. This form can be found on the SCA web site and must be completed with each submission.
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3. Project members
 - a. List of all project members, foreigners and Egyptians

- b. Identify the expertise of each project member
4. Maps
 - a. Regional map indicating site location
 - b. Four (4) copies of a scale map showing specific area of concession well marked. **PLEASE NOTE:** Access to maps in the vicinity of military land/installations is currently restricted by the Egyptian authorities. ARCE has established a procedure by which the SCA can obtain the relevant maps that should accompany each proposal, with the cost borne by your expedition
5. SCA Security Forms completed and signed by each project member, Egyptian or foreigner
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http://www.sca-egypt.org/eng/pdfs/SCA_Security_Form.pdf

Each SCA Security Form should be accompanied by the following:

- a. Eight (8) passport photographs of each project member
 - b. A scan/Xerox of the **current** passport page (ID for Egyptian members) from each project member. **PLEASE NOTE:** An expired passport **will** delay the application submission and subsequently the project starting date
 - c. CVs of all members of the project. **PLEASE NOTE:** No more than two (2) pages for each project member is required
6. List of equipment to be used to carry out the work of the expedition with photographs or accompanied by explanatory brochures
7. Additional discussion of the archaeological project if desired

Once an expedition's proposal and supporting documents have been received by ARCE's Cairo Office and approved by ARCE's Archaeological and Research Expeditions Committee, it will be forwarded to the SCA Office of Foreign Archaeological Missions.

The approval process has two tracks that proceed concurrently:

1. The proposal itself is reviewed and is either approved, approved with conditions, or rejected by the SCA Permanent Committee.
2. The proposal, security forms and list of equipment are reviewed by the SCA Security Office and other Egyptian government departments.

Approval of the SCA Security Office is separate from the approval of the SCA Permanent Committee, **and both are required** for an expedition to begin its work. ARCE will keep expedition leaders informed as to the application's progress and will notify the applicant when the necessary approvals have been granted or if additional information is necessary. More information can be found on the [SCA Regulations for Foreign Archeological Missions](#) page.

http://www.sca-egypt.org/eng/pdfs/SCA_FM_Regulations.pdf

The SCA currently still requires a formal application package. The above should be sent in hard copy, via an express mail service, to ARCE's Cairo Office. In order to speed up the process, **please include a CD with exactly the same information**. This material will easily be circulated to the ARCE Archaeological and Research Expeditions Committee for their review.

SCA Antiquities Passes

The SCA normally makes Antiquities Passes available for a minimal charge per person, allowing all SCA approved expedition project members free entry into most museums and archaeological sites for the duration of the project's work in Egypt. Antiquities Passes are only valid for a three (3) month period. If a project lasts for a longer period, it will need to be renewed. The cost for SCA Antiquities passes must be covered by your own project budget.

PLEASE NOTE: Allow at least three (3) days for the processing of SCA Antiquities Passes

SCA Sponsored Visas

Team members of archaeological projects are also permitted to apply for residence visas for a minimal charge per team member. Residence visas are valid for the duration of the project only and allow the project member to have:

- a. multiple entry rights for the duration of the visa
- b. substantial discounts (up to 40%) at some major hotels and on some transportation within Egypt
- c. a more efficient management of time when working in remote areas of the country because the visa does not need renewing for the duration of the archaeological project

PLEASE NOTE: Allow a week to ten (10) days to process SCA Residence Visas. The cost for these visas must be covered by your own project budget.

Reports to the SCA

Preliminary Report

On completion of your project's season you must submit a Preliminary Report to your local inspectorate before you leave the site. This should include a description of the activities completed during your season's work with some preliminary results, maps and any photographs to illustrate your work. A copy of this Preliminary Report must also be delivered to the ARCE Cairo office for its official submission to the SCA.

Final Report

Your Final Report should be submitted to the SCA three (3) months after completion of your season and before submission of paperwork for your next season. It should contain more comprehensive results, maps, illustrations and photographs. This report should be fully translated into Arabic. ARCE can submit your Final Report to the SCA on your behalf; however, it must be received by ARCE in order to make the three (3) month SCA deadline. All Final Reports should be sent as hard copies with accompanying CDs in both languages (English & Arabic).

Research Supporting Members' (RSM) membership fee includes the cost of translation of their final report. RSMs who would like to take advantage of this service must submit their English version (hard copy and CD) to ARCE Cairo office allowing enough time for the translation process to occur prior to the SCA three (3) month deadline.

For Institutional Members, ARCE can arrange for the translation of the final report at LE 60 per page. You will need to submit your English version (hard copy and CD) to ARCE Cairo office allowing enough time for the translation process to occur prior to the SCA three (3) month deadline.