

Issuance of a Single / Multiple Exit re-Entry Visa

Customer

All KFUPM community who wants to travel outside the kingdom.

Supporting Documents

1. Bank Receipt for the required visa
2. One passport size (4x6cm) color photograph, if needed.
3. Exit & Re-entry Visa Application Form.
4. Guarantee form, if needed.
5. Internal clearance form (for Research Assistant's & Lecturer B's).
6. KFUPM ID Card (For submission and receiving of Documents).

Procedural Steps

1. Fill in the Exit & Re-entry Visa Application form and get it signed by the departmental head, then by staff / faculty affairs, and submit it to the office of Faculty & Personnel Services along with the following:
 - a. A recent passport size photograph of the passport holder.
 - b. Attach a bank receipt of required visa to be paid through ATM or on line systems of the local banks.
2. Staff members having less than three years of service are required to submit the Guarantee form signed by another KFUPM employee who is not travelling in that period.
3. Research assistants and Lecturer B's are required to submit the Guarantee form and the Internal Clearance form signed by all the concerned departments until the completion of their degree plan.
4. Validity of Exit Re-Entry visa is subject to Iqama Expiry date and the fee paid. Maximum duration of single / multiple visa is 180 days from the day of departure.
5. In order to activate the multiple visa, the visa holder must travel within 90 days of the issue date. Failure to activate the visa will result in payment of cancellation penalty of SR 1000.
6. If Single/Multiple Exit Re-Entry visa is not used within 90 days from the issue date, it must be returned to the Faculty & Personnel Services Department (Building. 21 – Room: 613) for FREE cancellation at least a week before its expiry date. Penalty of SR1000 will be charged for its late cancellation after the expiration of 90 days period. Fees paid will not be refunded after the issuance of visa.
7. The multiple visa is valid for multiple entries within six months to be counted from the date of first exit.
8. Hijri calendar should be used for calculating the visa validity.
9. If the passport holder's age is above 10 years, his/her finger prints should be available in the Government passport system.(Contact Jawazat (passport Office) Al-Khobar with original passport and Iqama.)
10. Dependents Single exit re-Entry visa can be issued online by family head through AbsHer system to stay outside kingdom varying from 60-340 days' subject to validity of iqama.

11. Upon receiving the passport along with Multiple Exit Re-Entry visa, the Residence Permit (Original Iqama) should be returned back to the Faculty & Personnel Services Department.
12. The existing visa rules and regulations are subject to change or modifications by the Saudi Government.
13. Submit the form at least 5-60 working days before your departure.
14. Secretarial staff and Labor are not eligible for multiple exit re-entry visa.
15. For Summer Semester vacations, Semester breaks or Eid holidays the visa forms should be submitted 25 days before departure.

Expected Time: 1-3 days