**Issuance of Residence Permit (New Iqama)**

**Customer**

All newly arrived expat’s who has joined KFUPM.

**Supporting Documents**

1. Two passport size (4x6cm) color photographs with white background.
2. Medical checkup reports from KFUPM Medical Center or any other Government/private hospital in KSA.
3. Original & photocopy of valid passport including the Saudi entry visa page and the front page showing passport holder's personal details.
4. Photocopy of KFUPM ID (For domestic servants).
5. Bank receipt for new Resident permit (Iqama) (SR500 for one year & SR1000 for two years).
6. Original KFUPM ID card for submission & receiving of documents.
7. Finger prints (biometrics) are required for all expatriates (if not already taken at the airport). To enter finger prints go to Jawazat office in Al-Khobar.

**Procedural Steps**

Submit all these documents to the Faculty & Personnel Services offices (Building 21 – Room: 613)

*For domestic servants:* The sponsor should issue / renew Resident permit (Iqama) online [www.moi.gov.sa](http://www.moi.gov.sa) and attach a print out from (ABSHAR system). Along with the photocopies of sponsor's Saudi national ID, KFUPM ID and Bank receipt for new Resident permit (Iqama) (SR600 for one year & SR1200 for two years). Submit these documents to Faculty & Personnel Services offices (Building 21 – Room: 613) for issuance of Resident permit (Iqama) Card from the Govt. Passport Office.

**Expected Time:** 21 days.
Renewal of Residence Permit (Iqama)

Customer

All KFUPM expats who’s Resident permit (Iqama) will expire in 3 Months.

Supporting Documents

1. Original Passport.
2. Bank Receipt for renewal Resident permit (Iqama) (SAR 500 for one year and SAR 1000 for two years), for domestic servants the renewal fee is SAR 600 per year.
3. Photocopy of Resident Permit (Iqama).
4. One passport size (4x6cm) color photograph.
5. Medical report from KFUPM Medical Center or any Government or private authorized hospital for Thailand, Nepal, Vietnam, Sudan, Ethiopia, Somal and all African nationals.

Procedural Steps

1. Submit all the documents to Building 21 – Room: 613.
2. Children who reach the age of 18 years are required to have a separate Resident permit (Iqama) with independent status after completing certain formalities which are as follows:
   a) Submit the original passport of son/daughter along with its photocopy.
   b) Attach a study certificate from the academic institution concerned with Arabic translation.
   c) Attach one passport size (4x6cm) color photograph white background.
   d) Attach father’s Resident permit (Iqama) copy.
   e) Fee: SAR 500, if the separation process is completed and the new Resident permit (Iqama) is issued within three months of the expiry date of father’s Resident permit (Iqama). (Faculty & Personnel Services will manage the separation process themselves).
   f) If a separate Resident permit (Iqama) is issued for a dependent son/daughter during the validity of his/her father’s Resident permit (Iqama), the fee will be charged according to the remaining period e.g. if father's Resident permit (Iqama) is valid for more than one year, the fee will be charged for two years. The fee is payable through ATMs or through online systems of the local banks.
   g) An adult son is allowed to renew his Resident permit (Iqama) with his parents subject to the condition that he is a student and not above 25 years of age. After 25 years of age, either he has to leave the Kingdom with a final exit visa or find a new sponsor and have his sponsorship transferred. However, the daughters can continue to reside with their parents irrespective of any age limit as long as they are not married.
   h) Finger prints are mandatory for each adult dependent son/daughter for whom the residence permit is being renewed. To enter finger prints go to Jawazat office in Al-Khobar.

Expected Time: 15 days.
**Issuance of a Single Exit Re-Entry visa**

**Customer**

All KFUPM community who wants to travel outside the kingdom.

**Supporting Documents**

1. Bank Receipt of SR 200 for Single exit re-entry visa.
2. One passport size (4x6cm) color photograph.
3. Exit & Re-entry Visa Application Form.
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. A group photo is required for the children endorsed on the same passport.
   b. Attach a bank receipt of SR200 for a single 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.
4. Validity of Single Exit Re-Entry visa is subject to Iqama Expiry (Maximum 180 days form the day of departure).
5. If the Single 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. For dependents, their visas can be cancelled online by the head of the family through the ABSHAR system. Penalty of SR1000 will be charged for its late cancellation after the expiration of 90 days period. Fees paid at the time of issuance of visa will not be refunded.
6. Hijri calendar should be used for calculating the visa validity.
7. Upon receiving the passport along with Single Exit Re-Entry visa, the Residence Permit (Original Iqama) should be returned back to the Faculty & Personnel Services Department.
8. The existing visa rules and regulations are subject to change or modifications by the Saudi Government.
9. Submit the form at least 5-60 working days before your departure date.
10. Single Exit/Re-entry for dependents can be issued by the head of the family online through ABSHAR system. Dependant can stays outside the kingdom varying from 180-365 days subject to the validity of Iqama.
11. Step-by-step guide is available to register for ABSHAR (Go to www.moi.gov.sa then select registration process).
12. Only in case of Emergency contact 050-3881906 and 050-5850429.

**Expected Time**

5 days.
**Issuance of a Multiple Exit re-Entry Visa**

**Customer**

All KFUPM community who wants to travel outside the kingdom.

**Supporting Documents**

1. Bank Receipt of SR 500 for Multiple exit re-entry visa
2. One passport size (4x6cm) color photograph.
3. Exit & Re-entry Visa Application Form.
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. A group photo is required for the children endorsed on the same passport.
   b. Attach a bank receipt of SR500 for a multiple visa to be paid through ATM or on line systems of the local banks.
2. The application form for dependents should be signed by the employee himself.
3. 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.
4. Research assistants and Lecturer B’s are required to submit the Guarantee form and the Internal Clearance form signed by all the concerned departments.
5. Validity of Multiple Exit Re-Entry visa is subject to Iqama Expiry (Maximum 180 days form the day of departure).
6. 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.
7. If 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 at the time of issuance of visa will not be refunded.
8. Hijri calendar should be used for calculating the visa validity.
9. 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.
10. The existing visa rules and regulations are subject to change or modifications by the Saudi Government.
11. Submit the form at least 5-60 working days before your departure.
12. If the passport holder’s age is above 17 years, his/her finger prints should be available in the Government passport system.
13. The multiple visa is valid for multiple entries within six months to be counted from the date of first exit.
14. For Summer Semester vacations, Semester breaks or Eid holidays the visa forms should be submitted 60 days before departure.
15. Research Assistants, Lecturer-B’s, Secretarial staff and Labor are not eligible for multiple exit re-entry visa.

**Expected Time:** 5 - 60 days
Issuance of Final Exit visa

Customer

All KFUPM community who are going on exit.

Supporting Documents

1. One passport size color picture
2. Final Exit Visa Application form
3. Original Passport
4. Final Clearance Form duly signed and stamped by all the departments concerned.
5. Original KFUPM ID

Procedural Steps

1. Please submit this form at least three days before the date of travel to Faculty & Personnel Services Department with the above documents.
2. Fill in the Final Exit Visa Application form and have it signed by the department head concerned (for the employee only).
3. For dependents the Final Exit Visa can be issued online by the head of the family through (ABSHER system).
4. The original Resident Permit (Iqama) will be submitted at the airport both for employees and dependents.
5. In case the employee owns a vehicle, he should sell it and make sure that the ownership title is transferred to the new owner’s name before applying for a final exit visa.
6. If the passport holder’s age is 17 year or above, please make sure that his/her finger prints are available in the Government passport system. To enter finger prints go to Jawazat office in Al-Khobar.
7. The holder of the passport with exit visa must leave the Kingdom on the authorized date. If for some reasons he fails to do so, he must return the passport immediately to Faculty & Personnel Services Department. Otherwise, a penalty of SR1000/- will be imposed for the cancellation / renewal of exit visa.
8. Hijri Calendar is to be used for validity of the visa.

Expected Time: 3 days
**Issuance of new Resident permit (Iqama) for wives and children**

(After entering the Kingdom with a residence visa issued by Saudi embassies abroad).

**Customer**

Dependents of Employee.

**Supporting Documents**

1. Original passport and photocopy of the passport including the visa page for all the dependents whose residence permit is needed.
2. Two Passport size color photograph with white background for each dependent.
3. A photocopy of the Resident permit (Iqama) for the head of the family.
4. Medical Report issued by the KFUPM Medical Center or any authorized Government or private hospital.
5. For children born in Saudi Arabia, following documents are required:
   a. Original passport of the child and its photocopy.
   b. Two passport size (4x6cm) photographs white background.
   c. A photocopy of the Saudi Birth Certificate.
   d. A photocopy of the vaccination certificate.
   e. A photocopy of father’s Resident permit (Iqama).
6. For sons or daughters above 18 years of age, a study certificate with its Arabic translation will be required. Residence Permit fee of SAR500 per year shall be charged for each dependent above 18 years of age.
7. If the religion of wife or any dependent is different than the head of the family, the applicable residence permit fee shall be charged which will be SAR500 per year.
8. In case, an expatriate is married inside the Kingdom, his wife’s sponsorship can be transferred to her husband, if needed. A new residence permit card will be issued to her under her husband’s name after completing the transfer of sponsorship formalities. Transfer of sponsorship fee for wife is SAR 2000 which should be paid through the authorized local banks ATMs or on line.

**Procedural Steps**

Submit all the required documents to Building. 21 – Room: 613.

**Expected Time:** 21 days.
Apply for a Family Visa

Customer

Faculty / Staff / Eligible students.

Supporting Documents

a. A photo copy of the employee’s last degree and its Arabic translation.
b. A photo copy of the marriage certificate and its Arabic translation.
c. Print out of the submitted online Application Form.
d. Copies of birth certificate and Arabic translation for the children for whom a residence visa is needed.
e. Photo copy of the employee’s (the applicant's) passport including the personal details page and the Saudi work visa page.
f. Employee’s Resident permit (Iqama) copy.
g. Photocopies of passports for the dependents for whom a residence visa is needed.
h. Employment Certificate issued by the Faculty or Staff Affairs Department in Arabic showing the employee's joining date, contract duration, job title, monthly salary including all allowances.

Procedural Steps

1. Fill out the online Application Form at www.mofa.gov.sa completely in Arabic; only write down the names of dependents in English as it is written on passport.
2. In case of daughter 13 years of age or above, attach a statement translated into Arabic that she is not married.
3. Present all the documents in a file to Faculty and Personnel Services (Building 21- Room 613) for verification and go to Istakdam office.
4. Residence visa for mother (Only for Faculty members):
   a. An affidavit translated into Arabic and issued by a court of law in the home country that:
      i. The applicant’s father has passed away.
      ii. He is the sole supporter of his mother.
      iii. There is no one to look after her except him.
   b. This affidavit should be attested by the Saudi Consulate in the home country of the applicant.
   c. A photo copy of father’s death certificate duly translated into Arabic and attested by the Saudi Consulate abroad.
   d. Passport copy of mother.
   e. All documents mentioned above.
   f. A statement signed by the applicant in KSA that he will bear all the expenses to be incurred on his mother’s boarding and lodging, medical care and repatriation etc.
5. Residence visa for an adopted child:
   a. All documents mentioned above.
   b. A statement signed by the child’s biological father that he has no objection for the child travelling abroad and residing in Saudi Arabia. This statement should be translated into Arabic and attested by the Saudi Consulate in the home country.
   c. An undertaking signed by the applicant of the residence visa in KSA (the new guardian of the child) that he will bear all the expenses to be incurred on the education, medical care, boarding and lodging and repatriation etc. for the child.

Expected Time: 15 days.
**Issuance of private driving license**

**Customer**

All KFUPM community who wants to get new driving license.

**Supporting Documents**

1. 2 passport size color photographs with white background.
2. Copy of Residence Permit (Iqama).
3. Copy of passport including the Saudi work visa page.
4. For Saudi nationals, attach a copy of Saudi national ID.
5. Original foreign driving license and its photocopy with Arabic translation from Building 21 - 3rd floor. (if applicable)

**Procedural Steps**

1. The applicant must be of 18 years of age.
2. The photo attached on the Driving License Application form must be stamped by the local Traffic Police Dept., before doing the eye vision test.
3. After Step #2 above, go for eye vision test from the KFUPM Medical Center.
4. In case, the applicant has no driving license, he should join the Driving School to obtain the private Saudi Driving License.
5. Present all the documents in a file to Faculty and Personnel Services (Building 21- Room 613) for verification and go to Driving License Branch for registration and rest of the process.
6. Fee: 2 years SR80, 5 years SR200, 10 years SR400 payable through ATM or on line systems of the local banks.

**Expected Time:** 15 days.
Renewal of Saudi driving license

Customer

All KFUPM community who wants to renew the Saudi Driving License.

Supporting Documents

1. Original Saudi Driving License.
2. Photocopy of Resident permit (Iqama).
3. For Saudi nationals, a copy of national ID.
4. 2 passport size pictures.

Procedural Steps

1. Driving License Application form completely filled in.
2. Two passport size photographs (4x6cm) white background.
3. Before doing Eye vision test from the Medical Center, the photograph affixed on the application form must be stamped by the Traffic Police Dept.
4. After Step#3 mentioned above, Eye vision test from the KFUPM Medical Center.
5. Documents required:
6. Fee: 2 years SR80, 5 years SR200, 10 years SR400 payable through ATM or on line systems of the local banks. Cash payments are not allowed.

Expected Time: 7 days.
Documents needed to apply for Visit Visa

Customer

All KFUPM community who wants to apply for a visit visa for their relatives.

Supporting Documents

1. Photocopy of Passport.
2. Passport copy of visitor(s).
3. Resident permit (Iqama) copy of the applicant (employee) and his wife.

Procedural Steps

1. Fill in the visitor’s visa application form through the Ministry of Foreign Affair’s website www.mofa.gov.sa after selecting Family Visit form in Arabic.
2. If the visitor is a non-Arab, his name should be written in English according to his passport while the name of an Arab visitor should be written in Arabic.
3. Get an Employment Certificate from Faculty or Staff Affairs in Arabic addressed to the Ministry of Foreign Affairs.
4. In case of applying for a visitor visa for wife or parent’s in law, attach a copy of employee’s marriage duly translated into Arabic.
5. While submitting the visitor visa application form, retain a copy of the visitor visa form for future follow-ups through the Ministry of Foreign Affair’s website.
6. Present all the documents in a file to Faculty and Personnel Services (Building 21- Room 613) for stamp and verification purpose. Then go to Ministry of Foreign Affair’s office Dammam to submit these documents.
7. Normally, a visitor visa is issued within a week’s time. Once the visit visa is issued on the Ministry of Foreign Affair’s website print it and email it to your relatives for the submission to the Saudi Consulate abroad.
8. FEE: NO FEE IS CHARGED FOR VISIT VISA.

Expected Time: 7 days.
Documents required for Schengen visa

Customer

All KFUPM community who wants to get Schengen visa.

Supporting Documents

1. Passport should be valid for one year.
2. Two recent passport size photos with white background.
3. Visa application form completely filled and signed by the applicant.
4. Employment Certificate from the employer (in case of official business, the employer should sponsor the visit).
5. Invitation letter from the host in the Schengen country (for official business).
6. E-Ticket with confirmed reservation.
7. Hotel Reservation for the entire period of stay in the Schengen country.
8. The hotel should fax booking confirmation to the Schengen country concerned Embassy, Riyadh directly.
9. Health Insurance for one month (starting from the date of entry in Switzerland).
11. Bank Statement in English for the last six months.

Procedural Steps

Submit all the above documents to a local embassy services agency in Al-Khobar or Dammam for the issuance of the Schengen Visa.

Expected Time: 4 weeks.