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 from 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. Secretarial staff and Labor are not eligible for multiple exit re-entry visa.
16. Research Assistants, Lecturer Bs, and the Professional staff will be allowed to get multiple exit re-entry visas subject to submitting the guarantee form signed by a KFUPM employee for multiple trips during six months or the entire validity period of the multiple visa.

Expected Time: 5 - 60 days