

Documents needed to apply for Visit Visa

Customer

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

Supporting Documents

- Photocopy of Passport.
- passport copy of visitor(s).
- Resident permit (Iqama) copy of the applicant (employee) and his wife.

Procedural Steps

- Fill in the visitor's visa application form through the Ministry of Foreign Affairs website <http://www.mofa.gov.sa> after selecting Family Visit form in Arabic.
- 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.
- Attach a proof of residence if the visitor wishes to pick up the visa from Saudi Consulate in a foreign country other than his native country.
- While submitting the visitor visa application form, retain a copy of the visitor visa form for future follow-ups through the Ministry of Foreign Affairs website.
- Submit all the documents to Faculty and Personnel Services (Building 21- Room 613).
- Normally, a visitor visa is issued within a week's time. Visit visa will be issued online and can be printed from Ministry of Foreign Affairs website. Print or email the screenshot of visa to your relatives to apply for visa stamping in Saudi Consulate abroad.

FEE: NO FEE IS CHARGED BY THE MINISTRY OF FOREIGN AFFAIRS INSIDE KSA FOR ISSUANCE OF VISIT VISA.