

## 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 *Istaqdaam Form* available at our website. Fill the form in Arabic only. For Non-Arabs, all the names should be in English as written on the 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 *Istaqdaam* 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. 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.
6. Please take an online appointment from *ISTAQDAM* website prior to submitting any application for the visa mentioned above.

NOTE: NO VISA FEE WILL BE CHARGED FOR THE RESIDENCE VISA ISSUED FOR DEPENDENTS.

**Expected Time:** 7 days.