

EXTENSION OF SINGLE/MULTIPLE EXIT & RE-ENTRY VISAS OUTSIDE THE KINGDOM

Customer

A KFUPM expatriate or his/her dependent whose single/multiple exit & re-entry visa has expired after travelling outside the Kingdom.

Supporting Documents

1. Exit Re-entry visa extension form issued by the Government Passport Department (Jawazat), Al-Khobar.
2. A print out showing the re-entry visa, iqama and passport details of the expatriate Issued by the Government Passport Department, Al-Khobar.
3. Photocopies of the passport, iqama and the expired exit & re-entry visa.
4. For employees, a letter signed and stamped by the sponsor addressed to the Saudi Consulate abroad requesting them to extend the single/multiple re-entry visa.
5. For dependents , the Exit & Re-entry Visa Extension Form to be filled in Arabic through the Ministry of foreign affairs' website (www.mofa.gov.sa).
6. The documents mentioned at Sr.No.1, 2 & 4 must be attested by the Saudi Ministry of Foreign Affairs.

Procedural Steps

1. Submit all the documents mentioned above to the Faculty & Personnel Services Dept. in Bldg.21, Room 613, for signature and stamp on the Arabic form.
2. Submit this form along with the documents mentioned at Sr. No.1,2 & 3 above, to the Ministry of Foreign Affairs, Eastern Province, for their approval.
3. Retain a copy of the Arabic form for tracking.
4. Normally the approval is received on line within a week's time.
5. After approval, send a copy of the approval to your dependent to be submitted to the Saudi Consulate abroad through the authorized agents.

NOTE: AN EXPATRIATE IS ELIGIBLE FOR THE EXTENSION OF RE-ENTRY VISA IF HE IS HOLDING A VALID IQAMA AND RETURNING TO THE KINGDOM WITHIN 30 DAYS OF THE EXPIRY DATE OF HIS/HER RE-ENTRY VISA.