

## Issuance of Final Exit visa

### Customer

All KFUPM community who are going on exit.

### Supporting Documents

1. One passport size color photograph
2. Final Exit Visa Application form
3. Original Passport
4. Final Clearance Form duly signed and stamped by all the departments concerned.
5. Original resident permit(s)/Iqama(s) of staff and his dependents.

### Procedural Steps

1. Please submit ***Final Exit Visa Application 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 10 years or above, please make sure that his/her finger prints are available in the Government passport system. To enter finger prints contact Jawazat (Passport) office in Al-Khobar with original passport and Iqama..
7. The passport holder with final exit visa must leave the Kingdom before "*Travel Before Date*" mentioned on final visa. 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 should be used for validity of the visa.

**Expected Time:** 3 days