

## Issuance of new Resident permit (Iqama) for wives and children

(After entering the Kingdom with a residence visa issued by Saudi embassies abroad).

### Customer

Dependents of Employee.

### Supporting Documents

1. Original passport and photocopy of the passport including the visa page for all the dependents whose residence permit is needed.
2. Two Passport size color photograph with white background for each dependent.
3. A photocopy of the Resident permit (Iqama) for the head of the family.
4. Medical Report issued by the KFUPM Medical Center or any authorized Government or private hospital duly entered in the system.
5. For children born in Saudi Arabia, following documents are required:
  - a. Original passport of the child and its photocopy.
  - b. Two passport size (4x6cm) photographs white background.
  - c. Original & photocopy of the Saudi Birth Certificate.
  - d. Original & photocopy of the vaccination certificate.
  - e. Original & photocopy of both parents' Resident permit (Iqama).
6. Residence Permit fee of SAR500 per year shall be charged for each dependent above 18 years of age.
7. If the religion of wife or any dependent is different than the head of the family, the applicable residence permit fee shall be charged which will be SAR500 per year.
8. In case, an expatriate is married inside the Kingdom, his wife's sponsorship can be transferred to her husband, if needed. A new residence permit card will be issued to her under her husband's name after completing the transfer of sponsorship formalities. Transfer of sponsorship fee for wife is SAR 2000 which should be paid through the authorized local banks ATMs or online system.

### Procedural Steps

Submit all the required documents to Building. 21 – Room: 613.

**Expected Time:** 7 days.