

## Issuance of Residence Permit (New Iqama)

### Customer

All newly arrived expat. who has joined KFUPM.

### Supporting Documents

1. One passport size (4x6cm) color photographs with white background.
2. Medical checkup reports from KFUPM Medical Center or any other Government/private hospital in KSA. (A print out of the online system is needed)
3. Original & photocopy of valid passport including the Saudi entry visa page and the front page showing passport holder's personal details.
4. Photocopy of KFUPM ID (For domestic servants).
5. Bank receipt for new Resident permit (Iqama) (SR500 for one year only).
6. Original KFUPM ID card for submission & receiving of documents.
7. Finger prints (biometrics) are required for all expatriates (if not already taken at the airport). To enter finger prints go to Jawazat office in Al-Khobar.

### Procedural Steps

Submit all these documents to the Faculty & Personnel Services offices (Building 21 – Room: 613)

***For domestic servants:*** The sponsor should issue / renew Resident permit (Iqama) online [www.moi.gov.sa](http://www.moi.gov.sa) and attach a print out from (ABSHAR system). Along with the photocopies of sponsor's Saudi national ID, KFUPM ID and Bank receipt for new Resident permit (Iqama). Submit these documents to Faculty & Personnel Services offices (Building 21 – Room: 613) for issuance of Resident permit (Iqama) Card from the Govt. Passport Office.

**Expected Time:** 2-5 days.