GA center services

Exit Reentry Visa

Overview

The Exit & Re-entry visa is the official document that permits residents to exit and return to the Kingdom.

There are 2 types of Exit & Re-entry visa:
Single: can be used to exit the Kingdom and return for one time only.
Multiple: can be used to exit the Kingdom and return multiple times.

Important notes:

* Kindly check your Exit & Re-entry **Visa validity** date before travel.

* If the Exit & Reentry visa is not used within **90-day** of the date of issue and not canceled, the applicant pays a **fine of 1000 SAR**.

* The requester must be **inside the Kingdom** to process the exit & reentry visa.

* There is **no refund** for cancelling Exit & Re-entry visa.

* Processing a new Exit & Re-entry visa requires an iqama validity of 3-month + the requested Exit & Re-entry visa duration.

For example: The iqama has to be valid for 5 months for 2-months Exit & Re-entry visa request. (3-months availability of travel + 2-month Exit & Re-entry visa) otherwise, the Exit & Re-entry visa can be issued for 2-months starting from date of issuance.

Or if you choose 'Return before' date, you can apply until your Iqama expiry date.

Procedure

Complete the following steps:

Pay through online banking Account (Students fees are covered by KAUST):
SADAD > Gov. Services > Alien Control > Exit Reentry
After the payment, submit a request from KAUST portal.
*If you have a valid exit re-entry visa, when you submit a new request, the latest visa will be cancelled to issue the new visa.

2. Visa services > Exit re-entry

Note: For business visas you must pay for the visa and reimburse the money from the department.

To issue an exit re-entry visa for dependents:

1. Login into MOI portal (Absher)

2. Click on "**Family Members Services**"

3. visa services > Family member & click on "issue visa"

To issue an exit re-entry visa for husband:

1. Login into MOI portal

2. Dashboard > **Sponsorees Services** > visa services click on "issue visa"

Note: if you see "Cancel visa" instead of " issue visa" it means this member has a visa that has to be canceled to issue a new one.

* For Consultants Please apply though this form.

Fees

Single visa	Multiple visa
2 months 200 SR (minimum)	-
3 months 300 SR	3 months 500 SR (minimum)
4 months 400 SR	4 months 700 SR
5 months 500 SR	5 months 900 SR
6 months 600 SR	6 months 1100SR
7 months 700 SR	7 months 1300 SR
8 months 800 SR	8 months 1500 SR
9 months 900 SR	9 months 1700 SR
10 months 1000 SR	10 months 1900 SR
11 months 1100 SR	11 months 2100 SR
12 months 1200 SR	12 months 2300 SR

More Details
(The application process takes approximately three business days).

Exit Reentry Visa Cancellation

Visa Services ,Exit Reentry

Overview

Important:

* If the Exit & Reentry Visa is not used within 90 days of the date of issue and not canceled, there is a fine of 1000 SR

* There is **no refund** for cancelling Exit & Re-entry visa

Procedure

For sponsor Exit re-entry visa cancelation complete the following steps:

1. Send an email to **ga@kaust.edu.sa**

2. GA Center will send a notification when the Exit Reentry visa is canceled

For dependents Exit re-entry visa cancelation:

1. Login to the MOI

2. Dependents> click on the dependents details > cancel visa

Fees

* **Before expiration date:** free

* **After the expiration date:** 1000 SR

More Details

(The application process takes approximately two business days).

Exit Re-entry Visa Extension

Overview

Important note:
This service applies only to applicants who are out of the kingdom with an expired exit reentry visas.

Procedure
Complete the following steps:

For Faculty, Staff and Students

1. Pay the exit re-entry visa extension fees through your Saudi bank account (SADAD) > Government Payments> alien control> **Extend Exit Re-entry Visa Duration** then enter the Iqama number and the visa number.

Important note:
For expired exit re-entry visa, the payment and extended duration must start from the day of visa expiration until the required date.

2. Contact the Government Affairs through the email address ga@kaust.edu.sa to extend your visa. Once the visa is extended a confirmation email will be sent.

For dependents and sponsorees, you can apply for their visa extension through your Absher account, please follow the below:

1. Pay the exit re-entry visa extension fees through your Saudi bank account (SADAD) > Government Payments> alien control> **Extend Exit Re-entry Visa Duration** then enter the Iqama number and the visa number.

2. Login through MOI website > Dashboard> Family members> Select the family member (more details)> extend visa.

Fees
Single visa: 100 SR for each month
Multiple visa: 200 SR for each month

Dependent Iqama Issuance

Overview

Important notes:

* A sponsor must Issue his/her Iqama before the dependent's Iqama can be issued

* Validity of the Iqama One or two years depends on the period requested by HR/Graduate Affairs for the sponsor

Procedure

Complete the following steps:

1. Open your KAUST portal
2. Go to "Self services"
3. Click on "Dependent Iqama Issuance", upload the following documents and submit your request:
4. Make a request to the government through the sponsor's MoI portal (Absher).

There are two different procedure, depends on the dependent's place of birth.

Either way must be done through the MOI "Absher" of the sponsor.

* For Depedents who are born outside the Kingdom

* For Depedents who are born inside the Kingdom (New born)

Approvals
HR: For Staff, Faculty.
Graduate Affairs: For Students.

Iqama Cancellation (Exit no return)

Overview

- An Iqama cancellation can only happen if the exit re-entry visa of the resident has expired while outside the Kingdom.
- The sponsor need to process the request through the MoI portal (Absher).
- Failure of the process may cause a future problems.

Procedure

Complete the following step:

1. Apply after one month of the expiration date of the exit re-entry.
2. Go to the sponsor's MoI portal (Absher)
3. My Services> Passports > Tawasul > New Request > Sector: Communications (Arabic;) > Service: Drop Resident (Arabic;) > Fill the description: *Please cancel my dependent, NAME's Iqama.* > Upload Iqama copy of the dependent
4. Send by UPS (mail carrier) the Iqama to the Government Affairs center (if have).

More Details

(The application process takes approximately five business days).

Iqama Issue

Overview

An Iqama is the residence identity which allows a person legally to live in Saudi Arabia.

It is also the primary identification accepted while in the Kingdom and should be carried at all times.

Validity:

One or two years depends on the period requested by HR/Graduate Affairs.

Procedure

This service is requested by:

* HR: for employees/ Faculties/ Post doc

* Graduate Affairs: for students

More Details

(The application process takes approximately seven business days).

Iqama Renewal

Overview

Important notes:

* Iqama must be renewed before the expiry date

* Expiry date of the Iqama can be checked through the MOI "Absher" (Date needs to be converted online)

* Iqama card will remain the same after the renewal

Procedure

To apply for Iqama renewal click here or Login to KAUST portal and complete the following steps:

1. Self services
2. GA Residency services > New Services
3. Iqama services > Iqama renewal

Important notes:

For male sponsor:

Apply through the portal and select your dependent "if have" and GA will renew the Iqama. Family members Iqama's will be automatically renewed with their sponsor.

For female sponsor:

Apply through the portal and select your dependent (spouse & children) GA will renew the Iqama for the sponsor. To renew the dependent (spouse & children) Iqamas, processed through the MOI "Absher".

For Consultant (with no portal access) please apply here.

Approvals

HR: For Staff, Faculty

Fees

Charges for staff and dependents will be covered by KAUST.

More Details

(The application process takes approximately five business days).

Lost or Damaged Iqama Replacement

Overview

Important note:

If you lost or damaged your Iqama, report it immediately to GA Center.

Procedure

Complete the following step:

1. Pay applicable fees (which you can pay it online via Sadad > Government payment> Aline control > replace Iqama).

2. Go to the GA services page

3. Iqama services > Lost or Damaged Iqama Replacement.

4. Send by UPS (mail carrier) the Iqama to the Government Affairs center (if have).

Fees

Fine 1000 SR.

More Details

(The application process takes approximately five business days).

Family Residency Visa

Overview
Important notes:
* Family Residency visa is a visa for the family dependents of students, faculty or staff to join them in KAUST and live in the Kingdom. Normally this visa is requested by the sponsor and approved by the HR/Graduate Affairs.
* The visa is valid for one year from the date of issue before stamping on the passport.
* All supporting documents must be attested by the Saudi Embassy in the applicant country.
(Each document has to be attested by the Saudi embassy in which it was issued in)
* Visa for son who is 17 years and 6 months old and above are not eligible for a residency visa.
Scope
Procedure
Notes: The Documents that need to be attested from the Saudi Embassy from where it was issued and then from MOFA in Saudi are (Marriage certificate, Degree, Birth Certificate for children, if applicable) Please have your documents attested and bring the original document to the GA Center to proceed with your Family Residency request.

* To start the procedure, please fill in the form
Documents
1. Copy of Iqama
2. Copy of the passport and Saudi visa
3. . Original Degree attested from Saudi Embassy and MOFA (Original Language)
4. Translated Degree (Arabic)**
5. KAUST Stating Salary Letter
6. Spouse Passport Copy
7. Original Marriage Certificate attested from Saudi Embassy and MOFA (Original Language)
8. Marriage Certificate Translated (Arabic)**

9. Children's passport copy

10. Children's Birth Certificate copy (Original Language or English)

11. Children's Birth Certificate testified Translated (Arabic)

12. Once all documents are submitted, GA will contact the requester about the following procedure. Including Ministry of Interior Appointment. (You will need to make an MOI appointment)
* For official translation please refer to the Translation services. please click here.

Note: The MOI appointment will be attended by a GA Representative on your behalf.

Approvals
Faculty, Staff: Human Resources
Students: Graduate Affairs

Fees
More Details
(The application process takes approximately fourteen business days).

Final Exit Visa

Overview

Important notes:

* This is an official free of charge procedure for an Iqama holder to leave the Kingdom permanently.

* If the applicant owns a car that is registered under his/ her name, he/she must transfer or sell the car to change the ownership prior to submitting this request. After the visa is

issued the applicant can rent a car

* Dependents must leave the country along with the applicant at the same time

* If the applicant has family members (with a visit visa) under his/ her sponsorship, they must leave the Kingdom before applying for the final visa

* The applicant must leave the country within **60 days** from the date of the visa issue or there is a fine of **1000 SR**.

*Once the applicant exit the Kingdom with the final exit visa, Finger Print Police Clearance cannot be issued anymore. We recommend you to apply for it before the final exit.

Procedure

Complete the following steps:

1. Go to the GA services page
2. Visa services >Final exit visa
3. Once the request is approved by HR the GA agent will issue the final exit visa.

Notes:

* In case of requesting for dependents only, apply through the GA services and to get the HR approval and proceed through the MOI "Absher" to issue the final exit visa.

Approvals

HR: For Staff, Faculty.

No approval required for Students.

More Details

(The application process takes approximately three business days).

Final Exit Visa Cancellation

Overview

Important:

If the Final Exit Visa is not going to be used, it must be canceled within **60 days** of the issue date.

Scope

Procedure

The cancellation of the final exit visa must be requested by HR personnel Manager or VP /VP of Graduate Affairs by sending an official email to the GA.

* GA Center will send a notification to the requester when the Final Exit Visa is canceled.

Documents

Approvals

HR: For Staff, Faculty.

Graduate Affairs: For Students.

Fees

If the final exit visa has expired, a fine of **1000 SR** is required.

More Details

Change Nationality

Overview

Important notes:

* This service applies to anyone who wants to change nationality, this will acquire a new passport and updated Iqama information request.

* The change of nationality is normally requested by HR/Graduate Affairs.

* The passport from the old country must be canceled in order to proceed with process.

Procedure

Complete the following steps:

1. Fill-in the Change of Nationality Application.

2. Visit GA Center to submit the completed application, supporting documents and Sadad.

3. GA Center will arrange the appointment for finger prints at the police department (for police clearance).

4. GA Representative will accompany the applicant to the Police Department and facilitate the process

5. GA Center will send a notification when the Iqama is ready.

6. Visit GA Center to pick-up the new Iqama.

Documents

Provide the following documents to GA Center:

1. A completed Change of Nationality Application.

2. The original canceled passport

3. Clear copies of passports and the first stamped (work, student or dependent) visa

4. The original new passport

5. A clear copy of the new passport

6. The original Iqama

7. A clear copy of the Iqama

8. Submit following original supporting documents:

* NOC (no objection letter) from the old nationality embassy

* NOC (no objection letter) from the new nationality embassy

9. A copy of the supporting documents, if any

10 Two 3x2cm size personal photos with white background (no glasses

11. An announcement in a local newspaper for one month only if the names differ between the old and new passport

Approvals

Staff: Faculty: Human Resources

Students: Graduate Affairs

Fees

500 SR.

Forms to fill

- Change of Nationality Application

More Details

(The application process takes approximately 60 business days).

Change of Job Title

Residency Services ,Official Document Adjustment

Overview

Important note:
This service applies to anyone who needs to change the job title on their Iqama to match the job description of the position they have been hired for. The change of Job title is normally requested by HR/Graduate Affairs.

Procedure

To start, please fill in this form.

Documents

Provide the following documents to GA Center:
1. A completed Change of Job Title Application
2. Clear copies of passports and Visa (work, student)
3. The original Iqama
3. Clear copy of the Iqama
4. Original degree attested from Saudi Embassy and MOFA (original language)
5. Original degree translated from an authorized office.
6. One 3x2cm size personal photos with white background (no glasses)

Approvals
Staff: Line Manager and HR.

Fees

More Details
(The application process takes approximately ten business days).

Change Religion

Residency Services ,Official Document Adjustment

Overview

Important note:

* This service applies to anyone who wants to change religion from non-Muslim to Muslim. The change of religion is normally requested by applicant.

* After the change of Religion is done, the Iqama must be amended.

Procedure

Complete the following steps:

1. Fill-in the Change of Religion Application

2. Visit GA Center to submit the completed application and supporting documents.

3. GA Center will arrange an appointment at the Islamic Education Foundation Center in Rabigh or Jeddah.

4. GA Center Representative will meet the applicant at the Islamic Education Foundation Center in Rabigh or Jeddah.

5. GA Center will send a notification when the certificate from the Islamic Education Foundation Center is ready and will enter the relevant details in the HR SAP system.

6. Attend GA Center to retrieve the certificate.

Documents

Provide the following documents to GA Center:

1. A completed Change of Religion Application

2. The original passport

3. Clear copies of passports and the first stamped (work, student or dependent) visa

4. The original Iqama

5. Clear copy of Iqama

6. 2 photos :
For men: 3x4 cm colore
For women: 3x4 cm black and white with a scarf (Hijab)

Forms to fill

- Change of Religion Application
- **Information Correction**
- Residency Services ,Official Document Adjustment
- **Overview**
- **Important note:**
  It is an important process to fix mistakes on the original documents such as (Iqama, Birth certificate, Driving license) that have spelling mistakes or inconsistency between the English name and the Arabic name or any other incorrect information.
- **Procedure**
- 1. complete the following steps through your KAUST portal:
- **A.** Go to the GA services page or login to KAUST portal > self services > new services

  B. Go to (Residency Services) > Information correction
  C. Send by UPS (mail carrier) the original document to the Government Affairs center

  2. Once the GA representative collect the original document the GA center will send it to your address by the UPS (mail carrier)

- **More Details**
- **(The application process takes approximately three business days).**

Police Clearance Letter

- Residency Services ,Official Document Adjustment

- **Overview**

- **Important note:**

   A police clearance report is an official document given to the applicant upon request.

   Police clearance report has a validity of 30days from the issue date.

- Requester must request while staying inside the Kingdom before the final exit.

- **Procedure**

- Complete the following steps through your KAUST portal:

  1. Go to the GA services page or login to KAUST portal > self services > new services

  2. Go to (Permit services) > Police clearance letter.

  3. Once the GA representative collect the police clearance letter, the GA center will send it to your address by the UPS (mail carrier).

  Note: For future purposes for outside the Kingdom (visa application, job application...etc.), some countries require the police clearance letter to be attested by the Saudi Ministry of Foreign Affairs (MOFA).

- ## Sponsorship Transfer (Staff, Students, Dependents)
- Residency Services ,Official Document Adjustment
- **Overview**
- **Important notes:**
  * A Sponsorship transfer is a permanent movement of sponsorship from the old sponsor (company, school, parents or spouse) to a KAUST, or someone affiliated to KAUST.
  * The sponsorship transfer of an Iqama is normally requested by the applicant and approved by HR/Graduate Affairs.
- **Procedure**
- To start, please fill in this form
- **Documents**
- **Required documents:**

  1. NOC from old sponsor to the new sponsor addressed to passport office (that is if the transfer is within KAUST. Otherwise, the requester has to provide the NOC from his old sponsor).

  2. A demanding letter from new sponsor stating the need for hiring the applicant addressed to the old sponsor

  3. Two 3 X 2 photographs on white background without eye-glasses

- **In case of a job or student transfer:**
  the original and a copy of the qualification educational degree which must be translated then attested by both the Saudi Embassy and the Ministry of Foreign Affairs in KSA (if the degree was not obtained from a Saudi School).

- **In case of a spouse transfer:**
  the original and a copy of the marriage certificate which must be translated then attested by both the Saudi Embassy and the Ministry of Foreign affairs in KSA (if the certificate was not obtained in Saudi Arabia).

- **In case of a child transfer:**
  the original and a copy of the birth certificate which must be translated then attested by both the Saudi Embassy and the Ministry of Foreign Affairs in KSA (if the certificate was not obtained in Saudi Arabia).

- **Approvals**
- **Staff, Faculty:** Human Resources
  Students: Graduate Affairs
- **Fees**
- **First time:** 2000 SR

  Second time: 4000 SR

  Third time: 6000 SR

- **More Details**
- **(The application process takes approximately 20 business days).**
- ## Tax (Zakat) letter

- ## Residency Services ,Official Document Adjustment

- **Overview**

- **Important note:**

  This service is a self- service which allows applicants to apply for a Tax (Zakat) letter upon their duration of stay in the Kingdom.

- **Scope**
- **Please follow the below procedure:**

  1. Prepare the required documents:
  * Copy of the passport
  * Copy of the employment certificate
  * Copy of rental accommodation contract

  Notes:
  * The employment certificate can be found in the portal > HR certificates and letters > employment certificate.
  * The rental accommodation contract letter can be found in the portal > HR certificates and letters > Address confirmation certificate.

  2. Click the link here for the apply through the Zakat and Tax customs Authority.
  3. E-Services
  4. General services
  5. Swipe the page down then click on Tax residency certificate
  6. Click on (Add new request) then fill all the required information

  Important notes:
  The Zakat and Tax customs Authority only provides Tax letters for the last 5 years of residency.
  * Use the link here > (Request inquiry) to follow up with the request status.

  If Ministry of Foreign Affairs attestation is required, please click here for the procedure.

- **More Details**
- **(The application process takes approximately thirty days).**

- # Update Passport Information

- Residency Services ,Official Document Adjustment

- **Overview**

- **Important note:**
  * This is an important process to update the new passport information in the Saudi Government system to be allowed to travel outside the Kingdom
  * If the applicant renewed the passport while outside KSA, both passport must be shown to Saudi immigration at the Airport

- **Procedure**

- **For KAUST employees and students :**
  1.Go to the GA services page or login to KAUST portal > self services > All GA services
  2. Residency services> Transfer of information

- **For Dependents :**
  The sponsor needs to update the information from the MOI (Absher).
  1. Login to the MOI (Absher) account
  2. Go to Family Members > Services > Update Resident Passport information.

  If there is an error,
  3. My Services > Services > Passports > Tawasul > New Requests > Choose Sector :Update and Extend the passport (this is only shown in Arabic) > Choose Service: Passport update problems (this is only shown in Arabic) > Upload the new passport > Describe the request in the bottom box
  *If you need assistance for this process, please come to GA center with the new passport.

  For Workers such as Domestic helpers :
  The sponsor needs to update the information from the MOI (Absher).
  1. Login to the MOI (Absher) account
  2. Go to Workers > Services > Update Resident Passport information

- **More Details**
- **This process takes normally 2-3 working days.**

- # Domestic Helper Absent Report
-
- **Overview**
- **Important notes:**

  * If the absent report is delayed for more than one month, a fine must be paid by the sponsor to the Saudi government.

  * This e- Services allows the Sponsor to register his Domestic Sponsoree as absent.

- **Scope**
-

- **Procedure**
- **Complete the following steps:**

  1. Log in into your MOI portal.

  2. go to eServices> Passports> Sponsree Absent Registration.

- **Documents**
-

- **Approvals**
-

- **Fees**
- Free, If the iqama not available, will charge you 1000 SR.

- # Domestic Helper Iqama issued collect
- Visa Services ,Domestic helper

- **Overview**

- **Important notes:**
  * A Domestic Helper Iqama is the residence permit which allows a person to live and work for a sponsor in Saudi Arabia. It is also the primary identification accepted while in the Kingdom and should be carried at all times.
  * A Domestic Helper Iqama must be issued within 90 days from the arrival date or a 500 SAR fine will be levied.
  * The Iqama is normally valid for one or two year.

- **Procedure**
- **Complete the following steps:**
- 1. Obtain a medical checkup for the domestic helper. (the medical results will be update the on MOI system by the hospital)
  2. Pay the fee through the applicant bank account (SADAD)
  3. Fill-in the Iqama online application on the MOI portal:
- **Note:** You should have an account on the MOI system to fill this application. Check with GA for more information

- 4. Submit a request from KAUST portal with the domestic helper Iqama information from MOI, GA can collect the printed Iqama.
  5. GA Center will send a notification when the Iqama is ready
  6. Up on preference, your Iqama will be delivered to your office, or can be collected in person in GA center.

- **Documents**
- **Provide the following documents:**
  1. The Iqama /Saudi National ID copy of the sponsor
  2. The confirmation number print

- **Fees**
- 600 SR per year.

- **More Details**
- **(The application process takes approximately five business days).**

- # Domestic Helper Iqama Lost or Damaged

-

- **Overview**
- **Important note:**
  If you lost or damaged your Iqama, you must report it immediately to GA Center.
  The sponsor must proceed it through Absher.

- **Procedure**

- **Complete the following steps:**

  Pay applicable fees (which you can pay it online via Sadad > Government payment>

  Aline control > replace Iqama)

- **Documents**
- 1. Clear passport copy (information page and working/study visa page)
  2. Copy of Iqama

- **Fees**
- Fine of 1000 SR.

- **More Details**
- **(The application process takes approximately five business days).**

- # Domestic Helper Iqama renewal
-
- **Overview**
- **Important notes:**

  * A Domestic Helper Iqama is the residence permit which allows a person to live and work for the sponsor in Saudi Arabia. It is also the primary identification accepted while in the Kingdom and should be carried at all times.

  The Iqama is normally valid for two years or for the period requested by the applicant.

  * A medical checkup for African nationalities is required for Iqama renewal (The hospital will update the MOI system with the result).

- **Scope**
-

- **Procedure**
- **Complete the following steps:**

  1. Pay the fee through the bank account (SADAD)
  2. Login to MOI and renew the iqama.
     Workers > Services > Iqama Renewal

- **Documents**
-

- **Approvals**
-

- **Fees**
- 600 SR per year.
-

- # **Domestic Helper Visa**

-

- **Overview**
- **Important note:**
  Domestic Helper Visa is the work permit required for a house maid or driver to work in the Kingdom.

- **Scope**
-

- **Procedure**

- **Complete the following steps:**

  For Issuing domestic helper visa you have three options to do it :

  1. Through the link of MOL (https://visa.musaned.gov.sa)

  2. Through Agency in Jeddah , but this cost you SAR500

- **Before you start you have to follow up these steps below :**

  1. Please note that in order to have an account in Musaned website, you have to create an account in MOI first).

  2. Upload all of the following documents in to Musand:

  * Print copy of the Salary certificate from the Portal .

  * Copy of your Iqama and your family Iqamas in one pdf file.

  3. Pay the domestic helper visa fee SAR 2000 via your online bank services (Sadad)

  4. Go to (https://visa.musaned.gov.sa/#/user/login)

  * For the job status question in the website, please choose public sector employee.

  * In the issue invoice step, you can pay the (SAR 157) via your online bank services (Sadad)

- **Fees**
- 2000 SR.

- # Domestic Helper Visa Cancellation

-

- **Overview**
- **Important notes:**
  * A Domestic Helper Visa is the work permit required for a house maid or driver to work in the Kingdom. It is valid for two years from the date of issue if it is not used. Normally, a visa cancelation is requested by the sponsor.
  * The refund of visa fees takes 3-4 weeks.

- **Scope**
-

- **Procedure**
- Through the sponsor's Absher.

- **Approvals**
-
- **Fees**

- # sponsorship transfer (Domestic Helper)
- Visa Services ,Domestic helper
- **Overview**
- **Important notes:**
  * The domestic helper is eligible for sponsorship transfer after one year of work in Kingdom
  * The sponsorship transfer of Iqama is normally requested by the applicant
  * Saudi citizens can apply through their MOI (Absher) for this service.
- **Scope**
- **Procedure**
- **If the current sponsor is a KAUST employee complete the following steps through your KAUST portal:**
  A. Go to the GA services page or login to KAUST portal > self services > new services
  B. Go to (Residency services) > Sponsorship transfer (Domestic Helper)
  C. Send by UPS (mail carrier) the required documents to the Government Affairs center
  * Domestic helper's original Iqama
  * Copy of the Domestic helper's passport and Saudi visa
  * Copy of the new sponsor's salary certificate with allowances in both English and Arabic
  * Copy of the new sponsor's Iqama and the dependents
  * Copy of the current sponsor's Iqama/ Saudi national ID
  D. Once the GA representative collect the Iqama of the **(domestic helper)** the GA center will send it to your address by the UPS (mail carrier).
  If the current sponsor is not a KAUST employee, there are two options:
  Option 1: complete the following steps through your KAUST portal:
  A. Go to the GA services page or login to KAUST portal > self services > new services
  B. Go to (Residency services) > Sponsorship transfer (Domestic Helper)
  C. Send by UPS (mail carrier) the required documents below to the Government Affairs center:
  * Original demand letter from the current sponsor from the passport office (it should be mentioned the new sponsor name)
  * Copy of the current sponsor iqama or Saudi national ID
  * Domestic helper's original Iqama
  * Copy of the new sponsor salary certificate with allowances in both English and Arabic
  * Copy of the new sponsor' Iqama and the dependents
  * Make the sponsorship transfer fees from the online bank
- **Option 2:**
  Requester can go with the current sponsor to the passport office and complete the process with together there having all the required documents.
- **Fees**
- * 2000 SR **(first time)**
  * 4000 SR **(Second time)**
  * 6000 SR **(Third time or more)**
  Through SADAD payment
- **More Details**

- **(The application process takes approximately 10 business days).**

- ## Family Visit Visa

- Visa Services ,Visit Visa

- **Overview**
- **Important notes:**
  * Family visit visa is a short permit to stay in the Kingdom for the immediate family members of the students, faculty or staff.

- ***** Visa Validity before entering the Kingdom: The visa approval number is valid for 90 days from the date of its issuance during which visitors must have their passports stamped. After stamping it, the visitor must enter the Kingdom during the visa validity period. Failure to do so means that a new visa application will need to be filed.

  * Visa Validity after entering the Kingdom: The duration of stay is stated on the visa.

- **Procedure**
- 1. Apply through the online application here for the family visit visa. This procedure will require the HR/ Graduate Affairs approval.
  2. After the application is approved by HR/ Graduate Affairs, GA team will receive it and contact the applicant by the email to arrange for a zoom meeting in order to process the request through the requester's MOI "Absher" account.
  3. Request will be sent to MOFA (Ministry of Foreign Affairs) for attestation.
  4. The issued visa will be sent to applicant by the email with the next instructions.

- **Documents**
- ***** Copy of the applicant Iqama
  * Copy of the applicant passport
  * Copy of the Saudi entry visa
  * Copy of the visitor's passport
  * Copy of proof of relation with the visitor

- **Approvals**
- **Faculty, Staff:** HR
  Students: Graduate Affairs

- **More Details**
- **(The application process takes approximately three business days once the request is submitted to the ministry.)**

- # Family Visit Visa Extension
-

- **Overview**
- **Important notes:**
  * This will be needed to avoid illegal stay and heavy penalties for family visitors.
  * This procedure applies to all family visitors whose visa duration of stay is going to expire.

- **Scope**
- **Procedure**
- **You must complete the following steps:**

  1. Log in to your MOI account. Search for extend visit visa. The boarder number can be found next to your visitor.

  2. Then, use the boarder number to pay the fees online through the bank account (SADAD)

- **Note:** <u>heavy penalty will be imposed in the event of overstaying beyond the permitted period.</u> If the sponsor is out of the Kingdom, the GA Center Team can assist in extending the visit visa.

- **Documents**
- **Provide the following documents to GA Center (Only if the sponsor is out of the Kingdom):**
  1. A completed Family Visit Visa Extension Application
  2. Copy of the sponsor Iqama
  3. Original passport of visitor
  4. Copy of the visitor's passport
  5. Copy of the Saudi entry visa page stamped on visitor's passport
  6. One 3 X 2 photographs on white background without eye-glasses

- **Approvals**
- **HR:** Faculty and Staff
  Graduate Affairs: Students

- **Fees**
- * 100 SR per extension
  * 200 SR per day fine for delay
-

- # Govt. Visit Visa Extension

-

- **Overview**
- **Important notes:**
  A Government Visit Visa extension is a service provided to visitors who required to stay in the kingdom for business purposes longer than their assigned visit duration of stay.

  *Extension must be requested 7days prior to the expiry date.

- **Scope**
- **Procedure**

- 1. Submit a request via KAUST Portal > GA Department Service > Visa Extension

  2. Obtain KAUST proponent approval

- **Documents**
- Saudi visa with border number

- **More Details**
- **(The process takes approximately 5 business days).**
-

- # Boat Driving License Issue

-

- **Overview**
- **Important note:**
  A Saudi boat driving license is the official permit that allows a person to drive a boat in local waters.

- **Procedure**
- **Complete the following steps:**

  1. Submit the completed original application and supporting documents to the GA center.

  2. Provide an English translation for any non-English or non-Arabic boat license.

  3. GA Center will arrange for the translation of the boat license to Arabic at an official translation office in Jeddah.

  4. GA center will send a notification when the boat driving license is ready.

  5. Up on preference, the boat driving license will be delivered to your office, or can be collected in person in.

- **Documents**

  1. **Provide the following documents to GA center:**A completed medical form (available at the GA center) stamped by the medical clinic

  2. Copy of the passport and Saudi visa

  3. Copy of Iqama or copy of Saudi National ID

  4. Copy of boat driving license translated into Arabic

  5. Original foreign driving license and a copy of it from both sides (if available)

  6. Letter to the Coast Guard requesting a boat driving license

  7. Letter authorizing the GA center to submit the request to Coast Guard

  8. Four 3 X 2 photographs on white background without eye-glasses

- **Fees**
- Free.

- **More Details**
- **(The application process takes approximately ten business days).**

- # Boat Driving License Lost or Damaged Replacement
- Motor vehicle Services ,Driving License

- **Overview**
- **Important note:**
  Saudi Boat driving license is the official permit that allows a person to drive a boat in local waters. Important: A Saudi boat driving license may only be issued to male applicants.

- **Procedure**
- Submit the completed original application and supporting documents to the GA center office:

  1. GA center will send a notification when the boat driving license is ready.

  2. Attend GA center to retrieve the boat driving license.

- **Documents**
- **Provide the following documents to GA Center:**

  1. A completed medical form (available at the GASC Office) stamped by the medical clinic

  2. Copy of the passport and Saudi visa

  3. Copy of either Iqama or Saudi National ID

  4. The original damaged boat driving license or a copy of the lost boat Saudi driving license and a copy of it from both sides (if available)

  5. Demonstration of an announcement in a local newspaper for one month (form is available at the GASC office)

  6. Four 3 X 2 photographs on white background without eye-glasses

- **Fees**
- 100 SR for newspaper announcement.

- **More Details**
- **(The application process takes approximately ten business days).**

Car Driving License Issue (Females)

Overview

Important notes:

* The Driving License is an official permit to drive a vehicle in KSA.

* All applicants should attend the driving school in Jeddah in order to process their driving license.

* Transportation to Jeddah must be arranged by the applicants.

Procedure

- To Replace from Foreign Driving License:
For Applicants are eligible if t**heir foreign driving license to replace are issued by the countries below:**

UAE, Bahrain, Oman, Kuwait, Canada, US, Russia, Australia, New Zealand, Japan, South Korea, China, Malaysia, Singapore, South Africa, UK, Taiwan, Albania, Bulgaria, Croatia, Cyprus, Ireland, Romania and Schengen countries.

*If your driving license is not issued by the countries above, you cannot replace the foreign driving license. Please check the procedure below.

*You need to prepare Arabic translation of your foreign driving license to replace if it is not written in Arabic. For translation service, please click HERE.

Car Driving License Issue (Females)

1. Login to MOI> appointments> Traffic > Replacement of Driving License (bottom right) > Makkah region > Fill the information and continue until you make an appointment

2. Apply for the medical test before your driving test appointment, the validity of the medical report is 30 days.
This is a walk-in service, no appointment is required. There is an option to go to Alnakheel clinic in Rabigh, or to Alsahli clinic in Jeddah.

3. Make a payment for 'Driving license issuance' through your bank account through SADAD payment.

Foreign driving license needs to be attested by the applicant's Consulate/ Embassy and the Saudi Ministry Of Foreign Affairs (MOFA). For MOFA attestation, click here. If the applicant is unable to get the driving license attested by the Consulate/ Embassy, there are two options:
a. Get an official letter from the country that you issued your license. Attest it by the concerned entity (Ministry Of Foreign Affairs)> attest it by the Saudi embassy in the same country> then attest it by the Saudi Ministry Of Foreign Affairs (MOFA).
b. Apply as a new applicant through the driving school (check the below procedure).

Note: If the appointment is booked in Jeddah, for the Foreign driving license holders from (Europe, UK and USA), there is no need of Consulate/ Embassy and the Saudi Ministry Of Foreign Affairs (MOFA) attestations. If it is booked in another city, the attestations are needed.

On the date of the appointment, please bring

* Original Iqama
* Original driving license (must be permanent and valid, temporary is not acceptable)
* Original passport (the one that has the Saudi entry visa)
* Copy of the attested driving license
* Copy of the translation
* Pay driving license fee through online banking (check below)
*Copy of the appointment from Absher

Car Driving License Issue (Females)

For applicant who is not eligible to replacement, but with driving experience:

  1. Login to MOI> appointments> Traffic >Training in driving schools: assessment of driving skills (advanced - intermediate - beginner)' > Makkah region This is for experienced applicant only to take an assessment.
  2. *This is for experienced applicant only to take an assessment.
  3. Once you attend the assessment on the appointment date, the officer tells you the following steps including how may classes you must attend.

On the date of the appointment, please bring
* Copy and original of your Iqama
* Copy and original of your foreign driving license (If applicable)
* Copy and original of passport including Saudi visa and border number
*Copy of the appointment from Absher

 For non-experienced applicant to get New Driving License:
It's mandatory to take classes before obtaining the Saudi driving license.
1. Login to MOI> appointments> Traffic > 'Training in driving schools: a request for novice driving training (30) hours' > Makkah region

*This is for a full training for applicant without driving experience.
  2. Once you attend the appointment, the officer tells you about the following steps.
On the date of the appointment, please bring
* Copy and original of your Iqama
* Copy of the appointment from Absher
* Copy and original of passport including Saudi visa and border number

Fees
* 400 SR for 10 years
* 200 SR for 5 years
* 80 SR for 2 years

Car Driving License Issue (Females)

To Pay from Your bank account:

1. Log on to your online banking

2. Click SADAD, then click government services

3. Chose "driving license", type the National ID/ Iqama number

4. Select the type of required license (private)

5. Select the duration

6. Finally approve the payment

* Also, the same steps can be done using the ATM machines.

Car Driving License Issue (Males)

Overview

Important notes:

* It is an official permit to drive a vehicle in KSA.

* All applicants must attend the Driving School in person. Transportation between KAUST and Rabigh must be arranged by the applicant.

* Some types of driving license process inquires to attend a mandatory daily driving classes from 5-30 business days depends on the type of the driving license and the Driving Exam.

Procedure

Complete the following steps:

1. Go to the GA services page

2. Motor vehicle service > Driving license Letter issue

3. Book an appointment through MOI "Absher" for the driving license assessment test.

If you have a driving license from the listed countries below:

Schengen countries, Gulf countries(GCC), Canada, USA, Russia, Australia, New Zealand, Japan, South Korea, China, Malaysia, Singapore, South Africa, UK and Switzerland.

Appointment > Traffic > Replacement of driving license If you do not have a driving license from those countries,

Appointment > Traffic "Training in driving schools: assessment of driving skills (advanced - intermediate - beginner)"

Note:

Please make sure to choose an appointment from 8 am till 11 am. Appointments after 11 am are only available for females.

Car Driving License Issue (Males)

Please make sure that you have the following in the day of the appointment:

* Original Iqama

* Original driving license (if applicable)

* 100 SAR for Medical checkup

* 4 Personal Photos (white background)

* Supporting applications (**printed in color**)

* Pay driving license fee through online banking (SADAD)

To Pay from Your bank account:

1. Log on to your online banking

2. Click SADAD, then click government services

3. Chose "driving license", type you Iqama number. From the menu

4. Select the type of required license (private)

5. Select the duration

6. Finally approve the payment

* Also, the same steps can be done using the ATM machines.

Fees

* 400 SR for 10 years

* 200 SR for 5 years

* 80 SR for 2 years

Car Driving License Renewal

Overview

Important note:

* This service enables applicants to renew the Saudi driving licenses.

* This service is applicable for males and females

Procedure

Complete the following steps:

1. Pay the fee through the online bank account (SADAD)

2. Make a driving license medical check-up in Al- Sahli clinic in Jeddah, please click here for the location or Al nakheel clinic in Rabigh ‹please click here for the location.

Please to have the following with you:

* 200 SR in cash

* Copy of Iqama

* Copy of Driving License

3. Login to your MOI portal > My services > Traffic > Renew driving license

4. Go to the GA services > Motor vehicle services > Driving license (collect)

5. Send by UPS (mail carrier) the original driving driving license card to the Government Affairs center

Note: You should have an account on the MOI system to fulfill this application.

For Female dependents applicants:

1. Make a driving license medical check-up in Al- Sahli clinic in Jeddah, please click here for the location or Al nakheel clinic in Rabigh ‹please click here for the location.

2. Submit the original driving license with a copy of the Iqama to the GA center. GA will collect the new driving license card and contact the applicant for the pick up.

Fees

* 400 SR for 10 years

* 200 SR for 5 years

* 80 SR for 2 years

More Details

(The application process takes approximately five business days).

Car/ Motorcycle Driving License Lost/ Damaged Replacement

Motor vehicle Services ,Driving License

Overview

Procedure

Complete the following steps:

1. Send the following documents to the GA center email ga@kaust.edu.sa
* Copy of the passport (information page and working/study visa page) for non- Saudi
* copy of the Iqama/ National ID
* Copy of Saudi Driving License if applicable
* 3 X 2 photograph on white background without eye-glasses
2. GA Center will provide the information of the representative to make an electronic authorization through the MOI "Absher"
3. Driving License will be delivered to your office when is ready

Fees

100 SR.

More Details

(The application process takes approximately five business days).

Motorcycle Driving License Issue

Motor vehicle Services ,Driving License

Overview

Important notes:

* A Saudi Motorcycle driving license is an official permit to drive in Kingdom.

* Transportation between KAUST and Rabigh must be arranged by the applicant.

Procedure

Complete the following steps:

1. Log in to KAUST portal and go to "Self-Services"

2. Click on "Motorcycle Driving License Issuance" upload the following to submit your request:

* Copy of the passport (information page and working/study visa page)

* Copy of Iqama

Please make sure that you have the following in the day of the appointment:

* Original Iqama

* Original driving license (if applicable)

* 100 SAR for Medical checkup

* 4 Personal Photos (white background)

* A helmet and the receipt of it

* Fingerprint police clearance **(requesters must go to the Traffic office and ask for the supporting document and go to the Police station after to get their fingerprint clearance done)**

* Supporting documents **(will be provided by the GA center)**

* Pay driving license fee through online banking (SADAD)

3. Send by the UPS (mail carrier) the receipt from the driving school to GA Center for driving license collection

4. Motorcycle Driving License will be delivered to your office when is ready.

To Pay from Your bank account:

1. Log on to your online banking

2. Click SADAD, then click government services

3. Chose "driving license", type you Iqama number. From the menu

4. Select the type of required license (Motor cycle)

5. Select the duration

6. Finally approve the payment

* Also, you can do the same steps using ATM machines.

Fees

* 400 SR for ten years

* 200 SR for five years

* 100 SR for two years

More Details

Notes:

* Medical checkup will be provided at the driving school

(The application process takes approximately ten business days).

Motorcycle Driving License Renewal

Overview

Procedure

Complete the following steps:

1. Pay the fee through the online bank account (SADAD)

2. Make a driving license medical check-up in KAUST Health every Tuesday between 11am -1pm or at any other labor check-up clinics

Please to have the following with you:

* 200 SR in cash

* Copy of Iqama

* Copy of Driving Licence

* Passport sized photo

3. Log in to your MOI portal, to renew the motorcycle driving license

4. Log in to KAUST portal, go to "Self Services" and click on "Motorcycle driving license renewal"

5. Send by UPS (mail carrier) the following documents to the Government Affairs center:

* Screenshot of renewal Confirmation from MOI

* Original driving license

6. Driving license will be delivered to your office when is ready

Note: You should have an account on the MOI system to fulfill this application.

Documents

Fees
* 400 SR for ten years
* 200 SR for five year
* 100 SR for two years

More Details
(The application process takes approximately five business days).

Car & Motorcycle Export

Motor vehicle Services ,Transfers, exports & plates

Overview

Important note:
The applicant must attend the traffic department in person.

Procedure

Complete the following steps:

1. Submit the completed application and supporting documents by e-mail to

GA: ga@kaust.edu.sa

2. GA will arrange an appointment at the Jeddah traffic office.

3. GA representative will accompany the applicant through the process in traffic department.

4. Up on preference, The exporting license will be delivered to your office, or can be collected in person in.

Documents

Provide the following documents to GA Center:

1. Copy of the passport and Saudi visa

2. Copy of Iqama

3. Copy of the Saudi national ID

4. Letter from shipping company

5. The original car registration card

6. Copy of the driving license if the applicant intends to drive the car to exit the Kingdom

7. The original car plate number and a copy of it.

Fees
Vary depending on the shipping company.
100 SR for the export plate number.

More Details

(The application process takes approximately ten business days).

Car Ownership Transfer

Motor vehicle Services ,Transfers, exports & plates

Overview

The Saudi Government requires a formal transfer of ownership when buying or selling a vehicle.

Important note:

* This is a self-service

* Both seller and buyer should have MOI accounts

* The buyer must have a valid Saudi driving license

* All payment must be done online

Procedure

Please follow the below procedure:

Step one:

1. Seller must login to the MOI account

2. Vehicle services > services

3. Vehicle Ownership transfer

4. Set a vehicle for sale > select the vehicle

5. Fill the required fields including the agreed price, buyer's Iqama number, buyer's date of birth and the seller bank IBAN number

5. The buyer must pay **150 SR** Government fees through the online bank account "SADAD"> Government Payment> Motor vehicle> Transfer owner > Fill the required fields (seller's Iqama number, the Vehicle sequence number, Buyer's Iqama number)

Car Ownership Transfer

Step two:

1. Buyer must buy an insurance for the vehicle

Note: The insurance can be bought from any Saudi insurance company. Please click here to visit Tameeni website.

2. Buyer must login to the MOI account

3. Vehicle services > services

4. Vehicle Ownership transfer

5. View buying requests

6. Select the pending request

7. Fill the required fields that including the bank IBAN number and address

8. Pay the agreed amount + **230 SR** Government fees to an official mediator bank account that will be provided to the buyer via MOI "Absher"

Step three:

1. Seller must login to the MOI account

2. Vehicle services > services

3. Vehicle Ownership transfer

4. Complete buying requests

5. Submit the request

6. An activation code will be sent to the buyer and must be provided to the seller to complete the transfer

7. The agreed amount will transferred to the seller bank account after completing the submission of step three

Notes:

* After step three is completed the vehicle will be officially transferred under buyer's ownership.

* Transferring the money might be effected by the working hours of the Saudi Government offices. It might take time to get a SMS confirmation after 5 pm.

Step Four:

1. Buyer must apply for "Car Registration Collect" through the KAUST portal.

2. The old registration card and copy of Iqama are required to collect the new card from the Traffic Department.

Car Plate Change

Motor vehicle Services ,Transfers, exports & plates

Overview

Car plate is necessary for official identification. It is a numeric and alphanumeric code.

Procedure

1. Make a payment online through a Saudi bank account : SADAD - Government Payment - Motor vehicle - Car plate change (service name may vary depends on the bank)

2. Submit a request from KAUST Portal : Self Services - GA residency Services - Car Plate Change: Once the request is submitted with the required documents below, GA sends the documents to Traffic Office. Traffic Office process takes 3 weeks or more.

3. After 3weeks, contact GA to check the progress with Traffic office.

4. Once GA gets the confirmation from Traffic office that new plate is ready, the requester needs to create another E-authorization to KAUST representative and provide the current plate and authorization reference number to GA center.

Documents

- Iqama / Saudi national ID
- SADAD payment receipt
- Absher E-authorization reference number to KAUST Representative (The detail will appear when you submit from Portal)
- Copy of Car Registration Card
- Copy of valid Car Inspection
- Copy of valid Car Insurance
- Copy of valid Saudi Driving License

More Details

This procedure usually takes 20 working days or more.

Birth Certificate Issuance

Civil Services ,Birth Certificate

Overview

Important notes:
* The Saudi Birth Certificate is the official document that is required to issue an Iqama and to add a child to a Saudi family card or to any other official Saudi document.
*It is a self-service through Absher and the certificate will be delivered by Saudi Post. You must register National Address on SPL website before applying for the certificate.

* **50 SR** fine will be charged if the application for the birth certificate has not been submitted to Saudi government office within 30 days from the birth date

Procedure

Complete the following steps through MoI portal (Absher) once receiving a SMS from the ministry about the new born registration.

  A. Go to My services > Civil Affairs > New born registration

  B. Continue for the delivery request

  C. If not, My services > Postal Delivery Services > Request Postal Document Delivery

Once submitted, the certificate will be delivered to your National Address.

Documents

More Details

(The application process takes approximately 5-10 government working days).

Birth Certificate Replacement

Civil Services ,Birth Certificate

Overview

Important notes:

* The Saudi Birth Certificate is the official document that is required to issue an Iqama and to add a child to a Saudi family card or to any other official Saudi document.

* These procedures describe the process and supporting documents required to get a replacement birth certificate where the original has been lost or damaged.

Procedure

Complete the following steps:

1. Make an announcement to a local newspaper for 1 month by submitting a newspaper announcement request through the portal.

2. GA Center will send a notification when the birth certificate is ready.

3. Once the GA representative collect the birth certificate the GA center will send it to your address by the UPS (mail carrier)

Documents

Provide the following documents:
For Saudi:

1. Copy of the birth certificate.

2. Copy of the Saudi family card.

3. Copy of the national identity.

4. Report a document loss in Absher (MOI)

5. Copy of the printed report for document loss.

6. Rabigh Civil Affairs appointment.

For Non-Saudi

1. Copy of the birth certificate, if available.

2. Copy of the child's Iqama.

3. Copy of the child's passport.

4. Copy of the Iqama for each parent.

5. Copies of the passports for each parent.

6. Copy of the child's vaccine card.

Fees

* 100 SR for the newspaper announcement

* 50 SR penalty

Forms to fill

- Birth Certificate Issuance

More Details
(The application process takes approximately ten business days).

Death Certificate

Civil Services ,Birth Certificate

Overview

Important note:

The Saudi Death Certificate is the official document that confirms the death of a person who has died in the Kingdom.

Scope

Procedure

Complete the following steps:

1. Submit in person the completed application and supporting documents to the GA Center office.

2. GA Center will send a notification when the death certificate is ready.

3. Up on preference, death certificate will be delivered to your office, or can be collected in person in.

Documents

Provide the following documents:

1. An authorization letter from the deceased's embassy granting permission to receive the death certificate

2. The original death proclamation and a copy

3. The deceased's original Saudi ID and a copy or a copy of the deceased's Iqama

4. The deceased's original passport and a copy

5. The original ID and a copy belonging to the person who has advised of the death

Approvals

HR: For staff, faculty

Graduate Affairs: Students

More Details

(The application process takes approximately five business days).

Saudi Family Card Issuance

Civil Services ,National ID & Saudi Family card

Overview

Important notes:

* These procedures describe the process and supporting documents required to issue a Saudi family card.

* It only applies to Saudi national.

Procedure

1. Provide the requirement documents below to the GA center:

* Original marriage certificate.

* Copy of the national ID.

* Employer letter

2. Login to the MOI "Absher" to book an appointment in the Civil Affairs office.

3. Authorize the GA representative through the MOI for the pick up

4. Once the GA representative collect the ID card GA center will send it to your address by the UPS (mail carrier)

Forms to fill

- Marriage Form

Saudi National Identity Issuance

Civil Services ,National ID & Saudi Family card

Overview

Important notes:

* These procedures describe the process and supporting documents required to issue the national identity.

* It only applies to Saudi national.

*It is mandatory to obtain any Saudi nationals 15 years old or older physical Saudi national identity.

*Saudi national 10-15 years old can obtain the national identity, but it is optional.

*To apply for Saudi passport issuance, renewal or replacement for lost / damaged, the applicant who is 10 years old or older must obtain the Saudi national identity.

Procedure

1. Login to MOI "Absher" to issue the National ID
2. Book an appointment for ID issuance at the Civil Affairs
3. Visit the Civil Affairs for taking the picture
4. Go to the GA services page > Civil services > National ID pick up
5. Choose an appointment date for the pick up and location.
6. Login to the MOI "Absher" authorize the GA representative through the MOI for the pick up

Note: Female applicant can only choose Jeddah Civil office for ID pick up.

7. Once the GA representative collect the ID card GA center will send it to your address by the UPS (mail carrier)

Documents

* Four recently taking photographs of 4 x 6 cm, white background, without glasses and the face needs to be in front of the camera directly.

* School certificate.

* Original and copy of the family card.

* The presence of the requester with his father, brother, uncle or the legal guardian.

* Fill the below national ID form

Forms to fill
- National ID

Saudi National Identity Loss / Damage

Civil Services ,National ID & Saudi Family card

Overview

Important note:

These procedures describe the process and supporting documents required in case the national identity was lost.

Procedure

1. Login to MOI "Absher" to report a document loss in Absher (MOI)
2. Book an appointment for ID renewal at the Civil Affairs
3. Visit the Civil Affairs for taking the picture
4. Go to the GA services page > Civil services > National ID pick up
5. Choose an appointment date for the pick up and location.
6. Login to the MOI "Absher" authorize the GA representative through the MOI for the pick up

Note: Female applicant can only choose Jeddah Civil office for ID pick up.

7. Once the GA representative collect the ID card GA center will send it to your address by the UPS (mail carrier)

Saudi National Identity Renewal

Civil Services ,National ID & Saudi Family card

Overview

Important notes:

* These procedures describe the process and supporting documents required to renew the national identity.

* It only applies to Saudi national.

Procedure

Complete the following steps:

1. Login to MOI "Absher" to renew the National ID

2. Book an appointment for ID renewal at the Civil Affairs

3. Visit the Civil Affairs for taking the picture

4. Go to the GA services page > Civil services > National ID pick up

5. Choose an appointment date for the pick up and location.

6. Login to the MOI "Absher" authorize the GA representative through the MOI for the pick up

Note: Female applicant can only choose Jeddah Civil office for ID pick up.

7. Once the GA representative collect the ID card GA center will send it to your address by the UPS (mail carrier)

Saudi passport Issuance

Overview

Important notes:

* These procedures describe the process and supporting documents required to issue a new Saudi passport for dependents.

* It only applies to Saudi national only.

* This procedure is also applicable for children.

*Applicant who is 10 years old or older must obtain Saudi national ID.

Procedure

Complete the following steps:

1. Login to MOI "Absher" to issue the passport

2. Book an appointment for Jeddah passport office.

3. Go to the GA services page > Passport office> Saudi passport pick up

3. Authorization through Absher for KAUST representative when it is ready for pickup

Saudi Passport Loss / Damage

Civil Services ,Saudi Passports

Overview

Important notes:

* These procedures describe the process and supporting documents required to issue a new Saudi passport for dependents.

* It only applies to Saudi national only.

*Applicant who is 10 years old or older must obtain Saudi national ID.

Procedure

Complete the following steps:

1. Login to MOI "Absher" to replace the passport

2. Book an appointment for Jeddah passport office.

3. Go to the GA services page > Passport office> Saudi passport pick up

3. Authorization through Absher for KAUST representative when it is ready for pickup

4. Send by UPS (mail carrier) the required documents to the Government Affairs center

Note: For children without a Saudi ID, please fill the form below.

Documents

* Original passport (if available)

* Copy of the Saudi ID or family card for children without the Saudi ID

* Passport form (for children without the Saudi ID)

Forms to fill

- Passport form

Saudi Passport Renewal

Overview

Important notes:

* These procedures describe the process and supporting documents required to issue a new Saudi passport for dependents.

* It only applies to Saudi national only.

Applicant who is 10 years old or older must obtain Saudi national ID.

Procedure

Complete the following steps:

1. Login to MOI "Absher" to renew the passport

2. Book an appointment for Jeddah passport office.

3. Go to the GA services page > Passport office> Saudi passport pick up

3. Authorization through Absher for KAUST representative when it is ready for pickup

4. Send by UPS (mail carrier) the required documents to the Government Affairs center

Note: For children without a Saudi ID, please fill the form below.

Documents

* Original passport

* Copy of the Saudi ID or family card for children without the Saudi ID

* Passport form (for children without the Saudi ID)

Forms to fill

- Passport formPersonal Shipment Authorization Letter

- Document & Permit Services ,Permits

- **Overview**
- A Personal Shipment Authorization letter is required to import and export personal objects internationally through a customs office.

- **Procedure**
- **Complete the following steps through your KAUST portal:**

- 1. Go to the GA services page or login to KAUST portal > self services > new services

  2. Go to (Permit services) > Personal Shipment Authorization Letter.

Pet Import / Export

- **Overview**
- Please see the below steps for pets importing and exporting.

- **Procedure**
- **Importing the pet:**
  Currently, the Ministry of Environment, Water and Agriculture launched a new online system for importing pets, click here for the link.

  Exporting the pet:
  You have to visit the MEWA with your pet to make medical checkup, fill a form then they will give the exporting permit.
  The Ministry of Environment, Water and Agriculture
  location: https://goo.gl/maps/UD5rVHhkjao,
  For your information, they stopped to provide pets services for any agency.

- # Translation Service

- Document & Permit Services ,Translation

- **Overview**

- **Important note:**

  * Translation is an online service for personal and business use.

  * The service allows everyone to request and pay online for a translation of any document, birth certificate and license etc. with complete privacy and reasonable price.

  * **This Translation agency can not to be attested by the Chamber of Commerce (COC) and the Ministry of Foreign Affairs (MOFA) in Jeddah.**

- **Procedure**

- **There are two option for translation service:**

  1. Translation request that doesn't require Chamber of Commerce (COC) and the Ministry of Foreign Affairs (MOFA) attestation, apply through "Infinity plus" agency:

- * Personal requests, please click here

  * Business requests please click here

  Note: Quotations will be provided upon request.

  2. Translation request that requires Chamber of Commerce (COC) and the Ministry of Foreign Affairs (MOFA) attestation, applicant must apply through an authorized translation agency in Jeddah.

Documents Attestation from Foreign Consulates

- Document & Permit Services ,Attestation

- **Overview**
- **Important note:**
  The attestation requirements vary for each consulate. GA center can assist the applicant with finding the requirements.

- **Procedure**

- **1.** Complete the following steps through your KAUST portal:

  A. Go to the GA services page or login to KAUST portal > self services > new services

  B. Go to (Attestion services) > Attestation from Foreign consulates

  C. Send by UPS (mail carrier) the original document and the cash (depends on the consulate) to the Government Affairs center

  2. Once the GA representative collect the original document GA center will send it to your address by the UPS (mail carrier)

- **Documents**
- The original documents.
  Fees
- **(Cash)** depends on the each consulate.

- **More Details**
- For Chinese consulate attestation, please use this Chinese consulate attestation form.

- # Documents Attestation from Ministry of Education (MOE)

- Document & Permit Services ,Attestation

- **Overview**
- **Important notes:**
  * The Ministry of Education (MOE) attestation provides legal validity of educational documents for use outside the borders of Saudi Arabia.
- * The Ministry of Education is not responsible for the contents of the document.

- **Procedure**
- **1. Complete the following steps through your KAUST portal:**
  A. Go to the GA services page or login to KAUST portal > self services > new services.
  B. Go to (Attestation services) > Attestation from the Ministry of Education (MOE).
  C. Send by UPS (mail carrier) the original document and the to the Government Affairs center.

  3. Once the GA representative collect the original document GA center will send it to your address by the UPS (mail carrier)**.**

- **Documents**
- **Provide the following documents:**
  Original KAUST school certificate which must be sign by authorized school personnel and stamped with the official KAUST school stamp and official IB stamp

  *Please note that the ministry accepts only certain type of documents. Ask the school administration when you request the document.
-
  Note:
  If grades 9 and 10 have not been completed at KAUST, the certificate must be attested from the authorized agency of the country where the student attended school.

- **More Details**
- **(The application process takes approximately five business days).**

Documents Attestations from Ministry of Foreign Affairs (MOFA)

- Document & Permit Services ,Attestation
- **Overview**
- **Important Note:**
  MOFA attestation provides legal validity of educational, marriage, and birth certificate documents for use outside the borders of Saudi Arabia.
- The Apostille is a type of specialized certificate to verify a document is legitimate and authentic. It is recognized the other countries who are members of the Hague Apostille Convention.
- **Procedure**
- 1. Go to MOFA website to make a request for attestation. Please click here to check the website and follow the below procedure:
  For MoFA attestation: Ratification - New Ratification Request
- **a.** Choose Ministry Of Foreign Affairs or it branches > Jeddah Chamber of Commerce Office.
  b. Once request is created, continue to 'Book an appointment' for document submission through MOFA after the website. Please choose the early morning time. Without the appointment, GA cannot provide the service.
- *We recommend to make a payment after making the appointment in case the system cannot create the appointment.
- **For MoFA attestation: Apostille - Create Apostille request**
- *Currently, Apostille procedure requires the requester's attendance at the ministry. GA representative are not allowed to proceed on behalf. MoFA can only provide Apostille for document issued in the Kingdom.
- **a.** Choose Ministry Of Foreign Affairs or it branches > By going to branch > follow the rest of required field and submit a request.

  Note: make sure to take a screenshot or a print from the reference/request number and the appointment date from MOFA

  2. Go to online bank services and make the payment **(SADAD payment > Define Bills > add bills > Government Sectors >MOFA Services).** Alternatively, you can make it at bank ATM.

  3. Complete the following steps through your KAUST portal:
     A. Go to the GA services page or login to KAUST portal > self services > new services
     B. Go to (Attestation services) > Attestation from Foreign Affairs (MOFA)
     C. Send by UPS (mail carrier) the original document to the Government Affairs center

  4. Once the GA representative collect the original document GA center will send it to your address by the UPS (mail carrier)
- **Documents**
- The original document.
- **Fees**
- 30 SR per document.