**How to request a KAUST ID**

All employee(s) and their dependents who will be at KAUST need ID cards.

**Requirements:**

* **For Saudis**, you need:
	1. Headshot photos
	2. Original National ID cards
	3. Letter of employment from the company
	4. Contact information
* **For non-Saudis**, you need:
	1. Headshot photos
	2. Original Iqamas along with Iqama expiry dates from Absher OR passports and Visa page and entry stamp page (under your company’s sponsorship)
	3. Letter of employment from the company
	4. Contact information

**Steps: How to request a KAUST ID**

1. Go to [vms.kaust.edu.sa](https://vms.kaust.edu.sa/)
2. Choose “Request ID”
3. Choose type “new” from request type menu
4. Fill the application
	* For applicant type, choose:
		+ Research park staff (if employee doesn’t live on campus)
		+ Research park resident staff (if employee lives on-campus)
		+ Research park consultant (if employee is not a full-time employee)
		+ Research park dependent (for dependents who live on campus with employee)
	* For applicant company, enter your company’s vendor ID, and wait until the company name shows up, then select it. (don’t select from the menu as sometimes there are duplicates)
	* Enter your company’s tenancy contract current dates
	* For proponent KAUST ID, enter “112051”. The system will populate the rest of fields. The Proponent Name should say: “Reem Fares Philby”.
	* For Proposed ID Expiry date, choose either the company contract expiry date or your Govt ID expiry date, whichever comes first.

**ID requests timeline**

Assuming that everything was accurate on the submitted form, it normally takes **3 business days** to be reviewed and approved.

**Request a KAUST Connect Account**

KAUST Connect Accounts allow employees to access KAUST Wi-Fi and online services, including the VMS portal.

**Requirements:**

* Employee’s full name
* Job title
* Phone
* Email address
* A scan of his/her KAUST ID.

**Steps: How to request a KAUST Connect Account**

1. Go to [kconnect.kaust.edu.sa](https://kconnect.kaust.edu.sa)
2. Fill the employee info under “Requester Details”

**ID requests timeline**

Assuming that everything was accurate on the submitted form, it normally takes **5 business days** to be reviewed and approved.