



جامعة الفيصل  
ALFAISAL UNIVERSITY

# Expatriate Immigration Guide

(Faculty-Staff-Families)

**Government Relations Department**

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## To All Alfaisal University Staff:

The basic mission of the Government Relations Department is to ensure that an employee's arrival and stay in Saudi Arabia is as easy and enjoyable as possible. We want to help solve the various challenges an employee might face during the employee's transition to Saudi Arabia. Even if something is not mentioned in this guide, please don't hesitate to contact the Government Relations department and ask for assistance anytime.

Hatem Abdullah Al-Abdul Rahman  
Government Relations Manager  
E-mail [hsaid@alfaisal.edu](mailto:hsaid@alfaisal.edu)  
Mobile 0555204185

## **Government Relations Department**

- We provide assistance in obtaining entrance permission for visitors and employees and Residential Permits for staff and their families.
- We arrange for travel to Riyadh.
- We follow up visa application from foreign embassies in Riyadh.
- We authenticate official documents of Alfaisal or issued by departments from other governmental departments and foreign embassies.
- We maintain a database of passports, multi-exit visas and Residential Permits expiry dates for staff and their accompanying families. We notify employees for the expiry date, and arrange to apply for renewal.
- Assist employees in dealing with local official authorities as per their needs, such as obtaining driving license, vehicle purchase, traffic accidents and fines personal cargo delivery, violation of Saudi laws, etc.

### **1. Limitations**

The Kingdom of Saudi Arabia contains the two most sacred cities in Islam, Holy Makkah and Holy Madina. As both cities have certain religious status for Muslim, non-Muslims are not allowed to approach either of these two cities. In addition, religious items, such as a Bible, Cross, statues and sculptures, or any

other kinds of material that include certain types of religious marks such as the Star of David, are not permitted.

Other items not permitted in the Kingdom of Saudi Arabia, include alcoholic drinks, drugs, fire arms, ammunition, pork products and pornography. Other prohibited items include certain medicines, explosives, and knives. Pharmaceutical medicines must be accompanied by the doctor's prescription.

The Kingdom of Saudi Arabia's laws against drug trafficking are strictly enforced. Violators are subject to severe punishment, which may include the death penalty.

Other prohibited items include certain medicines, explosives, and knives. Pharmaceutical medicines must be accompanied by the doctor's prescription.

### **1.1. Prayer Times**

Prayer is an obligation for all Muslims, who direct their faces toward Holy Makkah five times daily: at Dawn (Fajr), Noon (Zuhr), Afternoon (Asr), Evening (Maghrib) and Night (Esha). The schedule for these prayers are published daily in all Saudi newspapers. During prayer time all government, private offices and markets are closed for approximately 30 minutes to allow all Muslims to utilize worship locations (mosques) for prayer.

### **1.2. Shopping**

There are a wide variety of shopping opportunities in all main cities in KSA. During prayer times, all shops are closed, as all Muslims are obliged to go to mosques to perform their group prayers.

### **1.3. Duty Hours and Official Holidays**

All government offices start their duty at approximately 7:30 am until 2:30 pm. Private sector offices are open from 8:00 to 12:00 noon, and from 4:30 pm to 8:00 pm. Banking sector work one shift from 9:00 am until 4:00 pm. Note that all commercial shops are typically open until 10:00 pm. Government offices and private sector offices close their doors during weekends, which include Thursdays and Fridays and during the official events in KSA: Ramadan Bairam (Eid Al-Fitr) and Grand Bairam (Eid Al-Adha) (Hajj). In addition, KSA national day, which corresponds to 23<sup>rd</sup> September each year.

## **2. Visit Visas**

Visit visas are issued by the General Administration of Visas Dept., under the Ministry of Foreign Affairs. Visit visas can be classified into four categories: (1) Family & Governmental Visit Visas (2) Tourism Visit Visas (3) Commercial Visit Visas (4) Business Visas. Procedures for (1) & (2) are mentioned here below.

**Important Note:** As per the latest advise received from the Foreign Affairs, please be informed that the issuance of visit-visa requires about 7-10 working days whereas the family visit visa requires about 5-8 workings days. As practiced earlier, submission of visa applications directly to the Ministry of Foreign Affairs and obtaining approvals in short time is not accepted any more. The new regulations stipulate submitting the visa applications first to the Chamber of Commerce which will then be forwarded to the Ministry of Foreign Affairs.

## **2.1 Conditions for Family & Governmental Visit Visa**

All visit visas for family and personal visas are issued from the Ministry of Foreign Affairs, and applications are sent to concerned diplomatic missions through the internet.

After receiving approval from the Ministry of Foreign Affairs for the family or personal visit visa, and the visa number has been issued, the applicant is to approach the nearest Saudi embassy in their home country with his documents.

Family visit-visas are provided to those expatriates who are legal employees in the Kingdom and intends to bring their first degree relatives. A person on visit-visa is eligible to stay in the Kingdom for a period of one to three months, which can be extended for a further 2-3 months during their course of stay by approaching the foreign affairs office.

The family visit visa is issued by application from an employee in the University for his first degree relatives (parents, wife, children and siblings).

Conditions are:

- a. Passport valid for not less than six months.
- b. Six passport size photographs (size 4x6cm, white background).
- c. Marriage certificate to sponsor a wife, and the long form birth certificates for children, showing both parents' names. These should be authenticated from the official authorities in country of origin and the Saudi Consulate.
- d. Pay designated fees of SR.200, or equivalent in local currency.

## **2.2 Visit for Tourism Purposes (Tourism Visas)**

- a. Those who wish to enter KSA for tourism purposes can get information about licensed tourism companies in Saudi Arabia through KSA tourism site [www.sauditourism.com.sa](http://www.sauditourism.com.sa) or by contacting Saudi Airlines or its representative offices through the program of Discover the Kingdom.
- b. Tourist's entrance and residence should be under care and patronage of local licensed companies allowed to receive and serve tourists.

### **3. Employment Visa**

Employment or work visas issued have a validity of one (1) year only. They are usually acquired while the employee is in his/her home country. By doing so it is much easier to obtain an employment visa. If an employee comes on a visit visa to Riyadh and then applies for an employment visa, then special arrangement can be made in Bahrain, but it is much more costly to go this approach.

Requirements: Can vary based on homeland's Saudi Embassy requirements, which can also change without prior notice.

- 3.1. A passport valid for at least six (6) months, with at least two (2) clear visa pages adjacent to each other.
- 3.2. One (1) recent passport size colour photograph with a white background; the photograph must be a full-face view in which the visa applicant is facing the camera directly. Side or angled views are NOT accepted.
- 3.3. A completed application form filled in with black ink pen or printed. Application forms can be downloaded from the local Saudi website. Please include your e-mail address on the application, if available. See Appendix "A" for a sample.

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- 3.4. A reference note showing the number and date of residence visa issued by the Ministry of Foreign Affairs or its branch in Jeddah or Dammam.
- 3.5. The original letter from the company in Saudi Arabia sponsoring the applicant, certified both by a Saudi Chamber of Commerce and Industry and by the Ministry of Foreign Affairs. This letter MUST indicate the block visa number and date as well as the position and name of the person requested.

If this letter is being submitted through a visa service agency, then attached to the letter should be an authorization from the company allowing the agency to finalize all the requirements to obtain the visa.

- 3.6. A certified and notarized original of the applicant's university degree or diploma (highest level obtained), which MUST be validated by the Saudi Arabian Cultural Mission. See Saudi Embassy in your country or use a visa processing company. For training or technical diplomas, certified and notarized copies MUST additionally be validated. Attestation of employee's credentials from the Saudi Embassy (Cultural Mission) should be done prior to coming to Saudi Arabia from his home country or from the country where the certificate was issued. The original academic document will be returned to the applicant. Some embassies accept transcripts in lieu of a diploma but there is no guarantee of its acceptance and could delay the process.
- 3.7. A copy of the employment contract signed by both the Sponsor and the Applicant. The position mentioned in the contract should match the position mentioned in the block visa reference, as should the academic degree the applicant holds and its major.

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- 3.8. A release letter from the previous employer, if the applicant has worked in the Kingdom before. This applies only if the last employment in the Kingdom ended within the last three (3) years.
- 3.9. Three (3) copies of the medical report from a physician in your homeland, along with three (3) passport size colour pictures with a white background. This medical report must be issued by a licensed physician who must sign each copy and must certify that the applicant is free of any contagious disease. The license number and address of the physician should appear on each copy. Medical reports are valid for up to three (3) months from the date of issuance. Appendix “B” shows the medical report form. Children under the age of sixteen (16) do not need a medical report.
- 3.10. A recent police report, with detailed information about applicant’s criminal record, if any.

### **Notes:**

- Visitors should not overstay the time granted on the visa.
- Visitors to the Kingdom of Saudi Arabia must abide by the country’s Islamic laws and regulations and respect its society’s values and traditions.
- Employees arriving on visit-visas and then getting the work-visa endorsed from the Saudi Embassy in Bahrain, was an exceptional favour from the Embassy and this facility ceased to exist now. In such instance, employees are compulsorily required to get their work-visa (and family visa) endorsed from the country of their citizenship (or as mentioned in the visa slip).
- Kindly note that the rules pertaining to visa-endorsement procedures adopted by the Saudi Embassies vary from one country to other.

## **4. Residential Permit (Iqama) Issuance**

Residence Permit (Iqama) is issued by the Directorate of Passport Department, Ministry of Interior. To receive a Residence Permit (Iqama) for university staff after they enter KSA, there are certain conditions required by the Labor Law in KSA as follows:

- 4.1. Add employee to University medical insurance plan, and record employee information such as entry number and date of the medical insurance. This procedure needs to occur 24 to 48 hours after arrival.
- 4.2. Register employee at the Labor Office, and issue a work permit for him or her. This procedure needs to occur 24 to 48 hours after arrival. It requires handing the employee's original passport to the Labor Office.
- 4.3. After completing the previous steps, an application is submitted to the Passport Office to issue the Residential permit (IQAMA), which requires receiving the employee's original passport in addition to two passport photographs (size 4x6cm, white background). This procedure typically needs 48 to 72 hours.

### **4a. Procedures for Issuance of Residential Permit Performed by Government Relations Department**

- 4a.1. Fill out official form.
- 4a.2. Attach original passport of applicant.
- 4a.3. Attach three passport photographs (size 3x4cm, white background) for applicant.

- 4a.4. Provide a medical inspection report for each applicant (medical examination in Riyadh, usually is only blood test and chest x-ray).
- 4a.5. Attach a copy of work permit (issued by the Ministry of Labour).
- 4a.6. Pay designated fees.

After the Residential Permit is issued, the employee has the right to bring his/her family to KSA to live with him permanently.

## **4b. Procedures of bringing employees' family**

**Note: The employee is the sponsor for his/her spouse and children.**

- 4b.1. Required:
  - A valid passport.
  - A valid Residential Permit.
- 4b.2. Fill out official form.
- 4b.3. Provide 3 passport photographs (size 3x4cm, white background).
- 4b.4. Valid labor license.
- 4b.5. Provide information and details of academic qualifications authenticated by Saudi Educational Attaché in employee's country of origin.
- 4b.6. Requirements for sponsoring
  - a wife: authenticated marriage certificate.
  - a child : birth certificate, copy of child's passport.
  - Supporting letter from the University, detailing employee salary and University non-objection for the employee to bring his family.

In addition to the above, the Government Relations department is ready to provide any kind of additional service you might need, such as renting house, opening a bank account, applying for telephone line, etc.

#### **4c. Procedures for entering family in Employee's Iqama**

Upon the arrival of the family in Riyadh, kindly submit the following documents to the Government Relations Dept. so that the family can be enrolled in the Iqama (Residence Permit):

- Original Passport and a copy of the passport of each member of the family
- Copy and original Iqama (Residence Permit) of the sponsor (i.e. the employee whose family has arrived).
- 4-passport size photos (white background) of each family member.

The rest will be taken care of, depending upon the situation, it takes about 4-working days to register/enroll the family in spouse's Iqama.

#### **5. Driving License Issuance and How to Purchase a Car**

Visitors are allowed to use a driver's license issued from home country, or an international driver's license, to rent a car and drive it within KSA territory. Employees who have a resident permit (Iqama) should own a Saudi driving license which is renewed every five years to drive a car.

The Government Relations department provides assistance for all employees in purchasing a car by providing an introductory letter in his name to official authorities. Assistance is also provided in obtaining a driver's license.

It is unlawful for any person to drive a car without a valid Saudi driving license, or in case of visitors, an international driving license.

Issuance of driving license falls under the jurisdiction of Public Security/Traffic Dept., Ministry of Interior. There are two driving schools (Dallah Driving School)

in Riyadh from where the driving license is issued, one is located in Takasusssi North (Tel 267.8770) and the other at Sulay Area, Exit No. 17 on Airport Road Tel 456.7777). Services that the Government Relations Department can help with include the following:

### **5.1. Driving License Procedures**

- a. Fill in official form.
- b. Attach copy of passport and Residential Permit.
- c. Attach a letter from the University stating that applicant is an employee (such letter is to be authenticated by the Chamber of Commerce).
- d. Pass eye sight test.
- e. Pass the driving test.
- f. Attach 6 passport size photographs (size 3x4cm, white background).
- g. Pay required fees.

### **5.2. Driving License Renewal Procedures**

- a. Fill in official form.
- b. Submit a copy of Residential Permit.
- c. Submit 3 passport size photographs (size 3x4cm, white background).
- d. Employer or sponsor letter stating that applicant is an employee or under his sponsorship (such letter is to be authenticated by the Chamber of Commerce).
- e. Attach current Saudi driving license.

### **5.3. Issuance of Saudi Driving License Against Foreign Driving License**

An employee already holding a valid foreign driving license is eligible to get a Saudi driving license as per the following procedure:

Conditions and Requirements:

- a. Fill in form.
- b. Submit 4 passport size photographs (size 4x6cm, white background).
- c. Foreign driving license.
- d. Copy of personal card for Saudi citizens, or residence permit for expatriate.
- e. Sponsor's recommended letter for expatriates
- f. Copy of Passport
- g. Pay fees.
- h. File for keeping documents.
- i. Translate current driving license and attach the original license.

### **5.4. Re-Issuance of Driving License (citizens & expatriates)**

In case Saudi driving license is lost, stolen, missing or wear-n-tear, the following is the procedure to get a new license again:

Conditions and requirements:

- a. Fill in form.
- b. Original driving license that is to be renewed.
- c. Two passport size photographs (size 4x6cm, white background).
- d. Copy of personal ID card for citizens.
- e. Pay fees.

- f. File for keeping documents.
- g. For expatriates an authenticated introductory letter (from the sponsor) + Residential Permit copy and passport copy.
- h. In case of replacement for wear-and-tear, damaged license is to be submitted.
- i. Police report in case of lost license.
- j. Newspaper advertisement for lost license.
- k. Civil defense report in case of fire damage.

### **5.5. Car Registration Renewal or Replacement**

“Vehicle Registration” lasts for a period of 3-years and is renewable thereafter. Conditions and requirements:

- a. Fill in form.
- b. MVPI (Motor Vehicle Period Inspection) valid inspection report.
- c. Pay fees.
- d. Copy of vehicle registration card
- e. Copy of Residential Permit for expatriate along with an authenticated sponsor’s letter.
- f. Copy of commercial registration for companies and establishments.
- g. File for keeping documents.
- h. Copy of driver's license for foreigners.
- i. Damaged license in case it is torn.
- j. Police report in case of theft.
- k. Produce a newspaper advertisement notification in case of lost license.

## **5.6. Car Registration**

Usually the showroom from where the car is purchased, advises and provides guidelines for the requirement of the documents. Conditions and Requirements include the following:

- a. Fill in form provided by the authorities.
- b. Fee receipts (municipality and traffic).
- c. Letter from car owner for companies and establishments.
- f. Copy of civil status card.
- g. Copy of residence permit for non Saudis.
- h. Sponsor's recommendation letter for expatriate attested by the Chamber of Commerce.
- i. Copy of commercial registration for companies and establishments.
- j. File for keeping documents.

### **5.6.1 Car Registration Ownership Transfer**

Conditions and requirements:

- a. Original car registration.
- b. Copy of civil status card of buyer.
- c. Sales contract from an approved car showroom. Car should be kept at showroom till ownership procedures are completed and information is added to new owner computer number.
- d. Sponsor authenticated letter and copy of residence permit or expatriate.
- e. Copy of driving license.
- f. Pay fees.
- g. File for keeping documents.

**Technical Inspection (MVIP – Motor Vehicle Periodic Inspection).**

Conditions and Requirement:

- a. Take the car for inspection.
- b. Submit car registration.
- c. Pay inspection cost.
- d. Authenticate inspection by license office.

**In case of accident.**

What do you do if you are involved in an accident:

- a. Don't move your car.
- b. Notify traffic patrols immediately. Call 4400825 at Government Relations and call Traffic Police on 993.
- c. Bring an official report from police stating accident details, and determining responsibility.
- d. Bring an official letter from traffic police to use for repairing your car.

**Notes:**

- (1) *Women are not allowed to drive in Saudi Arabia*
- (2) *All traffic violation penalties are to be paid before renewing any driving license, residence permit, or applying for exit or reentry visa.*

**5.6.2. Conditions for Motorcycle Driving License Issue**

- a. Applicant should be over 18 years.
- b. Fill in application form for a motorcycle driving license at a Driving School.
- c. Submit 4 passport size colored photographs (with white background).
- d. Perform a medical inspection test at a public hospital.
- e. Pay school fees of SR100.
- f. Attend one school lesson to learn about traffic signals.

- g. Pass the practical driving test and traffic signals through computer at school.
- h. Pay driving license fees of SR.125 through one of the following banks' teller machines: (i) Al-Rajhi Bank or (ii) Riyad Bank.

## **6. Travel inside KSA (Local Tourism)**

If any University employees are interested in local tourism, the Government Relations department, in coordination with the University Public Relations, can assist in suggesting various places of interest.

## **7. Travel Abroad**

When an employee wishes to travel abroad for his annual vacation, the Government Relations department shall prepare all necessary travel visas and reentry visas for him and his family, along with issuing flight arrangements or cash in lieu of in coordination with the Human Resources Department.

On part of the government envisaging ease of regulations, online exit-re-entry visas are available, which means that employees' passports won't have to be submitted to the Passport Office for getting exit-re-entry visas. Employees can avail of this facility by contacting GR department. GR department is presently arranging with Passport Office to obtain electronic exit-re-entry visas.

### ***Important Notice:***

Government Relations department wishes to advise all employees that when they wish to travel abroad, they need to make travel reservations early as flights tend to fill up quickly. We would ask that the Government Relations department be

notified seven days before your departure to ensure that all requirements for travel are met.

### **7.1. Procedures for single Exit-Re-Entry Visa**

Government Relations department shall follow up all procedures for issuing a visa for employee and his family. Government fee for single exit-re-entry visa at Passport Office is SR 200.00

***Notice:*** It is not allowed for companions in one passport to travel without their sponsor, or passport holder, and in case of emergency, then they are to have their own passports to enable them to travel alone.

***Important Note:*** Once the exit-re-entry visa is endorsed in the passports and the employee do not wish to leave Saudi Arabia for some reason, he has to inform the Government Relations Dept. to cancel the exit-re-entry visa. If an exit-re-entry visa is not cancelled or utilized within the 60-days, a penalty is levied by the passport office (this rule applies for single or multiple exit & re-entry visas).

### **7.2. Procedures of Multiple Exit & Re-Entry Visas**

Government Relations department shall follow up all procedures for issuing a travel visa for the employee after obtaining an approval from the concerned authorities in the University. Government fee for multiple exit & re-entry visa at Passport Office is SR 500.00

#### ***Important Instructions of Travel for University Employees***

1. It is not allowed for any person who is not officially authorized to follow up any personal application for another person. In case applicant is the parent,

he is to attend and sign the application form to complete all procedures for his family as long as they are residing on his own sponsorship.

2. When an employee gets an exit-reentry travel visa, it is valid for 2 months. If the employee does not leave the country within the 2 months, he needs to contact Government Relations department to cancel the visa before it expires. If the employee wishes to have a new visa, he is to contact the Government Relations department and pay the necessary official fees.
3. If an employee applies to cancel an exit-reentry visa for him or one of his family members and it is discovered that the visa expired before he notified the Government Relations office, then the visa is cancelled and he shall be fined. When the employee wishes to get a new visa, he needs to follow the necessary procedures from the Government Relations department and pay the designated fees.
4. All documents and data submitted to get the visas are to be accurate.
5. Exit & Re-entry Visa is issued according to sponsor wish, and term is to be specified by him, which should not exceed six months maximum. As for students who study abroad, and for wives, an exit-reentry visa could be issued for longer periods of time, according to parent applications for 9 to 12 months, and residence permit should be valid and covers total duration of the visa.

## **8. Shipping (Cargo) Information**

Import of personal goods can be retrieved by air cargo or by ship separately if the belongings are too huge or exceedingly heavy weight that cannot be brought along with the passenger's baggage.

The prospective employee or the family of the employee, planning to ship/airfreight the material (their belongings etc) from the country of origin to the Kingdom of Saudi Arabia are advised to contact our freight forwarders, who in turn will advise you the associate freight forwarder in your country of origin:

Saudi International Services,  
P.O. Box 27926,  
Riyadh-11427,  
Contact Person: Mr. Bassim H. Al-Barghouthy.  
Tel 2068440 Fax 2066963  
E-mail [bassim@sisfreight.com](mailto:bassim@sisfreight.com)

## 9. Important Contact Numbers

### Alfaisal University

Toll free:	920000570
Direct number:	2157892
Government Relations :	2157894, 2157887
Government Relations Manager:	Mobile: 0555204185
King Faisal Foundation:	4652255

### Important Useful Contacts

#### Emergency – Telephone Services:

Traffic Accidents:	993
Telephone Directory:	905
Ambulance:	997
Repair:	904
Police:	999
International Calls:	900
Civil Defense:	998
Drug Combat:	995

Repair Services:

Riyadh Electricity:	4644234
Sewage Water:	4462222

Airport Information.

Saudi Arabian Airlines Reservations:

Jeddah:	6323333
Riyadh:	4772222
Dammam:	8943333

Saudia Reconfirmation :

Jeddah:	6864184
Riyadh:	2221111
Dammam:	8945555

Airport Information (Saudia)

Jeddah:	6855526
Riyadh:	2221700

Airport Information (International)

Jeddah:	6854341
Riyadh:	
Dammam:	8792601

Universities:

**King Saud University:**

P.O. Box: 2454 Riyadh 11451      Tel: 4670000

**Madina Islamic University:**

P.O. Box: 170      Tel: 8470131

**King Fahad University of Petroleum & Minerals:**

P.O. Box: 144 Dhahran 31261      Tel: 8600000

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**King Abdul Aziz University:**

P.O. Box: 1540 Jeddah 21411                      Tel: 6400000

**Imam Mohammad bin Saud Islamic University:**

P.O. Box: 5701 Riyadh 11432                      Tel: 2580000

**King Faisal University:**

P.O. Box: 1982 Dammam 31441                      Tel: 857700

**Um Al-Qura University**

P.O. Box: 715 Makkah 21421                      Tel: 5574644

## **10. APPENDIX – A**

### **(Refer clause 3.3)**

### **(Sample of Employment visa application form)**



سفارة المملكة العربية السعودية  
واشنطن  
القسم القنصلي

Royal Embassy of Saudi Arabia  
Washington  
Consular Section

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ الاسم الكامل: \_\_\_\_\_  
 Mother's Name: \_\_\_\_\_ اسم الأم: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ تاريخ تولد: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ محل تولد: \_\_\_\_\_  
 Previous Nationality: \_\_\_\_\_ الجنسية السابقة: \_\_\_\_\_ Present Nationality: \_\_\_\_\_ الجنسية الحالية: \_\_\_\_\_  
 Place of Issue: \_\_\_\_\_ محل الإصدار: \_\_\_\_\_ Passport No: \_\_\_\_\_ رقم الجواز: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ تاريخ انتهاء صلاحية الجواز: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ تاريخ الإصدار: \_\_\_\_\_  
 Sex: \_\_\_\_\_ الجنس: \_\_\_\_\_ Marital Status: \_\_\_\_\_ الحالة الاجتماعية: \_\_\_\_\_  
 Female  Male  ثمن  ذكر  Married  Single  عزب  متزوج   
 Religion: \_\_\_\_\_ الديانة: \_\_\_\_\_  
 Profession: \_\_\_\_\_ المهنة: \_\_\_\_\_ Qualification: \_\_\_\_\_ المؤهل العلمي: \_\_\_\_\_  
 Home Address and Telephone No.: \_\_\_\_\_ عنوان المنزل ورقم الهاتف: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ للبريد الإلكتروني: \_\_\_\_\_  
 Business Address and Telephone No.: \_\_\_\_\_ عنوان الشركة (المؤسسة) ورقم الهاتف: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_ الغرض من السفر: \_\_\_\_\_  
 Employment  Business  Student  Tourist  حج  دبلوماسية  لقاء  شخصية  زيارة من السفارة   
 Rec-KM  Trans  Tourism  Commerce  Business  Conference  Mark Visit  Family Visit

Method of Payment: Company Check: [ ] Money Order: [ ] طريقة الدفع: \_\_\_\_\_  
 Name and Address of Company or Individual in the Kingdom: \_\_\_\_\_ اسم وعنوان الشركة أو شخص طبيعي في المملكة: \_\_\_\_\_

Travel Information: \_\_\_\_\_ معلومات السفر: \_\_\_\_\_  
 Date of arrival in Saudi Arabia: \_\_\_\_\_ Via Airline: \_\_\_\_\_ Flight No: \_\_\_\_\_  
 City of Embarkation: \_\_\_\_\_ Port of Entry: \_\_\_\_\_  
 Duration of Stay in the Kingdom: \_\_\_\_\_

Name of traveling companion: \_\_\_\_\_ اسم المصحف: \_\_\_\_\_  
 Relationship of the person traveling with: \_\_\_\_\_  
 \*\*\* Application must be filed out its entirety \*\*\*

I the undersigned hereby certify that:

- I agree to have my fingerprints taken and my retina scanned. أنا لموافق لاند اوافق على خذ بصمة الإصبع وقراءة العين
- All the information provided is correct. I will abide by the laws of the Kingdom during the period of my residence. لا راجل كل انطومات التي لم تقيا صحيحة ومانكرن ملتزم بقوانين المملكة نداء فترة وجودي بها

التاريخ: \_\_\_\_\_ التوقيع: \_\_\_\_\_ الاسم: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

601 New Hampshire Ave. N.W., Washington, D.C. 20007 • Telephone (202) 646-3124 • Fax (202) 337-4084 • www.usa.emb.saudi.net

## **11. APPENDIX – B** **(Refer clause 3.9)**

### **(Sample of Medical Report)**

Expatriate Immigration Guide



MEDICAL REPORT

PHOTO

NAME: \_\_\_\_\_  
 NATIONALITY: \_\_\_\_\_ GENDER: \_\_\_\_\_ AGE: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_  
 PASSPORT NO: \_\_\_\_\_ ISSUE PLACE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_  
 (LOCATION AND REFERENCE)

DEAR SIR / MADAM  
 PLEASE, ARRANGE TO TRANSFER THE ABOVE MENTIONED CANDIDATE(S) FOR THE ABOVE MENTIONED PURPOSE.  
 DATE: / / \_\_\_\_\_ (DATE WHEN YOU ACQUAINT DOCTOR)

FOR THE PURPOSE OF EMPLOYMENT IN SAUDI ARABIA  
 - PSYCHIATRIC AND NEUROLOGICAL DISORDERS (IF ANY, TO THE CANDIDATE)  
 - ALL OTHERS

MEDICAL EXAMINATION			LABORATORY INVESTIGATION	
SYSTEM	EXAMINATION	POSITIVE	TESTS	NEGATIVE
VISION	RIGHT		SUGAR	
	LEFT			GLUCOSE
HEARING	RIGHT		URIC ACID	
	LEFT			OTHER
EARS	RIGHT		STOOL	
	LEFT			OTHER
Chest X-Ray			HEART	
				OTHER
PULMONARY & BRONCHIAL			BLOOD PRESSURE	
				OTHER
ASYMPTOMATIC			HEMATOLOGY	
				OTHER
OTHERS			URIC ACID	
				OTHER
EXTREMITIES			SPEECH	
				OTHER
SKIN			SPEECH	
				OTHER
CONSTITUTIONAL DISORDERS			SPEECH	
				OTHER
T-40			SPEECH	
				OTHER

CONSTANTLY BEING APPLICABLE TO THE CASE OF THE CANDIDATE

CHRONIC ART DISEASES	NO	YES
TUBERCULOSIS		
PHYSICAL DISORDERS		
TRAUMATIC		
PHARYNGEAL		
BLINDNESS		
PHYSICAL DISORDERS		
OTHER DISORDERS		

STATEMENT OF THE MEDICAL OFFICER (NAME, ADDRESS, SIGNATURE, DATE)

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL MEDICAL EXAMINATIONS AND LABORATORY INVESTIGATIONS WERE WITHIN NORMAL LIMITS IN THE EVENT OF AN ABNORMAL POSITIVE RESULT, A TYPEWRITTEN LETTER GOVERNED BY THE PHYSICIAN STATING THE CONDITION AND ANY TREATMENT IMPLEMENTED. THIS LETTER SHOULD ALSO INDICATE WHETHER THIS CONDITION OR TREATMENT WILL HAVE ANY EFFECT ON THE APPLICANT'S WORK.

PHYSICIAN NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ SLAMP: \_\_\_\_\_  
 LICENSE NUMBER: \_\_\_\_\_  
 THIS IS TO CERTIFY THAT THE APPLICANT IS ELIGIBLE FOR EMPLOYMENT IN SAUDI ARABIA.

FOR THE PURPOSE OF EMPLOYMENT IN SAUDI ARABIA, THE RESULTS OF ALL MEDICAL TESTS AND LABORATORY INVESTIGATIONS MUST BE WITHIN NORMAL LIMITS IN THE EVENT OF AN ABNORMAL POSITIVE RESULT, A TYPEWRITTEN LETTER GOVERNED BY THE PHYSICIAN STATING THE CONDITION AND ANY TREATMENT IMPLEMENTED. THIS LETTER SHOULD ALSO INDICATE WHETHER THIS CONDITION OR TREATMENT WILL HAVE ANY EFFECT ON THE APPLICANT'S WORK.

## 12. APPENDIX – C

### Notice on Saudi Laws and Regulations issued from the Royal Embassy of Saudi Arabia, Washington, DC, USA



المملكة العربية السعودية  
ROYAL EMBASSY OF SAUDI ARABIA  
WASHINGTON, D.C. 20037

### **NOTICE ON SAUDI LAWS AND REGULATIONS**

I, the undersigned, do not object to undergoing a fingerprint and retinal scan in accordance with the automated system the government of the Kingdom of Saudi Arabia is implementing for citizens and foreigners. The system conforms with the current international trend to verify identity based on these biometric identifiers in a civilized and organized manner, and is used in many countries.

During my stay in the Kingdom of Saudi Arabia, I also agree to abide by all its laws and regulations and to respect its customs, social values and the sensitivities of its citizens. I also agree not to introduce any materials into the Kingdom that contradict the Islamic religion or to engage in any activities that violate Saudi law. I am fully aware that intoxicating materials, narcotics and pornographic materials are not permitted in the Kingdom. It is a capital offense to smuggle and distribute narcotics in Saudi Arabia.

### **NOTICE ON SENDING PASSPORT BY MAIL**

We would like to bring to the attention of all applicants who send their passports by mail that anyone who includes a RETURN Federal Express, DHL, Airborne Express, UPS or any other airway bill must also include a **MONEY ORDER** made out to the company chosen by the applicant.

**Cash, credit cards or personal checks will not be accepted.**

Any package without a money order will be placed on hold until payment is received. It is applicant's responsibility to include the EXACT amount according to the weight of the package.