

Kingdom of Saudi Arabia

Ministry of Education

King Abdulaziz University

Women's Campus



King Abdulaziz University

Faculty Handbook For Contractees



Vice Deanship of Women's Campus

**2nd Edition
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Acknowledgments

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Welcome



We would like to welcome all faculty members who recently joined King Abdulaziz University. We welcome you in the Kingdom of Saudi Arabia, the Kingdom of “Humanity”, and the Kingdom of the Two Holy Mosques. We would also like to welcome you to Jeddah, “The Bride of the Red Sea”, and the economic and touristic capital of Saudi Arabia. Welcome to King Abdulaziz University, the “Founder’s University”, and the leading university in science, knowledge and education in the Western region.

We would like you to know that we work with clear objectives and vision to achieve our mission which is the “betterment of society through cultural and scientific excellence and pioneering research”. Our goal by 2019 is to become a pioneer university in:

- Adoption and development of quality performance standards to measure our student’s educational level and skills.
- Excellence in research and development programs.
- Cultural contributions.
- Gaining the community’s and foreign institutions’ trust in our educational outcomes.

We hereby provide you with a faculty handbook that displays the collaborate efforts of the various deanships and departments to serve all KAU staff members, develop our work strategies, and achieve quality. The handbook also explains many of the procedures, regulations, and services provided by KAU centers, administrations and deanships for all faculty members, including the contracted and the newly-joined. It will guide you during your stay with us. We hope it answers all your questions.

On behalf of KAU President, the Vice Deans and all university leaders, we welcome you as a KAU member. Together we will work on raising the performance level under the slogan “Analazizi” (I belong to KAU)



Kingdom Of Saudi Arabia

Kingdom Of Humanity

Overview:

The Kingdom of Saudi Arabia is an Islamic, Arab state that occupies most of the Arabian Peninsula. Due to its strategic location between three continents, it became the home of many civilizations and the origin of the divine messages. Riyadh is its capital. The Kingdom is famous for the presence of the Holy places: The Holy Mosque of Mecca and the Prophet's (PBUH) Mosque in Medina. Millions of Muslims visit it yearly to perform the Hajj (pilgrimage) and Umrah and visit many of its other Islamic sites.



The Kingdom is also famous for its historical events from prehistoric times up to the rise of Islam, as well as other important events such as: the unification of the Kingdom by King Abdulaziz Al-Saud, the founder of the Kingdom. The Kingdom is ranked the first in the world in terms of oil production and reserves, and currently ranks 10th in the production of natural gas.

The National day:

The Kingdom of Saudi Arabia celebrates the national day on the first day of the balance corresponding to the 23rd of September to commemorate the unification of the Kingdom and its establishment by his Majesty King Abdul Aziz bin Abdul Rahman Al Saud (May Allah Have Mercy on His Soul) who founded Saudi Arabia in the year 1351 A.H.-1932 A.D.

Flag of the Kingdom of Saudi Arabia:

The Flag of the Kingdom of Saudi Arabia is rectangular in shape, green in color bearing the Arabic inscription: "There is no God but Allah and Mohammed is his Prophet" written in the calligraphic Thuluth script. Beneath the inscription, there's a white Arabic sword whose grip points towards the flagpole.



The Saudi flag shouldn't be lowered at half-mast, put down, or made to touch the ground or water out of respect to the Shahada (Islamic creed) inscription written on it.

Currency:

Saudi riyal is the local currency. One US dollar is equivalent to 3.75 SR (three riyals and seventy five halalas)

Working Days and Hours:

Government sectors: Sunday to Thursday from 7: 30 am to 2: 30 pm.

Banks: Sunday to Thursday from 8: 30 am to 4: 30 pm

Shops: All week from 10: 00 to 12: 00 p.m. and from 4: 00 pm to 10:00 pm on weekdays except on Fridays start at 4:00pm.

Working hours vary in Ramadan. It starts from 10: 00 am to 3: 00 pm for government sectors. Shops are closed between Magrib (sunset) and the Isha ' (evening) prayers.

Public Holidays

Public Holidays in the Kingdom are as follows:

- Weekend: Friday and Saturday
- Eid Al-Fitr holiday: From the 25th of Ramadan to the 5th of Shawwal. Its duration is 10 days up to two weeks depending on the weekend.
- Eid al-Adha holiday: From the 5th to the 25th of Dhul Hijja.
- National Day: On the first day of the balance corresponding to 23rd September.

Country Code:

The country code is 00966

National Costume

Men: white Thobe (long-sleeved cotton garment reaching the ankle) and Ghutra (long flowing head scarf in a red and white chequered pattern or plain white)

Women: black abaya (long black robe)

Source:

Ministry of Culture and Information

Ministry of Foreign Affairs

Most Important Cities in the Kingdom

Mecca

Mecca city, located at the south of Jeddah, is the capital of Mecca Province. It is home to the Kaaba, the Holy Mosque, the direction of Muslim's prayers, the place where Ibrahim (PBUH) stayed. In Mecca, there are also the pilgrimage sites of Mina, Muzdalifa, and Arafat. The city has Umm Al Qura University and is the headquarters of the Organization of the Islamic Conference. It is about 80 km from the Jeddah, almost an hour by car.



Medina

Medina is located in the north-west of the kingdom. It is the capital of Medina Province where the Prophet's Mosque, the Prophet's (PBUH) tomb and the Islamic University are located. It also has King Fahd Complex for Printing the Holy Quran and it is 480 km away from Jeddah.



Riyadh

Riyadh, which is the capital of Riyadh Province, is also the capital of Saudi Arabia. There you can find: all ministries, foreign embassies and consulates, Al-Yamamah Palace, the Shura Council, the Conference Palace, King Khalid International Airport, King Fahd International Stadium, Television Complex, Diplomatic Quarter, King Saud University, Imam University, Muhammad Bin



Saud Islamic University, the Governance Palace site, the Military Faculty of King Abdul Aziz, King Faisal Air Force College, Takhassosi Hospital, King Khalid University Hospital, King Khaled Eye Hospital, King Fahd National Guard Hospital.

Jeddah

Jeddah is on the eastern coast of the Red Sea, which is a natural extension of the coastal plain known as the TUHAMA. It is a major seaport, hence its main and historical role as a port and a gateway to the Holy land, and transit point for commercial traffic. Accordingly, it is

currently one of the most important import/export centers in the Kingdom. Through its sea port and airport, most of the Kingdom's economic activity takes place.



Kings of Saudi Arabia

King Abdulaziz Bin Abdul Rahman Al-Faisal Al-Saud



King Saud Bin Abdulaziz Al-Saud



King Faisal Bin Abdulaziz Al-Saud



King Khaled Bin Abdulaziz Al-Saud



King Fahd Bin Abdulaziz Al-Saud



King Abdullah Bin Abdulaziz Al-Saud



**The Custodian of the two
Holy Mosques
King Salman Bin Abdulaziz
Al-Saud**



King Abdulaziz University



King Abdulaziz University (KAU) holds the name of the founder of Saudi Arabia, King Abdul Aziz. The University was ranked among top universities in many international classifications. Since its inception, it has witnessed steady growth and development, both qualitative and quantitative, which enabled it to become the most prominent university in the Kingdom in terms of: number of enrolled male and female students, and diversity and quantity of specializations. Moreover, the university has exclusively offered and incorporated some colleges and specializations in the Kingdom, such as: sailing, meteorology, Earth sciences, nuclear engineering, aviation and mining, and medical engineering.

Studying programs at KAU are not limited to the Regular Program. It also provides external study programs to facilitate learning for Saudi citizens. Moreover, it has not limited itself to traditional methods of teaching and learning, and established the Deanship of Distance Learning to cope with the scientific, technical and cultural developments, and offer more convenience to the students wishing to pursue their higher educational studies outside the university's premises, thus creating a better future.

King Abdulaziz University has:

- More than 20 faculties and three institutes in its main campus.
- Nine independent deanships.
- Four centers for scientific research.
- Six centers for supporting educational services.
- Its organizational structure includes more than 20 administrations.

The University has plenty of facilities, including:

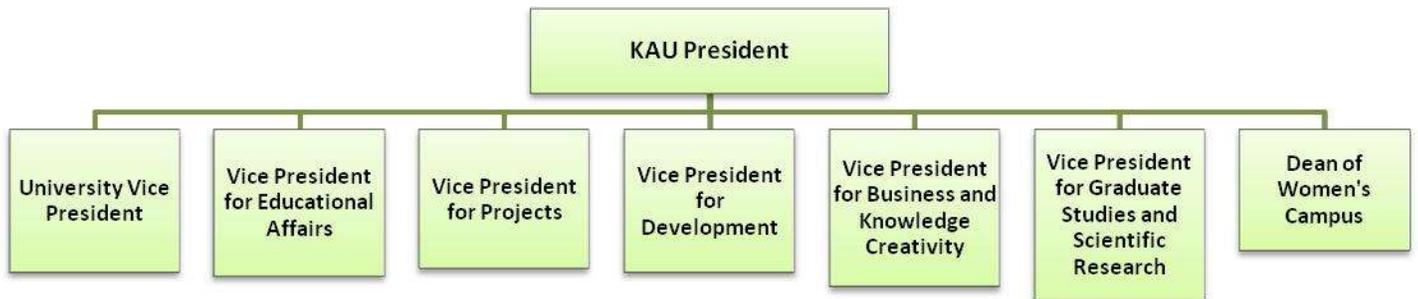
- A central library.
- A medical centre (which includes the University Hospital).
- Medical administration.
- Stadium, Sports' tent, swimming pool.
- Auditorium and conference centre.
- Bank.
- Post office.
- King Fahd Medical Research Center.

Learn about KAU through its website on the internet through
the following URL: www.kau.edu.sa

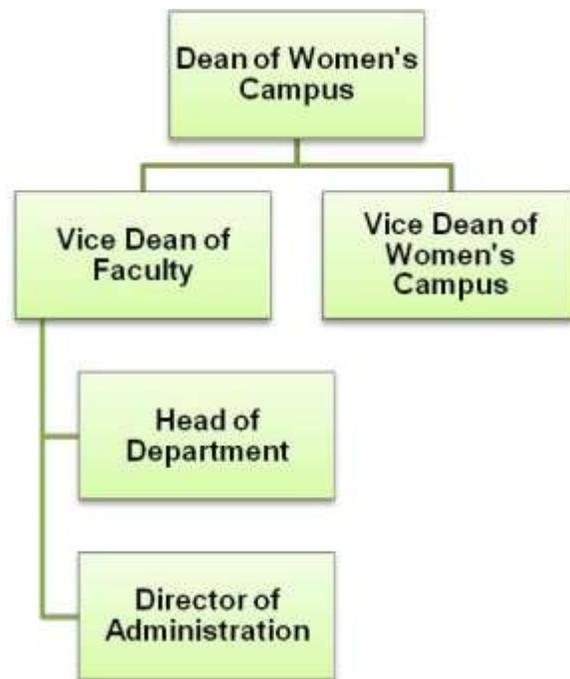
Read and browse and take advantage of the services available
on the site.

Be sure to familiarize yourself with your university from the
beginning, so you can make the most of your time

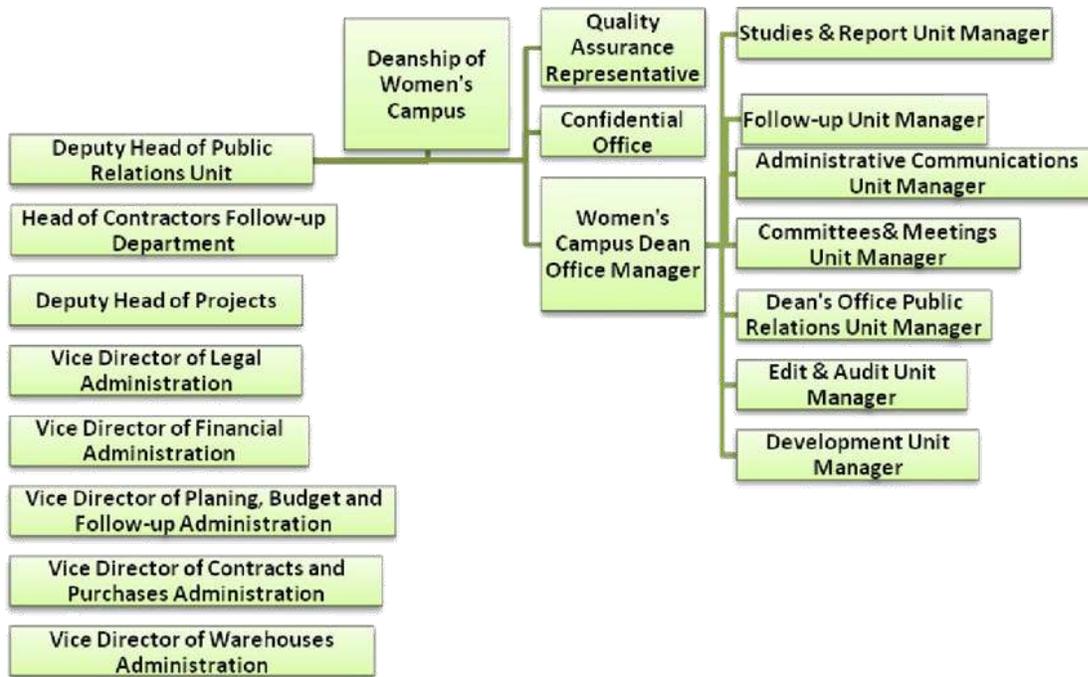
Organization Structure of KAU Upper Management



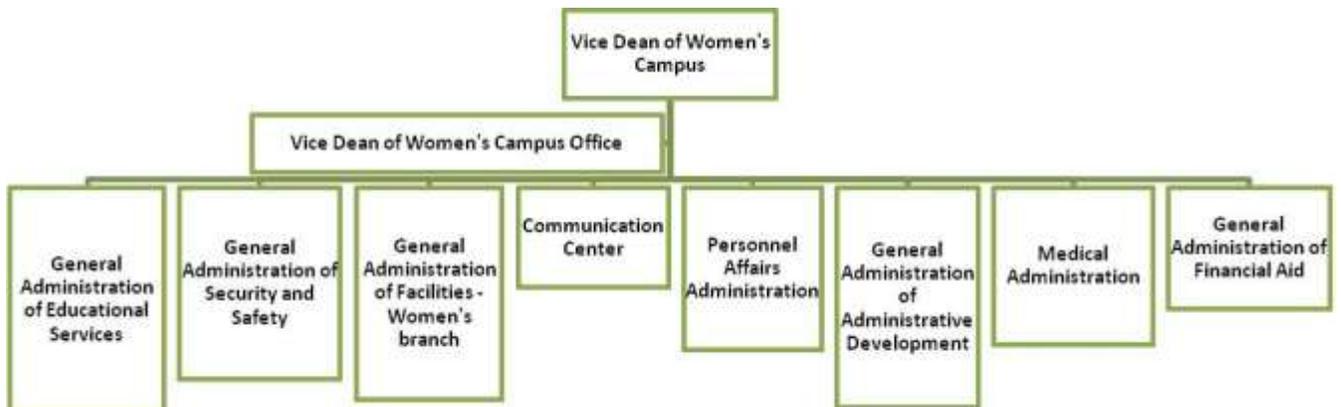
Organizational Structure of the Women's Campus' Faculties



Organizational structure of the Deanship of Women's Campus



Organizational structure of the Vice Deanship of Women's Campus



Services Provided by the Administrations of the Vice Deanship of the Women's Campus



Services of the Personnel Affairs Administration

Service	Description	Required documents	Form(s) used	Beneficiaries
Employment Opportunities	Offering administrative and academic employment opportunities, advertised on the university's website.	CV including: Academic qualifications, work experiences , bio data and ID photo	None	Society
Issuance of Employment Cards	Issuing identification cards to the employee to prove her identity and her workplace. The card is to be used for many services including medical services.	For Administrators: <input type="checkbox"/> Copy of national ID <input type="checkbox"/> Personal photo For Academics: <input type="checkbox"/> Copy of national ID <input type="checkbox"/> Personal photo <input type="checkbox"/> Copy of appointment or promotion letter.	Card issuance form for employees	All female employees at the Women's main campus and satellite branches
Payment of salaries and allowances	Payment and Auditing of salaries and allowances offered to administrators and academics.	<input type="checkbox"/> Forms for: - Paying salaries - Opening a bank account - Paying Allowances -Assignment statement <input type="checkbox"/> Electronic form for Mubashara (reporting to duty)	Assignment statement Form	All female employees at the Women's Campus
Ratification of vacation requests and Mubashara (Reporting to Duty)	Review and ratification of all types of vacation requests.	Forms differ depending on the type of the vacation: Medical reports , birth reports, child's birth certificate, proof of exceptional cases, proof of husband's scholarship	Electronic form on "Anjez" system	All Female employees at the Women's Campus

Service	Description	Required documents	Form(s) used	Beneficiaries
Issuance / Renewal of Iqama and Visa	<ul style="list-style-type: none"> <input type="checkbox"/> Issuing Iqamas for Contractees <input type="checkbox"/> Renewing Iqama for Contractees and their dependents <input type="checkbox"/> Issuing exit/entry visa and final exit to Contractees and their dependents 	<p>For Issuance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Passport <input type="checkbox"/> Personal photo <p>For Renewal:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal photo <p>For Visa:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Iqama 	Passports Form	Female academic Contractees at the Women's Campus
Receiving Academic Contractees to finalize contract procedures	Filling out all official contract papers and sending them to the Personnel Affairs at the Men's Campus to complete contract procedures and prepare the employment contract	<ul style="list-style-type: none"> <input type="checkbox"/> Experience certificates <input type="checkbox"/> Academic Qualifications <input type="checkbox"/> Passport and entry Visa 	-Form no.147 -Data form -Data forms for new Contractees	Female academic Contractees at the Women's Campus and satellite branches
Job rotation	Enabling employees' transfer between university sectors for the purpose of acquiring diverse experience and skills	<ul style="list-style-type: none"> <input type="checkbox"/> Employee performance evaluation forms <input type="checkbox"/> Current job description <input type="checkbox"/> Points of strength and weakness <input type="checkbox"/> Recommendations for the appropriate job 	Job rotation form	All female employees at the Women's Campus and satellite branches
Assignment or transfer of services from and to the university	-Receiving transfer or assignment requests from or to the university -Reviewing and addressing the parties concerned	<ul style="list-style-type: none"> <input type="checkbox"/> Employee performance evaluation forms <input type="checkbox"/> Current job description <input type="checkbox"/> Letter of approval 	None	-All administrators at the university's main campus and branches. -Other universities

Internal decisions	Issuing Internal decisions	Letter of assignment nomination	None	All administrators at the Women's Campus and branches.
Finalizing end-of-service procedures (retirement and early retirement)	Finalizing all end-of-service procedures for the employee in cases of requests of early retirement or on reaching the age of retirement.	<input type="checkbox"/> Disclaimer form <input type="checkbox"/> IBAN letter certified by the bank <input type="checkbox"/> Copy of national ID <input type="checkbox"/> Service statement	For administrators : <input type="checkbox"/> Service request form and pension entitlement form For academics : <input type="checkbox"/> Service request and pension entitlement forms <input type="checkbox"/> Information form of faculty member eligible for retirement <input type="checkbox"/> Retirement application Form	All female employees at the Women's Campus
Extending the end-of-service for those who reached the age of retirement	Finalizing all the procedures of the end-of-service extension request for the faculty member, and addressing the parties concerned.	<input type="checkbox"/> CV <input type="checkbox"/> National ID <input type="checkbox"/> Medical report	-Request form of the faculty member's end-of-service extension -End-of-service extension request for the faculty member -Report of department's supervisor and the faculty Dean -Teaching load form of the department	All academics at the Women's Campus

Service	Description	Required documents	Form(s) used	Beneficiaries
Requests for allowances	Reviewing academics' requests for allowances	<input type="checkbox"/> An electronic website that meets all required criteria <input type="checkbox"/> Copy of most recent academic qualification <input type="checkbox"/> Mubasharah form (reporting to duty)	-Computer Allowance form -Damage Allowance form -University Education Allowance form -Rare Specialization Allowance form	All academics at the Women's Campus
Teaching Load	<input type="checkbox"/> Reviewing the teaching schedules of faculty members <input type="checkbox"/> Ratification of forms by the Dean of the Women's Campus	Attach forms	<input type="checkbox"/> Form M.A.1 <input type="checkbox"/> Form N.S.1 <input type="checkbox"/> Form N. S. 2	All academics at the Women's Campus

Services of the General Administration of Financial Aid

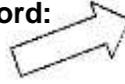
Service	Description	Required documents	Form(s) used	Beneficiaries
Salaries of female employees in the financial aid category	Auditing the monthly paychecks	Administrative decisions pertinent to female employees in the financial aid category	None	Female employees in the financial aid category
Overtime Bonuses	Cashing Overtime Bonuses	None	Overtime Form	All Women's Campus sectors
Committees Bonuses	Cashing Committees Bonuses	Decisions of nominating committee members	Committees Bonuses' Form	
Teaching Bonuses	Cashing Teaching Bonuses	None	Teaching Bonuses' Form	
Invigilation	Cashing invigilation checks	Teaching Schedule Forms	Invigilation Bonuses Form	
Checks	Cashing Checks	ID	Proxy Form	
Temporary liabilities registered under the employees name	Provision of temporary liabilities	Nomination decision	Temporary liabilities receipt and request forms	
Release of temporary liabilities	Following-up on the payment and auditing of all invoices, and sending them for liability release	Invoices	External forms: Records of receipt, records of examination and preview	

Services of the Administration of Administrative Development

Service	Description	Form(s) used	Beneficiaries
Providing training courses	Presenting training courses (Technical)	Request for giving courses at the Administrative Development Administration via electronic website	All administrative staff at KAU
	Presenting training courses (Administrative)		All administrative staff at KAU
	Presenting training courses (IT)	Registration method in courses ↓	All IT staff at KAU
Preparing training portfolios	Coordinating with faculty members to present courses and prepare training portfolios	Request of preparing training portfolios or presenting a course	Female faculty members

Registration in Training Courses:

1. Login to Anjez: Enter the ID number and password:



AnJeز

User name:
Password

:

AnJeز

Inbox

Outbox

Query requests

Old Requests

Help

Call us
Exit

Leaves

Mubashra

Employee Information

Scholarships

Submission of Research

Scientific Contribution

2. Login to Scientific Contribution



- Contributions
- Seminars
- Scientific Mission
- Training grant
- Scientific Awards
- Request for a visiting professor
- Request for a scientific meeting
- Scientific Communication
- Nomination for the training course



3. Select Nomination for training course

Representative Form

Disclaimer Form

Circulars and Decisions

Settings

4. Selection of Training courses (internal)

5. Agreeing on criteria

6. Selection of the desired course for registration.

ID No: Name: Place of Work: Job Title: Qualification: Civil Record number: Region: Appointment date: Email: <input type="text"/>	Application No.: Date: Time: Department: Rank: Specialization: Date of Birth: City / province: Cell phone: Work phone: <input type="text"/> <input type="text"/>
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General Administration Institute	Training programs	Practice sessions	Nomination results
Administrative Development Administration	Internal and external training courses		
Center for Teaching & Learning Development	Available courses		

Choose the type of Course Internal External Distance

4. Selection of Training

1. Get approval of the direct supervisor
2. Don't forget to sign in and out in each course.
3. Free your time for the training course
4. To get the certificate, you must attend not less than 80% of the total hours and days of the course.
5. Fill out the evaluation form in each course
6. Apology for not attending the course is accepted 5 days prior to its start date at the latest.
7. Registration in the course does not mean approval for attendance.

[Agree](#)

5. Press agree here

The course timings are from 8:30 am to 12:30pm

Training Venue:

Male Staff ----- Administrative Development building, training hall no.157

Female Staff----- Alkhansaa building 42 at the Women's Campus, first floor, room 29

Review the electronic administration three days prior to the start date of the course for approval of nomination.

[Program / programs](#)

6. Select your course of choice

Name of the program

1. -----
2. -----
3. -----

Services of the General Administration of Facilities

Department	Service	Description	Required documents	Form(s) used	Beneficiaries
<i>Services Department</i>	Transport Unit	The provision of transportation between off-campus sectors and university gates	Filling a Form	Transportation request form	All of the Women's Campus sectors (Administrations, Deanships , colleges, Vice Deanships)and students
		The provision of golf carts for Women's Campus Deanships, Vice Deanships and centers			
		Coordination for the repair of golf carts available on the Women's Campus	Preparing a letter		
	Telephone Unit	Installation of new telephone lines and provision of telephones	Preparing a letter		
		Maintenance of telephones' malfunctions (lines' repair, transfer and wire extension) to all the Women's Campus buildings.	Filling a form	Service Request Form	
		Changing telephone lines from ordinary to digital and vice versa	Preparing a letter		
		Adding Zero service and direct line to university's higher administration in the Women's Campus	Preparing a letter		
	Logistics Transport Unit	Transporting light logistics among rooms in the morning period	Filling a form	Logistics transport form	
		Transporting Chemicals from men's section	Filling a form	Logistics transport form	

		warehouse to the Women's Campus and vice versa.			
Services Department		Transporting stationary from the men's section warehouse to the Women's Campus	Preparing a letter		All of the Women's Campus sectors (Administrations, Deanships , colleges, Vice Deanships) and students
		Transporting logistics and equipment in the evening period	-Permits -Preparing a letter -Filling a form	Logistics transport form Logistics exit and/or entry permit	
		Destroying old office paperwork	-Permits -Preparing a letter -Filling a form	Logistics transport form Logistics exit and/or entry permit	
		Receiving returned documents forms, exit permits and returned equipment reports from the Administration of Warehouses and transporting them from the Women's Campus warehouse to the men's section warehouse	-Permits -Preparing a letter -Filling a form	Logistics transport form Logistics exit and/or entry permit	
	Agriculture Unit	The provision of indoor plants to the Deanships and Vice Deanships	Preparing a letter		
	Weekly caring for indoor plants at the Deanships and Vice Deanships: irrigation, pruning, and changing the soil.	-Keys -Preparing a letter -Filling a form	Service request form		
	Gardening landscapes at the Women's Campus and other sectors	Preparing a letter			

Services Department	Hygiene Unit	Cleaning all on-campus and off-campus buildings including: classes, administrative offices, washrooms and outside areas	Filling a form	Service request form	All Women's Campus sectors (Administrations, Deanships , colleges, Vice Deanships) and students
		Polishing and waxing buildings' floors and cleaning walls, windows and doors.	-Filling a form -Keys -Preparing a letter		
		Providing cleaning supervisors, observers and cleaners to the Women's Campus, dorms and health colleges	Preparing a letter		
		Provision of hygiene materials	Filling a form	-Service request form	
		Forming hygiene teams upon the commencement of the Master's and External program courses, exams, special events and external activities	Preparing a letter	-Opening buildings permit	
		Spraying women's campus buildings with pesticides to eliminate insects.	Filling a form		
		Distribution of traps to eliminate reptiles and rodents	Preparing a permit letter Keys		

Department	Service	Service Description	Required Documents	Form(s)	Beneficiaries
Maintenance Department	Alarms Unit	Alarms' maintenance	-Preparing a letter -Permits -Keys	Service request form	All Women's Campus sectors (Administrations, Deanships , colleges, Vice Deanships) and students
	Air-conditioning Unit	Installation and maintenance of air-conditioning at all the Women's Campus sectors	-Preparing a letter -Filling a form -Keys	Maintenance request form	
	Electricity Unit	Installation, maintenance and increase of electricity units at all the Women's campus' sectors	-Preparing a letter -Phone requests -Filling the required forms	Maintenance request form	
	Carpentry Unit	Receiving requests through phone calls regarding carpentry works	-Preparing a letter -Filling a form	Maintenance request form	
	Plumbing Unit	Receiving requests through phone calls regarding plumbing works	-Preparing a letter -Filling a form	Maintenance request form	
	Paint Unit	Repainting and reconditioning offices at the Women's Campus	Preparing a letter	Maintenance request form	
	Elevators Unit	Fixing elevators and providing spare parts	-Filling a form -Preparing a letter	Maintenance request form	
Events Department	Activities and Events Unit	Provision of cleaners and general hygiene observers	Preparing a letter		All Women's Campus sectors (Administrations, Deanships , colleges, Vice Deanships) and students
		Nominating employees from the General Services Administration to assist the parties in the events regarding the services of General Services Administration	Preparing a letter		

Events Department	Activities and Events Unit				All Women's Campus sectors (Administrations, deanships , colleges, Vice Deanships)and students
		Transfer of the party's stuff to the event location and vice versa	Preparing a letter Permits	Logistics exit and re-entry permit	
		Provision of table covers	-Filling a form -Preparing a letter -Permits	-Lending form -Logistics exit and re- entry permit	
		Provision of maintenance technicians to supervise lighting's and sounds' operation	Preparing a letter		

General Administration of Educational Services

Department	Service	Description	Required Documents	Form(s) used	Beneficiaries
Department of Classes	Equipping classes with the latest technological tools	Technological tools include: Computers, display screens, and data shows.	Filling a form	Learning tools request form	-Faculty members -Students
	Equipping classrooms with the latest educational tools	Educational tools include: Teacher's office, chairs, stands, whiteboards, markers and erasers.			
	Preparing statistics of classroom buildings	A comprehensive statistics of all classrooms' tools, scientific and educational.	Filling a form	Classroom buildings form	Vice Deanship of Women's Campus, Colleges' administrations, Admission and Registration Deanship
Department of Educational Aids	Providing TV materials	Provision of TV materials in buildings 9 and 75 in the Men's campus	Preparing a letter and sending a schedule including the materials, timings and number of students		-Colleges -Faculty members
	Preparing a comprehensive seminar room with e-station	Integrated control system device (Sound, image, lighting and operating computers, projectors, video conference and wireless microphone to facilitate meetings and seminars with high accuracy	Preparing a letter and sending a schedule including the days, timings and number of students		-Colleges -Faculty Members
	Providing	Coordination and	Preparing a		

	halls	organization of rooms in building 9 to set up meetings, seminars and lectures	letter and sending a schedule including the days, timings and number of students		Lecture/seminar organizer
	Organizing tests	Coordination of the final exams and follow up with the colleges regarding the timings of exams	Preparing a letter and sending a schedule including the days, timings and number of students		-Colleges -Faculty members
Department	Service	Description	Required Documents	Form(s) used	Beneficiaries
Department of Scientific Equipment Maintenance	Doing preventive maintenance	Scientific equipment maintenance in classes of the Women's campus and Health Colleges	Preparing a letter and filling out the maintenance form	-Regular check-up rounds form -Technical support unit	-Faculty members -Students
	Providing technical supervision	This includes: installation, maintenance and operating of appliances	Preparing a letter and filling out the maintenance form	-Classes and labs maintenance form -Laboratory maintenance form - Video conference maintenance form	All Women's Campus sectors and Health Colleges
	Adding desktop PCs to the university network and downloading "Casper sky"	The program is anti-virus and ensures automatic updates through the KAU network	Preparing a letter		-Faculty members -Students
	Installing programs	As requested by the various parties	Preparing a letter		-Faculty members -Students
	Providing	Providing technical			All Women's

	technical requirements and spare parts	equipment and spare parts of devices in classrooms and labs in coordination with the relevant administrations			Campus sectors and Health Colleges
Department of Scientific Equipment Maintenance	Instant maintenance of sudden system breakdowns	Responding to emergency maintenance requests and submitting a report explaining the actions taken	Filling out a maintenance form	Emergency technical support form	-Faculty Members -Students
	Coordination, follow up and training	Coordination, follow up and presence during installation and operation training by the companies	Preparing a letter		All Women's Campus sectors and Health Colleges

Department	Service	Description	Required Documents	Form(s) used	Beneficiaries
Devices and laboratories	Reusing old devices	Keeping and reusing good old spare parts when needed			-All Women's Campus Sectors -Health Colleges
	Training Technical Support employees	Training Technical Support employees on how to use and operate scientific devices in classrooms and laboratories and doing a continuous follow up	Preparing a letter	Training Course Attendance form	-All Women's Campus Sectors -Health Colleges
	Fixing problems facing Faculty members	Fixing includes: private PCs and programs	Preparing a letter		-Faculty Members -Students
	Setting up laboratories	Providing all the necessary supplies for laboratories' setup.	Sending a letter requesting the a laboratory set-up to the Educational Services Administration at the Women's campus	WDS70S101 external form "LM101/LM	-Faculty Members -Technicians
	Renovating and restoring labs	Renewing labs to increase efficiency and operational capacity	-Sending a lab renovation / restoration form -In case of renovation, the 101/LM 102 external form should be attached	WDS70S101 external form "LM101/LM	
	Transferring medical, chemical, nuclear waste	Preserving the health of workers in laboratories	Filling out a form	Chemical substances disposal form	
	Provision of educational tools and supplies	Provision of all the necessary lab supplies and tools	Filling out a form	Provision of educational tools and supplies form	-Faculty Members -Technicians

Services provided by the Administration of Administrative Communications

Service	Description	Required Documents	Form(s) used	Beneficiaries
User code	Setting up or cancelling a user code to access the Administrative Communications program	Filling out a form	User code form	Employees working on the Communications programs
Decisions	Recording, activating and publishing decisions on the website	Preparing a letter or a memorandum		The employee/the decision's party
General Incoming correspondences	Receipt and delivery of incoming formal correspondences from the Women's Campus to the Men's Campus, affiliated colleges, and external parties and vice-versa			-Women's Campus -Men's Campus -Affiliated colleges
Internal correspondences	Receipt and delivery of incoming formal correspondences from the Women's Campus higher administration to all university sectors in the Women's Campus			Women's Campus sectors
Incoming correspondences of the Medical Clinic	Receipt and delivery of incoming formal correspondences from the Women's campus Health colleges to the Women's campus			Medical Clinic
Women's Campus dorm Outgoing correspondences	Receipt of outgoing correspondences from the Women's Campus to the female dorm			Women's Campus' dorm

Service	Description	Required Documents	Form(s) used	Beneficiaries
Mail	Receiving express and regular mail from Saudi Post to the mailbox no. 4201, postcode 21551, Express Mail Service (EMS), and international delivery companies e.g. DELL, Aramex, FedEx	Filling out a form	Mail form	All female employees at the Women's Campus
Mandate	Mandating a correspondence employee to receive the correspondences in case of absence. The nearest correspondence employee shall be requested for correspondence distribution	Filling a form	Mandate form	Women's Campus sectors

Services provided by the Security and Safety Administration

Service	Description	Required Documents	Form(s) used	Beneficiaries
Gates Security Unit	Organizing and facilitating entrance of students with no UIDs by filling out a student temporary permit form signed and stamped from the student's on-campus place of affiliation.	Forms and letters	Students Temporary permit form	-All Women's Campus sectors (Deanships , colleges, and administrations)
	Organizing visitors' entrance by checking their national ID cards or any identification card and filling out a Visit Permit form.		Visit permit	-Students -Private sector -External public
	Keeping of lost/found Items in preparation of returning them to their owners by filling out a Lost/Found form upon receipt from students or employees and sending all lost items to the Deanship of Students' Affairs.		Lost/found receipt form	
	Organizing and facilitating trainees' entrance by filling out a temporary entrance form allowing the trainee's exit and re-entry during a specified period and sending it to the Security and Safety Administration.		Temporary Trainees entrance form for External Program	
	Organizing the entrance of students Incompliant ⁴ with the dress code. In case of ID withdrawal, the student receives a permit referring her to the Educational Guidance /Social Supervision Unit.		Student's permit of referral to the Deanship of Students' Affairs	
Events Security Unit	Organizing events, programs and the filling out of the form by the party requesting the event, program, party, workshop, or symposium for the provision of security supervisors.	Letter form	Request form of the participation of the Safety and Security Administration in organizing events	
Safety Unit	Organizing and facilitating receipt of logistics and keys	Form	Key / logistics receipt form	

Investigation and Control Unit	Dealing with speed in emergency situations and filling out a transfer and physical review form after inquiring about what happened from the party concerned	-Preparing a letter -Filling a form	Transfer and physical review record	All Women's Campus sectors (Deanships , colleges, and administrations)
Permits Unit	Organizing the entrance to the Women's Campus in the morning period	Filling a form	Temporary morning entrance permit	-Students -Private sector
	Organizing the entrance to the Women's Campus after the official working hours	Filling a form	Temporary entrance after working hours permit	-External Public
	Organizing the entrance and exit of logistics to the Women's Campus	Filling a form	Logistics exit/entry permit	
	Facilitating the use of taxis at emergency situations for the exit from western gate 2	Filling a form	Daily permit for taxi use on emergency exit from western gate 2	

First: Services provided by the University Medical Services center:

- 1) Medical Examination on:
 - Newly hired university staff, and list of faculty member who extend their services.
 - Enrolled and transferred students.
- 2) Providing first aid services for all staff and students (regular- external- DL) and give necessary medication.
- 3) Transfer faculty members and students (regular- external- DL) to specialized clinics at the University Medical Services center in male campus or University Hospital to follow up treatment and do the tests if necessary.
- 4) Transfer affected faculty members and students (regular- external- DL) with chronic diseases to the appropriate medical sectors and examines the related people and follow them up.
- 5) Providing first aid inside the university campus.
- 6) Transfer some emergency cases of faculty and students (regular- external- DL) to the university hospital emergency if needed.
- 7) Providing complete medical services for the university dorm students.
- 8) Release sick leaves for faculty members and regular students, if the medical condition

needed a leave.

9) Providing protective services, such as:

- Before pregnancy examination and provide consultation after delivery.
- Give seasonal vaccination against flu or spinal fever.
- Facilitate the epidemic liver vaccine for students of the medical collages in men's campus.
- Protective examination for breast and uterine neck.

10) Providing health awareness and education during international health occasions.

11) Providing a medical team during different university activities to give medical services.

Second: Available clinics in the university medical services center:

1. General medical clinic
2. Obstetrics Gynecology clinic
3. Dermatology clinic.
4. Bandage clinic.
5. Psychiatry clinic.
6. Psychology counseling clinic.
7. Medicine clinic.
8. Dental clinic.

Third: supportive services:

1. Nutrition
2. Teeth X-ray
3. Pharmacy
4. Laboratory (under preparation)
5. Aid posts (under preparation)
6. Emergency

Fourth: clinic appointments and supportive services:

Specialty	Doctor	Appointments		Clinic	Notes
		Days	Timing		
General medical	Dr. Sahar AlAzab Dr. Abeer Saleh Dr. Nahed	All weekdays	٢,٣,٥-٨	١٤ ١٢ ٦ ٥	By numbers and according to priority and the case

	AlMalki				
	Dr. Eman Ghazi	Monday, Wednesday, Thursday			
	Dr, Galila Mulla	Tuesday to Thursday	٢-٨ ٣٠		—
Obstetrics Gynecology	Dr. Samah AlShanqiti	Sunday, Monday	٢,٣٠-٨	٤	Early diagnosis exam on uterine neck cancer
Dermatologist	Dr. Amal Quqandi	First Sunday in every Gregorian month	١٢ - ٩	٥	15 numbers and according to priority
Medicine clinic	Dr. Abeer ben Khamis	All weekdays	٢,٣٠-٨	١٣	By numbers and according to priority and the case
Psychologist	Dr. Sarah AlHazemi	Sunday, Thursday	٢,٣٠-٨	٧	A prior appointment is required
Psychology specialist	Haifa Babatain	Monday, Tuesday, Wednesday	٢,٢٠-٨	١٥	A prior appointment is required
Nutritious	Niveen Bokhari	Tuesday	٢,٣٠-٨	٥	15 numbers and according to priority
General	Dr. Najwa	All weekdays	٢,٣٠-٨	٩	A prior

dental	Hafiz				appointment is required
Pharmacy	Pharmacy technicians	All weekdays	۳-۸	۱۶	Required: Acute diseases card and ID and prescription order in the e-file.
Bandage	Nursing	All weekdays	۴,۱۵-۸	۳	
Emergency and bio signs	Nursing and doctor in shift	All weekdays	۴,۱۵-۸	۲	Bringing the case with the first aid girls and stick to regulations of emergency room
Housing dorm clinic	Dr. Raghad Turkestani	All weekdays	۳-۸	Clinic in building ۸	General medical
	Nursing		۲۴ Hours		

5) Services provided by the Medical Administration

The service: Opening a medical record at the General and Specialties Clinics.

Procedures required:

- Go to the reception at the University Center of Medical services, building 17, with the official documents.
- Registration of the employee's data from the receptionist according to the official documents.
- Signing on the information registered in the record.
- The patient is submitted a card including the medical record number.
- Fixing an appointment with the patient's doctor.

Forms: _

- Form of the patient's data that is already registered in her e-record.

Required documents:

- The National identity for the Saudis
- Iqama for the Non Saudis.
- A copy of the passport for the scholarships students.
- University card for all members and students.

Conditions for opening a Medical Record.

- It is essential to have a user's number for the university members and an academic number for the students.
- The patient should be a faculty member or a student from Sulaimania Campus and housing
- The patient should bring the above mentioned documents.

The service : Opening a medical record at the dental Clinic.

The required procedures:

- Go to the reception of the University Center of Medical Services, building 17, with the official documents.
- The receptionist checks the national identity or the Iqama and the University card.
- The dentist does the preliminary medical examination to determine the patient's teeth state.

- Filling out the data in the patient's record with the patient's signature.
- Fixing the number of treatment sessions needed by the patient from the dentist.

Forms: The patient's data record.

The required documents:

- National Identity for Saudis. Iqama for Non Saudis and a copy of the passport for scholarship students. Besides, University cards for all KAU members and students.

Conditions for opening a File:

- It is essential to have a user's number for the university members and an academic number for the students.
- The patient should be a member or a student from Sulaimania Campus.
- The patient should bring the above mentioned documents.

SERVICE: Reviewing the General and the Specialties Clinics.

Procedures required: Go to the reception of the University Center of Medical Services, building 17, with the review card/ appointment card or the file number.

- Show the national identity or the Iqama and the University card to the receptionist.
- In case of losing the file number or not bringing the card, the patient can take an appointment with the physician, and then go to the vital signs room number 3.
- Enter the physician consulting room in case there is no patient inside.

Required Forms: The referral Form.

Required conditions for the medical appointment:

- The review card including the medical record number.
- Showing the identity card.

- To fix an appointment for the patient, the receptionist should be provided with the record number, the identity or the phone number so that she can serve the patient.
- In case the patient needs to be referred to the center of Male medical services or to the University hospital, the treating Physician is the one who can refer the cases.
- The treating Physician is also the one who refers the patient to the laboratory or the X-Ray departments in case the patient needs blood analysis or X-ray pictures.

The Service: Reviewing Dental Clinics.

Required Procedures:

- Go to the reception of the Medical Services University Center, building 17, with the appointment card or the record number.
- Show your NI, Iqama, University card in case you forget your medical record number.
- Registering an appointment with the dentist according to the number of sessions already fixed by the dentist.
- Enter the dentist room in case there is no patient inside.

FORMS: Medical Referral Form.

Required Conditions for appointment:

- The appointment card including the medical record number.
- Showing the identity card.
- To fix an appointment for the patient, the receptionist should be provided with the record number, the identity or the phone number so that she can serve the patient.

In case the patient needs to be referred to the Male center of medical services or to the University hospital, the dentist is the only one who can do so.

The Service: Issuing medications from the pharmacy.

Required Procedures:

- After examining the patient, the Physician refers the medical prescription electronically to the pharmacy.
- The patient receives the medications from the pharmacy (room17) according to the electronic prescription.
- In case some medications are not available, the pharmacist refers the patient back to the Physician in order to handwrite the prescription.

FORMS: Chronic Diseases Card.

Required Documents:

- The Review Card
- Showing the Identity Card.

Conditions For Issuing Medications:

- Reviewing the Physician.
- Showing the Chronic Diseases Card.

The Service: Ambulance and Emergency Services.

Required Procedures:

- In case the patient is in emergency case, she is addressed to the Emergency Room Number 2.
- Vital Signs are taken by the emergency nurse.
- The patient is examined by the emergency Physician.
- Following up the patient's state till she becomes fine.
- If needed, the patient is referred to the University Male center of medical services or to the University Hospital.
- The patient's case is followed up till she recovers.

Required Conditions:

The Emergency case is that of epilepsies, hypertension, hypoglycemia, Asthma etc...

The Service: Bandaging

Required Procedures:

- The patient goes to the bandaging room (1)
- Vital Signs are taken by the nurse if needed.
- The Physician decides upon the medical procedures to be taken.

- FORMS:

- Required Documents:

- The Review Card including the file number.
- Showing the identity card.

Required Conditions.

- The patient being referred by the doctor at the General or Specialties Clinics
- The patient being referred by the first aiders for the cases needing bandages.
- Registered appointment previously given as a follow up procedure.

The Service: Preventive Services.

- Following up the pregnant staff during pregnancy.
- Referring pregnant patients who are in critical cases to the maternity section at the University Hospital according to the University rules and regulations.
- Preventive breast and cervical examination.
- Providing seasonal vaccination against Influenza and Meningitis for the KAU members and the medical staff of the medical center.

- Required Procedures:

- Referring the patient to the Male medical center or the University Hospital in case the patient requires some medical services that are not available at the medical administration.
- Examining Tuberculosis cases in case some patients are suspected to suffer from such disease.
- Periodical analysis for the medical staff to check contagious diseases.

FORMS: Meningitis Vaccination Certificate.

Required Documents:

- The Review Card including the record number.
- Showing Identity.

Conditions For Providing the Service:

- The availability of the vaccine.
- Consulting the Physician.

The Service: Issuing Medical Reports.

Required Procedures:

- Providing the patient with a copy of the Medical report be presented to her job side is not possible.
- A form of medical examination request with a copy of the report for the member should be sent by the job side.
- Sending the member's original medical report signed by the hospital responsible to the job side according to the sick leaves regulations.

FORMS: Medical Examination Request

Required Documents:.....

Required Conditions:

- Filling out the medical examination request
- Signing the Form.
- Sending the form with a handwritten number.

KING ABDULAZIZ UNIVERSITY
Women's Campus Vice Deanship Phone Directory

Administration	Extension
Vice Dean of the Women's Campus Office	
Counselor of Women' Campus Vice Dean and Administrative Affairs Unit	63017
Vice Dean Office manager	26307
Secretary Unit and Follow-Up Unit	26241
Meeting Unit and Editorial Unit	63061
Public Relations Unit	72173 - 26832
Administrative Communication Unit	26079
Confidential Unit	26075
Publications Unit	27405
Technical Support Unit	26501
Studies & Reports Unit	26400
Personnel Affairs Administration	
Vice Director of Personnel Affairs Administration	26246
Secretary	26108
Academic Affairs Unit	63013
Administrative Affairs Unit	26011
Salaries Unit	63026
Financial Aid Unit	26360
General Administration of Facilities	
Vice Director of the General Administration of Facilities	63301
Secretary	26190
Administrative Communication Center	
Vice Director of Administrative Communication Center	26031
Employees	26032
General Administration of Security and Safety	
Vice Director of General Administration of Security and Safety	63955
Secretary	63358
Administrative Development Administration	
Vice Director the of Administrative Development Administration	53042
Director of Administration	63713
Medical Administration	
Vice Director of Medical Administration	26271
Secretary	63223
General Administration of Educational Services	
Vice Director of the General Administration of Educational Services	63804
Secretary	26511

University Administrations and Centers

Deanship of Students' Affairs

About us:

It is one of the supporting deanships of the university. It takes care of serving students from the time enrollment procedures are completed and an ID number is issued and up till the university degree is obtained.

The Deanship of Students' Affairs provides its services through the following Vice Deanships:

- Vice Deanship for Student Activities.
- Vice Deanship for Accommodation and Nutrition.
- Vice Deanship for Alumni.
- Vice Deanship for Development.

The Deanship also provides services for Contractees through the Financial Administration.

The administration offers the service of purchasing electronic appliances and computers by installments in cooperation with:

- Abdulatif Jamil Electronics – Tahlia St. beside DHL. Tel: 8002440043

-Al Zaqzouq Company for Electronics- Al Rwayes District- Mobile Number: 0593099312.

-AL Assasiya Company for electronics SANYO- Al Siteen St. beside SAMBA bank. Tel: 026726826

-Hajz Telecommunication Company.

Conditions for employees' purchase by installments:

- Must be currently on duty.
- Have a valid Iqama for at least one year from the date of having the service.
- Have been working for the university for at least three years.
- Not having any plans for terminating the contract.
- Not having prior unfinished purchases by installments from the deanship.

Required documents:

- Two copies of ID card.
- Two copies of salary notification.
- For faculty members, an official letter is needed to confirm that the member is currently on duty.

Purchase-by-installments Procedures

(Abdulatif Jamil for Electronics, Zagzouq, Assasiya Home Appliances, and SANYO):

- View the company brochure available at the center.
- Know the company address from the brochure.
- Fill out the company's form signed by the company's manager and including the following: type of appliance(s), number, price, and the total purchase value.
 - The staff member's form has to be electronically filled out and signed by both the staff member and the employee at the deanship. The former should sign on the pledge part of the form and the latter on the installment plan.
- The staff member has to sign and stamp the form from her work place and the Personnel Affairs administration.
- The form has to be signed and stamped by the Vice Dean of Students' Affairs.
- The completed form has to be handed to the employee in charge after attaching the following documents: copy of the civil status card, university ID card, and salary notification, in order to receive the delivery order form from the deanship through the staff member's Mehrem or by a memorandum from the executive manager of the Student's Fund.
- Receive the purchased appliance from the company by this delivery order.

Hajz Company Procedures for Purchases-by-installments:

- If the staff member meets the purchaser criteria, she is informed of the appliance's specifications
- The employee fills out the personal data in the PC purchase request form for the staff member.

- The staff member signs the pledge in the PC purchase request form.
- The payment plan has to be filled out by the employee.
- The form is to be signed and stamped by the work place and the Personnel Affairs unit.
- The purchase request form is to be signed by the Vice Dean of Students' Affairs.
- The company's manager fills out the delivery order and signs on behalf of the company. The Vice Dean of Students' Affairs signs on the Student Fund part of the form and stamps it.
- A permission is issued by the company's manager to deliver the device to the employee with its guarantee.

Payroll Deductions:

The value of agreed installments shall be deducted from the salary over a period of 12 months.

Contact us:

<http://studentaffairs.kau.edu.sa>

dsag.ssc@kau.edu.sa

012-6402000 ext.: 73259

Special Needs Center

Objectives:

- Facilitating difficulties encountered by the special needs students during their academic studies by providing all teaching materials and helping techniques whenever needed.
- Providing a suitable environment for special needs students.
- Preparing them psychologically and socially to ease their mingling with the KAU student community by organizing psychological rehabilitation programs.
- Assisting them in participating in extracurricular activities available for students on campus.
- Working in collaboration with other parties at the university, for the best interest of the center's students.

Beneficiaries:

- Students with the following special needs:

Visual impairment, hearing impairment, physical disability, learning difficulties, and mental disability.

- University employees with disabilities.

Services:

- Educational services.
- Social and psychological services.
- Training and rehabilitation services
- Entertaining services.

For further contact:

 <http://studentaffairs.kau.edu.sa>

dsag.ssc@kau.edu.sa 

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Building (65) Office (11-1B) Administration Center

University Counseling Center

About us:

This center is especially built to serve and support students and staff, in developing their skills and abilities to be able to meet life requirements and find possible solutions for life problems by offering individual and group counseling.

Services:

Individual Counseling:-

This service is held and managed by a qualified and specialized team in all areas: psychological, social, educational, economic, professional...etc. This service assists students and staff in solving their problems and reach the stage of adaptation and psychological harmony.

Social Services:-

(Subsidy- Loans)

Programs Offered:

- Psychological and social support groups' program.
- Young leaders program.
- Study skills program.
- Marriage preparation program.
- Psychological evaluation program.
- Orientation program for foundation year students.
- Counseling program for placement of foundation year students.

For Contact:

<http://studentaffairs.kau.edu.sa>
dsag.ssc@kau.edu.sa

٠١٢٦٤٠٢٠٠٠ - Extension: 73387

مبنى

Deanship of Library Affairs

The deanship has exerted great effort to provide good library services to all its visitors whether faculty members, students or staff. The library has developed its services enormously in all aspects as it has provided external loaning services as well as internal reviewing among other services, such as:

Orientation, guidance, photocopying, extraction, indexing, bibliographic services, periodicals, selective broadcasting, interlibrary loan, plus providing special books for faculty members from publishers outside the Kingdom and providing book reserving services.

Book Loan Services:

- **Regular student:** Can borrow up to 6 books for 15 days.
- **Postgraduate student:** Can borrow up to 10 books for 30 days.
- **University Scholarship student:** Can borrow up to 3 books for 15 days upon providing a consent letter from the Dean of the college.
- **Faculty member:** Can borrow up to 15 books for 120 days.
- **Lecturer:** Can borrow up to 15 books for 60 days.
- **Distance Learning Student:** Can borrow up to 4 books for 15 days.
- **University Staff member:** Can borrow up to 4 books for 15 days.
- **Non- KAU Members:** Can borrow up to 4 books for 15 days after paying a financial guarantee of (500) SR.

Membership:

The following documents are needed to obtain a library membership card for bachelor and master's student:

- Original copy of UID.
- Copy of the current course schedule.
- Submission of personal details to the librarian in charge.

E-reservation for borrowing books inside or outside the library:

All library visitors, whether KAU faculty members, staff or students, can reserve books prior to visiting the library to save the effort and time spent in searching for books over the shelves. This facility can be accessed online on the KAU Electronic Library Website.

Electronic Services

The following are the most important services provided by the library:

- Internet services.
- Database search.
- E- Books search.
- The service of requesting documents from the British Library.

Contact us:

dlag@kau.edu.sa

012-6402000 ext.: 63999

Deanship of Information Technology

Academic Services for Faculty Members

System	Email	Official Sector
Academic Services ODUS Plus	dar.odusplus@kau.edu.sa	Deanship of Admission and Registration
Digital Library DL Plus	library@kau.edu.sa	Deanship of Library Affairs
Scholarship Anjez	scholarships@kau.edu.sa	Scholarship Administration
Research Submission Anjez	dsr@kau.edu.sa	Deanship of Scientific Research

Scientific Participations			
Nomination for training courses Courses of the General Administration Institute	Anjez	Dad.qd@kau.edu.sa	Administration of Administrative Development
Conference & Symposia Seminars Training Grants Application for a visiting Professor Application for a Scientific Meeting.	Anjez	research@kau.edu.sa	Vice Presidency for Post Graduate Studies and Scientific Research
Educational Affairs	INB		
Marz- Academic staff websites guide. Marz- Website services. Marz- Evaluate and Vote.	Marz	help@kau.edu.sa	Deanship of Information Technology
Performance Management	PMS	help@kau.edu.sa	
Programs Library	SWL		
Attracting Academics.	Anjez		
Electronic Forms.	Anjez		
E--correspondences. My meetings	Anjez		

Administrative Services for KAU Staff

System		Email	Official Sector
Electronic Mail	Email	help@kau.edu.sa	Deanship of Information Technology
Website account	AD		
SMS	Marz		
Staff guide	Marz		
Content Management guide	Anjez		
Electronic Transaction	Anjez		
Transaction Enquiry	Anjez		
Internal assigning	Anjez		
E-forms	Anjez		
Announcements & Decisions	Anjez		
Administrative Communications			
Job competitions	Anjez	persd@kau.edu.sa	Personnel Affairs Administration
Employee data			
Disclaimer			
Leaves			
Mubashara			
E-news line	KAU News	media@kau.edu.sa	Media Center
University competitions	KAU	ped@kau.edu.sa	Contracts & Purchases Administration
Strategic Marz	Marz	ess.gd@kau.edu.sa	Strategic Studies Center

Contact us:
help@kau.edu.sa

Deanship of Postgraduate Studies

1) The process of the female students' joining the Postgraduate Studies program:

The deanship electronic website includes the "admission portal" which provides all the information needed, the available programs, the studies planning, the required documents and conditions. It also includes all the steps and ways of using the electronic admission system

2) The role of university members in matters which concern the postgraduate studies 'issues.

The postgraduate student is treated by the university members exactly as the university student in matters such as getting an idea about the sections, the grades entry etc. However, the postgraduate student should communicate with the department head in issues concerning admission and academic affairs through the electronic transactions system of postgraduate studies as follows:

a) Admission Procedures

Transactions of admission candidates:

The candidates' files are sent at a preliminary stage to the supervisor of the scientific department by the postgraduate studies admission unit and through the "admission system" to complete the selection procedures according to the scientific department criteria. After final selection of the accepted candidates, the results are announced according to the administrative hierarchy procedures.

b) New student Data transaction/ Academic counselor nomination/ the type of study determination (research thesis/research proposal)

It is created by the Academic Affairs Unit at the Postgraduate Studies Deanship, Male section after issuing the student's academic number and sending it to the concerned scientific department Supervisor to determine the missing subjects if there are any, the academic counselor and the type of study (research thesis- research proposal) and the minor specialization, if ever it exists, and then it is sent to the academic affairs unit at the Deanship to be approved and adopted.

C) Admission Postponing Transaction.

It is sent by the student at the end of each semester. Then it is referred according to the administrative hierarchy procedures to the postgraduate studies Deanship to be approved and adopted.

Academic Procedures

a) Transaction of creating subjects.

It is done through the Vice deanship of postgraduate studies and scientific research via the Educational Affairs system "Baner" without needing to contact the Deanship

b) Transaction of postponing/ deleting an academic semester.

It is sent by the student to the supervisor of the scientific department to take the final decision then it is referred back to the Deanship to be approved and adopted.

c) Transaction of "Deciding upon a research thesis Topic and nominating a supervisor"

It is sent by the scientific department supervisor and it should include the research title (in English and Arabic), the name of the supervisor and assistant supervisor if ever there is one, the number and date of the department committee decision. Then it is referred to the Deanship of postgraduate studies according to the administrative hierarchy for approval and adoption.

d) Transaction of an additional chance due to deadline exceeding.

In case student exceeds the official deadline provided to her, she sends the transaction directly to the main scientific research supervisor and then it is referred to the Postgraduate studies Deanship according to the administrative hierarchy procedures to be approved and adopted.

e) Transaction of "Requesting an allowance to buy books and references" For teaching assistants and lecturers.

It is sent by the student at the end of each academic semester, and then it is referred according to the administrative hierarchy to be finalized. It is worth noting that this allowance is issued only twice during the student's study years.

f) Transaction of "forming a committee for research defense/ supervision committee"

It sent by the head of the scientific department and then it is referred to the postgraduate studies Deanship according to the administrative hierarchy to be finalized, approved and adopted.

g) Transactions of “Research thesis title modification/student’s semestral report/ announcing a date for the research defense/paying the financial dues of the research defense committee members”

They are sent by the principal scientific research supervisor and then they are referred according to the administrative hierarchy to the postgraduate studies Deanship to be finalized, approved and adopted.

3) GRADUATION PROCESSES

a)Transaction of “ providing an academic degree”

It is sent by the head of the scientific department with the necessary attachments and then it is referred according to the administrative hierarchy to the postgraduate studies Deanship for approval, adoption and printing of the document.

It is worth noting that the authorities of departments’ heads and the principal supervisor of the system are determined and fixed upon their assignments’ decisions. Moreover, the electronic system is programmed as follows:

the transaction is available for the receiver only for ten days maximum; otherwise, it will be automatically returned back to the sender.

3) The Deanship Publications

The deanship has some important publications which concern its procedures:

1) The Postgraduate student’s Guide:

It is useful for the student after his admission at King Abdulaziz Unniversity.

2) The Guide of Postgraduate Studies Processes at K.A.U.

It is a guide including all the admission, academic and financial procedures besides all the rules and regulations with the legislative basis which concern each procedure.

It is worth noting also that there is an electronic copy of the Postgraduate Studies rules and regulations in the University Website.

For further communications:

Email: dgs@kau.edu.sa students' enquiries.

Email: dgsg.line@kau.edu.sa: for female students' inquiries. Sulaimania Campus

Email: dgscb@kau.edu.sa. For other female students enquiries (other female campuses: Faisalia and Rihab campuses)

Banks in the Kingdom of Saudi Arabia

- Riyadh Bank.
- Saudi Hollandi Bank.
- NCB
- SAMBA.
- Bank Al Jazira
- Saudi Investment Bank (SAIB).
- Al Rajhi Bank.
- Al Bilad Bank.
- Banque Saudi Fransi.
- Arab National Bank.
- Saudi British Bank (SAAB).
- Emirates NBD.
- Gulf International Bank (GIB)
- Alinma Bank



SAMBA Financial Group:

This bank is located at the Women's Sulaimaniya Campus. It serves university staff and students during working hours

Required Documents to open bank account:

- Iqama (Residency Permit).
- A copy of job contract and a copy of Passport.

Bank and ATM Services

1. Sulaimaniyah Branch

Bank	Contact no.	District
Samba	126401171	Sulaimaniya
NCB	920001000	Sulaimaniya
Saudi Fransi	126327961	Al Faiha'a
Arab National	126808023	Al Jamia'a
Al-Rajhi	126876902	Al Jamia'a

2. Sharafiyya Branch

Bank	Contact no.	District
Samba	126674280	Al Tahlia
SAAB	122366611	Mushrefa
SAAB	126641666	Al Tahlia
NCB	920001000	Al Nuzha
Riyad Bank	126123244	Al Rwais
Al Bilad	126771790	Al Safa
Saudi Fransi	126650007	Al Tahlia
Saudi Hollandi	126682634	Al Mosa'adiah
Arab National	126604236	Al Tahlia
Al-Rajhi	122715693	Al Safa
Bank Al Jazira	126673700	Al Mosa'adiah
Alinma Bank	122655246	Al Safa

3. Salama Branch

Bank	Contact no.	District
Samba	126928082	Al Khaldiya
SAAB	126981872	Al Salama
NCB	920001000	Al Khaldiya
Riyad Bank	12384917	Al Muhamadiya
Riyad Bank	122385014	Al Basateen
Al Bilad Bank	12573575	Al Khaldiya
Saudi Fransi	122631642	Al Rawdah
Saudi Hollandi	126221730	Al Naeem
Arab National	126990433	Al Muhamadiya
Al-Rajhi	126295643	Al Bawadi
Bank Al Jazira	126070828	Al Nahdah
Bank Al Jazira	126098520	Al Nahdah
Alinma Bank	126396872	Al Rabwah

KAU Hospital

KAU hospital provides 845 beds in addition to 157 beds for daily care services. It also offers more than 200 general and specialized clinics.



Contact us:

unihos_sj@kau.edu.sa

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Childhood Center

The Childhood Center at KAU, which is considered to be an applied research and training center, contains three branches: Main branch, Faculty of Medicine branch, and Al Faisaliyah branch.

Age groups & Classes:

- Infants2 months - 1year.
- Nursery one.....1 - 2 years. -
- Nursery two.....2 - 3 years. -
- Kindergarten one.....3 - 4 years. -
- Kindergarten two.....4 - 5 years. -
- Preschool..... 5 - 6 years.

Childhood Center Fees:

All stages for KAU staff: 9000 SR. per year.

All stages for KAU student: 8500 SR. per year.

Payment Plan:

- First installment: 15% of the total fees upon registration to be deducted from the tuition fees. -
- Second installment: 50% of the total fees paid on the second week of the academic year at the latest.
- Third installment: 35% of the total fees paid at the end of the first semester.

Admission and Registration Procedures:

For admission, the following documents have to be submitted by the applicant:

- Copy of Saudi national ID or a valid residency permit (Iqama) for non-Saudis
- Copy of the child's birth certificate.
- Completed application form including child's data as well as the medical report filled out and stamped by a known medical center.
- Copy of UID card and schedule for students and academic staff.
- 4 personal photos of the child (2 x 3), and 8 (6 x 4).

Contact us:

http://ccart.kau.edu.sa/Default.aspx?Site_ID=138&Lng=AR

Sulaimaniya: 012-6408222 ext: 63032 - 63322

Faisaliyah: 2577466 ext: 2715

Faculty of Medicine branch: 012 – 6408222 ext; 72161 – 23656



Post Offices

Female KAU Post Office Services:

The Female KAU Post Office provides an international, high quality services to all university staff and students, thus reflecting the developed image of a Saudi modern establishment. It is highly supported by the higher management in the Saudi Post since its establishment in 19/4/1435 A.H.

- Regular mail service.
- Stamps selling.
- Recorded delivery service.
- Postal package Service.
- Mureeh service (Government Services).
- Wasel national service
- Advertising mail Service.
- Normal and recorded publications.

Mailbox services for University Staff and Students:

To subscribe, you need the following:

- KAU employment notification letter for staff
- Wasel address.
- Copy of national ID/ Iqama with the original for verification.
- Subscription form
- Payment of 100 SR. for individual mailbox fees + 30 SR. for each added person.

Reserved Mailbox Numbers for University Affiliates

Private mailbox service is provided to staff members at some university sectors provided that the following is fulfilled:

- The sector's mailbox number and postal code are written.
- In case of transfer, the Communication Center should be notified.
- The person's name, mailbox number and sector's name should be clearly on the letter.
- The Communication unit employee at your affiliated place should be contacted for mail receipt.

Reserved Mailboxes for Specific Sectors

Sector's Name	Mailbox	Postal Code	Location
General Administration	42801	21551	University Post Office
Central Library	42802	21551	
Faculty of Arts and Humanities	42803	21551	Sulaimaniya Women's Campus Post Office
Faculty of Economics and Administrations	42804	21551	
Faculty of Sciences	42805	21551	
Faculty of Medicine and Applied Medical Sciences	42806	21551	
Faculty of Home Economics	42807	21551	
Faculty of Computing	42808	21551	
Housing	42653	21551	
Deanship of Post Graduate Studies	42809	21551	
Deanship of Admission and Registration	42810	21551	
English Language Institute	42817	21551	

Important Phone Numbers

*University Phone Number: 6400000

Sector	Extension Number	Email
Faculty of Economics and Management	Educational Affairs Unit Regular Program:63380 External Program: 63755	Std.2009@windowslive.com
Faculty of Arts and Humanities	Educational Affairs Unit Regular Program:26178- 26175 External Program: 63105	aalmutery@kau.edu.kau
Faculty of Sciences	Transfer& Specialization Unit: 63683 Student Services Unit: 62044 Foundation Year Unit: 63682	academicsci7@gmail.com
Faculty of Computing and Information Technology	Educational affairs Unit: 26394-26428	laboalkheer@yahoo.com
Faculty of Home Economics	Head of Educational Affairs: 53220 Counselling-Registration- Specialisation-Learning difficulties:63672	hom.reg@kau.edu.sa
Faculty of Medicine	Educational affairs Unit: 23057- 23069	medg-aca@kau.edu.sa
Faculty of Dentistry	Educational affairs Unit:23359	ws-vdean-dentistry@kau.edu.sa
Faculty of Pharmacy	Educational affairs Unit:23012	pharma_dean@kau.edu.sa
Faculty of Applied Medical Sciences	Educational affairs Unit:23148	ssalshomrani@kau.edu.sa
English Language Institute	27074	elig@kau.edu.sa
Educational Means Center	Management: 26349 Maintanace:26291	jaljehani@kau.edu.sa sembg.emas@kau.edu.sa

Important Phone Numbers

***University Phone Number: 6400000**

Sector	Extension Number	Email
Deanship of Students' Affairs – Women's Campus	University Counseling Center:73387	Halreemy@kau.edu.sa
	Vice Dean Office:73383	nalsad@kau.edu.sa
	Financial Administration:73263	
	Golf Cars:73246	hdaweel@gmail.com
	Educational Guidance:73253	
	Student Service Center:73259	dsag.ssc@kau.edu.sa
Vice Deanship of Students' Activities	Courses:71126	
Deanship of Admission and Registration	Educational Affairs Unit Regular Program:26302 External Program:63725 Comprehensive Center:26551-26552-26553	darg.tasjeel@kau.edu.sa
Deanship of Distance Learning	Student Support and Communication Unit:27780-63892-26415-26373	ddlg.student@kau.edu.sa
Deanship of Post Graduate studies	Admission and Registration:26992 Educational Affairs:63052	dqsg.aru@kau.edu.sa dqsg.aau@kau.edu.sa
Deanship of Community Services and Continuing Education	Courses: 53007- 26293	dcsceq.crs@kau.edu.sa
General Administration	Dean Office Women's Campus: 53086 Complaints Line: 52057	Jean.womensection@kau.edu.sa osaleh@kau.edu.sa
Administration of Security and Safety	63955	ssd@kau.edu.sa
Administration of General Services	63301	mmalsiny@kau.edu.sa
Medical Administration	48127-63058-63510	Hcdg.admin@kau.edu.sa
Emergency and Disasters Center	6951111- 51111	

**Numbers that may interest you, dear
contractee, during your residence with us.**

<p>Numbers For your Service http://vpg-office.kau.edu.sa/pages-numbers.aspx?site_ID=234&Lng=AR</p>	Hotels
	Real Estate Agencies
	Hospitals and Polyclinics (Governmental & Private)
	Schools (Boys & Girls) (Governmental- Private- International)
	Airline Agencies
	Tourism & Travel Agencies
	Banking & ATM Services
	Services & Governmental Facilities
	Embassies & Consulates
<p>Electronic Directory http://sauditour.info/ar/m/region.php?c_id=4#/ar/m/index.php</p>	<p>Saudi Electronic Directory</p>

**Directory of Procedure
for Non-Saudi Faculty
2015-2016**

Service	New Contracts
Procedures required from new Contractees	<ol style="list-style-type: none"> 1. Take the required documents to the Personnel Affairs' office located in building 6 (1st floor). 2. Fill out the necessary forms with the Personnel Affairs' employee. 3. Proceed to the Administrative Medical Clinic* for the initial medical Check up necessary for residence permit (Iqama) issuance. 4. Go to the Director of Administration at your affiliated campus to complete the procedures of reporting to work.
Procedure by the beneficiary's sector	None
Employees Affairs Procedures	<ol style="list-style-type: none"> 1. Ensure that all the forms are completed for the Contractee. 2. Fill out the forms for Contractee's arrival and Mubashara (reporting to work) electronically. 3. Make arrangements to provide transportation to the Administrative Medical Clinic. 4. Process the first housing allowance papers to the Financial Administration.
Forms	<ol style="list-style-type: none"> 1. The Contractee's arrival and Mubashara forms. ** 2. Endorsement form to avoid duplication of housing and boarding tickets allowances. 3. Form (147). 4. New Contractee's bio data form. 5. Personal information form 6. Medical examination form
Required documents	<ol style="list-style-type: none"> 1. Original and copies of academic degrees and letters of experience. 2. Original and copies of Contractee's and dependents' passports. 3. Copy of the preliminary contract or email sent to the Saudi Consulate in her country. 4. Personal photo (x4) <p><u>If your Mehrem is employed within the Kingdom</u></p> <ol style="list-style-type: none"> 5. Provide an official letter from his employer stating that he doesn't receive a housing allowance nor is entitled to a furnished apartment.
Remarks	<p>Authenticate and certify all academic degrees and letters of experience from the Saudi Cultural Attaché in your country.</p> <p>Provide translation of academic degrees and letters of experience into Arabic by an accredited translation service agency.</p> <p>Provide equivalence of degrees for Contractees with Arab nationalities.</p> <p>Note that the first Housing allowance is processed only if all the forms are completed.</p>

*The Administrative Medical Clinic: The clinic offers extensive health services to the campus community and its branches and meets the needs of its clientele, for further assistance, please contact: 695-2000, extension: 21466.

**Based on Article 7 in the Regulations for Non-Saudi Recruitment in Universities (See appendix 3).

Service	Estimate of Basic Salary in Addition to Years of Experience
Procedures required from new Contractees	Provide all the originals of academic degrees and letters of experience at the time of hire.
Procedure by the beneficiary's sector	None
Personnel Affairs procedures	<u>The basic salary is based on:</u> 1. Academic qualifications.* 2. Letters of experience available at the time of hire.
Forms	N/A
Required documents	Original academic degrees, letters of experience and copies thereof.
Remarks	<ul style="list-style-type: none"> <input type="checkbox"/> Authenticate and certify all academic degrees and letters of experience from the Cultural Attache Bureau in your country. <input type="checkbox"/> After the signature of the contract, the salary settlement will not be upgraded for future academic degrees. <input type="checkbox"/> The experience is based on years of work not on a period of months and days. <input type="checkbox"/> Only teaching experience at the university level is taken into consideration, as for other fields of expertise (such as consultation, research, teaching in schools and institutes), the university has the authority to accept or decline the latter (according to the Contractee's nature of previous work experience). <input type="checkbox"/> If the work experience is within the Kingdom and in the private sector, the Contractee should authenticate her documents at the private sector department of the Chamber of Industry and Commerce. <input type="checkbox"/> Overlapped experiences will be considered once only, taking into consideration that these should be experiences from formal jobs and not volunteer or part-time work.

*Based on Article 8, section (1) in the Regulations for Non-Saudi Recruitment in Universities (See appendix, p. 4).

**Based on Article 10, section (2) and Article 11) in the Regulations for Non-Saudi Recruitment in Universities (See appendix, Pp. 5 & 6).

Service	Basic Salary Pay
Procedures required from new Contractees	None
Procedure by the beneficiary's sector	None
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. The contratee receives the assigned monthly salary in accordance with the contract between her and the university.* 2. The salary is calculated from the date the contract is signed on and is officially processed by the Financial Administration** 3. Salaries are audited on monthly basis to ascertain the integrity of pay transaction.
Forms	None
Required documents	Provide the Personnel Affairs' employee with the bank form of pay transfer after opening a bank account.
Remarks	None

*Based on Article 8, section (1) in the Regulations for Non-Saudi Recruitment in Universities (See appendix, p.4).

**Based on Article 7, in the Regulations for Non-Saudi Recruitment in Universities (See appendix, p. 3).

Service	Opening a Bank Account
Procedures required from new Contractees	<ol style="list-style-type: none"> 1. Go to a bank of your choice to open an account and request a letter for pay transfer at their branch. 2. Submit the pay transfer form to the Personnel Affairs unit
Procedure by the beneficiary's sector	None
Personnel Affairs procedures	Submit the new bank account statement and pay transfer form to the Contractee to be submitted to the bank
Forms	N/A
Required documents	Originals of: <ol style="list-style-type: none"> 1. Passport 2. Residence permit (Iqama) 3. New account statement and pay transfer form
Remarks	None

Service	Annual Increment
<p>Procedures required from new Contractees</p>	<p><u>Faculty (Professor-Associate Professor-Assistant Professor):</u> In order to be granted the allowance amount (5%), they must publish researches under the University's name through (ISI)* Web annually at the beginning of the contract year till the end of the Hijri year.</p> <ol style="list-style-type: none"> 1. Present the research and the dissertation for approval. 2. After sector's approval, it shall be registered in the "ISI" Web of Knowledge: (Go to King Abdulaziz university main website →Vice Presidency of Academic Affairs→E-services→Standing Committee for Contractees' Affairs→Registration) 3. Obtain approval on publishing 4. Get a research ID 5. Upload researches that have been published within the current year or last 2 years. 6. Follow-up on the application status (its acceptance or refusal) through the website.
<p>Procedure by the beneficiary's sector</p>	<ol style="list-style-type: none"> 1. Study the request before the research is registered on the site. 2. Receive and check the request and the enclosed documents. 3. The request is approved electronically.
<p>Personnel Affairs procedures</p>	<p>After the Standing Committee for Contractees Affairs accepts the research, the Personnel Affairs unit initiates the necessary procedures to allow the activation of the promotion upon contract renewal.</p>
<p>Forms</p>	<p>Evaluate the performance which determines the increment rate (applies for: Lecturers-language instructors)</p>
<p>Required documents</p>	<p><u>Research</u> The article should have been published within the past year. The article should have been published in a scientific journal that is peer-reviewed, indexed in one of the databases or that has a DOI. The researcher should hold the name of King Abdulaziz University as the key title. The name of King Abdulaziz University should be listed first in the case of multiple titles.</p>
<p>Remarks</p>	<p><u>Other categories (Lecturer – language instructor):</u> (1% - 5%) increments shall be granted on the basis of a recommendation and supported by a strong record of the contractee's performance.</p> <ol style="list-style-type: none"> 1. The research ID represents the identity of the contractee on the website and it must be saved for reuse in later years. 3. Hard copies of requests, and those made after two months of the renewal of the annual contract shall not be taken into consideration. 4. The research that has been granted an annual increment shall not be considered a second time.

* Based on Article 13, in the Regulations for Non-Saudi Recruitment in Universities (Annexed, p.7).

** (ISI): The registration and publication in the site start within two months of the renewal of the annual contract. <http://prod.kau.edu.sa/vpacademicaffairs/SCANFM/WebSite7/Login.aspx>

Service	Housing Allowance
Procedures required	<p><u>Advance payment of the housing allowance:</u> Fill out a pledge form at the beginning of the contract at the Non-Saudi Faculty Services Unit ensuring the non-duplication of the housing and airline ticket allowances obtained.</p> <p><u>Annual housing allowance at renewal of contract:</u> Fill out a pledge form for the housing and airline ticket allowances at your work location.</p>
Procedure by the beneficiary's sector	<ol style="list-style-type: none"> 1. Receive and audit samples and documents. 2. Send the request to the Employees Affairs Administration-Women's Campus.
Personnel Affairs procedures	<p><u>Advance payment of the housing allowance:</u></p> <ol style="list-style-type: none"> 1. Send the forms and documents to the male section. 2. Submit a request for the advance payment of the housing allowance by the amount of (10 thousand SR). <p><u>Remainder of the housing and furniture allowance:</u> The difference remaining from the housing and furniture allowances is released after the contract is signed by His Excellency the President of the Academic Affairs, based on:</p> <ol style="list-style-type: none"> 1. The amount of the housing allowance mentioned in the contract. 2. The period of the contract within the year (beginning of work until the end of the contract) <p><u>Annual housing allowance:</u></p> <ol style="list-style-type: none"> 1. Receipt of the request form and original documents signed from the Contractee's work location. 2. Review of all the forms and submission to the male section.
Forms	<p>Pledge form to guarantee the non-duplication of the housing and airline ticket allowances.</p> <p>Request form for receiving the remainder of the furniture allowance.</p>
Requested documents	<ol style="list-style-type: none"> 1. Copy of Mubashara (reporting to work). 2. In case the Muhram works: bring an original letter from the Muhram's employer stating that he enjoys neither a housing allowance nor a furnished house.
Remarks	<p>If the Contractee resigns six months or more prior to the end of her contract, she shall reimburse to the university the balance of the housing and furniture allowances for the remainder of the contract's duration.</p>

* Based on Article 24, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p.11).

** Based on Article 25, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p.12).

Service	Furniture Allowance
Procedures required from new Contractees	<p>Furniture allowance: No procedure necessary (It is included in the pledge form, which states the non-duplication of the housing and travel ticket allowances).</p> <p>Remainder of furniture allowance: 1. Submit an official request for the remainder of the furniture allowance 2. Submit the request at your work location after you report to work for the new contract.</p>
Procedure by the beneficiary's sector	<ol style="list-style-type: none"> 1. Receive and audit Receive and audit samples and documents. 2. Send the request to the Employees Affairs Administration-Women's Campus.
Personnel Affairs procedures	<p><u>Remainder of the furniture allowance:</u> Submit the documents to the Financial Administration. The difference remaining from the housing and furniture allowances is released after the contract is signed by His Excellency the President of the Academic Affairs, based on:</p> <ol style="list-style-type: none"> 1. The amount of the housing allowance mentioned in the contract. 2. The period of the contract within the year (beginning of work until the end of the contract) 3. Submit the transaction to the Financial Management.
Forms	Remainder of furniture allowance form.
Required documents	None
Remarks	<ol style="list-style-type: none"> 1. The remainder of the furniture allowance is granted at the first contract renewal provided that the total amount was not allotted at the beginning of the contract. 2. It is provided only once during the contractee's service in the KSA.

* Based on Article 24, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p.11).

** Based on Article 25, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p.12).

Service	University Identification Card
Procedures required from new Contractees	<ol style="list-style-type: none"> 1. Fill out an ID request form. 2. Enclose the required documents. 3. Submit it to the beneficiary's work place.
Procedure by the beneficiary's work place	<ol style="list-style-type: none"> 1. Receive and audit Receive and audit samples and documents. 2. Send the request to the Employees Affairs Administration-Women's Campus.
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Review the ID information filled out in the request form and cross check it with the Contractee's documents. 2. Issue a university card.
Forms	The form for UID card.
Required documents	<ol style="list-style-type: none"> 1. Recent coloured photo (2x3) 2. Copy of residence permit (Iqama) 3. Copy of the contract
Remarks	<p>The Contractee must be currently on duty.</p> <p>UID cards are printed according to availability at the office of IDs.</p>

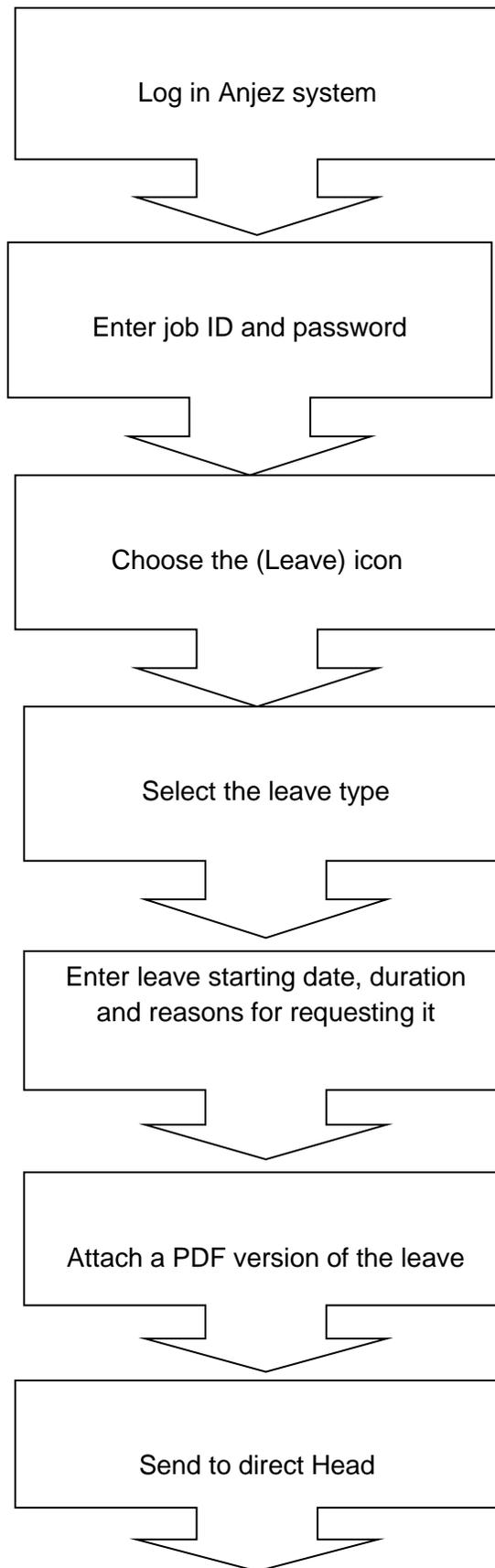
Service	Allowances and Special Increments		
<p>Procedures Required from new contractees</p>	<p><u>Rare-specialization allowance:</u></p> <p>1. Fill out and submit the rare-specialization allowance form to your Head of Department.</p> <p>2. Direct it to the Personnel Affairs Unit.</p>	<p><u>Exceptional allowance:</u></p> <p>Submit the application to the Department Supervisor for approval and submission to the Employees Affairs Administration.</p>	<p><u>Hospital allowance:</u></p> <p>Is awarded by the College Dean.</p>
<p>Procedure by the beneficiary's sector</p>	<p>1. Receive and audit samples and documents.</p> <p>2. Approve the request.</p> <p>3. Send the request to the Employees Affairs Administration.</p>	<p>1. Receive and audit samples and documents.</p> <p>2. Approve the request.</p> <p>3. Send the request to the Employees Affairs Administration.</p>	
<p>Personnel Affairs procedures</p>	<p>-Check the received form</p> <p>-Submit the application to the Scientific Council to ensure the specialization is listed in the approved rare-specialization list eligible for such an allowance.</p>	<p>1. The exceptional contribution is awarded by the University Council as a percentage of the salary that is added to the employee's contract with university</p> <p>2. The exceptional contribution is awarded with the basic salary.</p>	<p>None</p>
<p>Forms</p>	<p>Basic information form to request rare-specialization allowance.</p>	<p>None</p>	<p>None</p>
<p>Required documents</p>	<p>1. A copy of the most recent degree obtained.</p> <p>2. CV</p> <p>3. A copy of the employment contract</p> <p>4. Contractee info form</p>	<p>None</p>	<p>None</p>
<p>Remarks</p>	<p>His Excellency the KAU President is authorized by the University Council to grant salary increments*</p> <p>The Contractee is entitled to one allowance at a time and shall not combine two allowances**</p> <p>The hospital allowance pertains to hospital employees only.</p> <p>The Exceptional allowance is granted in the following cases:</p>		

- 
1. If the specialty is rare.
 2. If the contract is made with a developed country as Europe or the USA.
 3. If the contractee has a good scientific reputation or experience or high skills.

* Based on Article 9, in the Regulations for Non-Saudi Recruitment in Universities Annexed to (p. 5).

** Based on Article 16, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p. 8).

Steps of submitting the different kinds of Leaves



Service	Leaves (1)		
Procedures required from new Contractees	<u>Annual vacation*:</u> No procedures	<u>Maternity leave***:</u> 1. Submit an electronic request. 2. Report back to duty by filling the online form after returning from leave..	<u>Bereavement (Edda) leave****:</u> 1. Submit an electronic request. 2. Report back to duty by filling out the online form after returning from leave.
Procedure by the beneficiary's sector	Approve the request.	Approve the request.	Approve the request.
Personnel Affairs procedures	Annual salaries are disbursed as determined by the annual administrative decision 1. Disbursement of the salaries and allowances to Faculty members. 2. Transportation allowance and hospital allowance are paid up to the end of the second semester in addition to days of extension, if applicable. 3. Salary and Rare-specialization allowance are also paid.	1. Checking eligibility, validity of the leave documents and duration 2. Leave approval. 3. Issuance of the E-administrative decision granting the leave. 4. Full salary eligibility for the entire duration of leave.	1. Checking eligibility, validity of the leave documents and duration. 2. Leave approval. 3. Issuance of the E-administrative decision granting the leave. 4. Full salary eligibility for the entire duration of leave.
Forms	None	None	None
Required documents	None	A copy of the hospital's birth record.	A copy of the death certificate.

Duration of Leave	Faculty members and employees of similar rank are entitled to 60 days of leave Technicians are entitled to 45 days.	The Contractee is granted 45 days post-delivery.	Edda leave: Muslim: 4 months and 10 days. Non-Muslim: 1 month.
Remarks	In case of contract termination or resignation, salaries are given till the date stated in the termination of service decision.		

*Annual leave: Based on Article 32, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p.16).

**Rules and regulations, issued by the University President, govern the leaves of faculty members, lecturers, demonstrators, instructors, and language teachers.

***Maternity leave: Based on Article 38, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p.18).

***Edda leave: Based on Article 38, in the Regulations for Non-Saudi Recruitment in Universities annexed to (p.18).

Service	Leaves (2)	
Procedures required from the contractee	<u>Emergency leave*:</u> Submit an electronic request.	<u>Exceptional leave**:</u> 1. Submit an electronic request. 2. Attach proof of the exceptional situation 3. Report back online after returning from the leave.
Procedure by the beneficiary's sector	Approve the request.	Approve the request.
Personnel Affairs procedures	1. Checking eligibility, validity of the leave, documents and duration 2. Leave approval. 3. Issuance of the E-administrative decision granting the leave. 4. Emergency leave days shall be deducted from the monthly transportation based on the number of leave days.	1. Checking eligibility, validity of the leave documents and duration 2. Leave approval. 3. Issuance of the E-administrative decision granting the leave 4. Not entitled to salary nor to any other financial benefits during the period of the leave. 5. Salary payment is effective after reporting back to work and after reclaiming any financial payments if given during the exceptional leave
Forms	None	None
Required documents	None	None
Duration of Leave	The Contractee is entitled to 10 days of emergency leave on full pay during	The period should not exceed one semester.

	the contract period.	
Remarks	None	Housing allowance should be refunded to the university for the duration of the leave, if applicable

***Emergency Leave:** Based on Article 35, in the Regulations for Non-Saudi Recruitment in Universities on page (17).

****Exceptional Leave:** Leave without pay not exceeding the period of one semester and which is deducted from the Contractee's period of work. Based on Article 36, in the Regulations for Non-Saudi Recruitment in Universities on page (17).

Service	Leaves (3)	
Procedures Required from the contractee	<u>Sick leave*:</u> Inside the Kingdom: <ul style="list-style-type: none"> - Submit an electronic request. - Hand out a medical report to the sector. 	Outside the Kingdom: <ol style="list-style-type: none"> 1. Submit the medical report issued from outside the Kingdom after confirmation and documentation by the cultural attaché in the country. 2. After approval of the medical leave by the Medical Corps, it is recorded electronically and the PDF approval report is attached.
Procedure by the beneficiary's sector	<ul style="list-style-type: none"> - Approve the request. - Send the medical leave to the Employees Affairs Administration. 	<ul style="list-style-type: none"> - Approve the request. - Send the medical leave to the Employees Affairs Administration.
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Checking eligibility and validity of the leave. 2. Leave approval. 3. Issuance of the 	<ol style="list-style-type: none"> 1. Submit the medical report to the Employees Affairs Administration in order to submit it to the Medical Corps. 2. Review date is sent to the contracting party to inform it about the appointment. 3. Leave approval.
Forms	None	None
Required documents	Medical report	Medical report
Duration of Leave	The Contractee is entitled to one month of sick leave on full pay, which can be extended to two additional months on half pay.	The Contractee is entitled to one month of sick leave on full pay, which can be extended to two additional months on half pay
Remarks	None	None

*****Sick Leave:** The Contractee is entitled to one month of sick leave on full pay which can be extended to two additional months half pay, based on Article 37, in the Regulations for Non-Saudi Recruitment in Universities on page (17).

Service	Airline Tickets
Procedures required from the contractee	<ol style="list-style-type: none"> 1. Go to the administration at your respective college to fill out forms for airline tickets, whose policies are as follows: <ul style="list-style-type: none"> ┆ The Contractee is entitled to 4 airline tickets only, (for herself and up to 4 dependents) ┆ Male dependents over 18 years of age are not eligible for airline tickets, if there is a Mehrem (male guardian). ┆ Married daughters are not eligible to airline tickets. ┆ Tickets are inclusive only of Jeddah and faculty's homeland <p style="text-align: center;">travel and return line as stated in the contract.</p> <ol style="list-style-type: none"> 2. Request a reimbursement for the value of the tickets: (After returning from the annual vacation) go to the Director of Administration to fill out forms for the compensation for the value of the tickets.
Procedure by the beneficiary's sector	<ol style="list-style-type: none"> 1. Receive and audit the form. 2. Send the request to the Employees Affairs Administration
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Request airline tickets for the annual vacation. <ul style="list-style-type: none"> ┆ After the issuance of the administrative decision, a general announcement about the commencement of the annual summer vacation is to be sent to all contractees at their respective colleges. ┆ Audit the official forms that have been received from the Contractees' respective college, and forward them to the men's section. ┆ Audit the tickets orders that have released by the male section and forward them to the Contractees' respective college. 2. Request for ticket reimbursement: <ul style="list-style-type: none"> ┆ Audit the official forms that have been received from the Contractees' respective college and forward them to the men's section. ┆ After the administrative approval for reimbursement is issued, the reimbursement value is deposited directly into the Contractee's account.
Forms	Tickets Request form
Required documents	<ol style="list-style-type: none"> 1. If the spouse is sponsored by another party, he is required to submit a letter stating that he is not entitled to ticket issuance. 2. Passport copies of the Contractee and her dependents. 3. Residency Permit (Iqama) copies of the Contractee and her dependents. <p style="text-align: center;">If requesting a reimbursement:</p> <ol style="list-style-type: none"> 4. Attach a copy of the used ticket 5. A copy of Mubashara (proof of reporting to work)

Remarks

1. If the Contractee decides not to use the earned ticket., only *50% of the Saudi Airline tickets value will be reimbursed to her and her dependents after she reports to work.
2. In cases of family visa, the recruit is eligible to a full compensation (100%), only after the use of the one-way Saudi Airline ticket.
3. On the request of airline tickets despite working in the summer session, the Contractee is required to provide the university with a compensation by:
Returning the original copy of the ticket to the Personnel Affairs Unit to cancel her reservation and pay the ensuing penalties.
If the tickets have been used, the alleged amount shall be deposited by the Contractee into the university's account and the original copy of the transaction submitted to the Personnel Affairs Unit**
4. Annually, the Contractee and 3 of her dependents are entitled to tickets for the summer vacation.
5. The ticket is valid for two months from the date of issuance, and can be extended once for the period of one month.

*Based on Articles 17, 21, in the Regulations for Non-Saudi Recruitment in Universities on pages (9, 10).

*Based on Article 20, in the Regulations for Non-Saudi Recruitment in Universities on page (20).

**account number in Samba Financial Group is (2680154720)

Services	Requesting a Career Advancement (Promotion)
Procedures required from the contractee	<ol style="list-style-type: none"> 1. Submit a request to the Head of the department to be sent as a formal correspondence. 2. Attach the required documents
Procedure by the beneficiary's sector	<ol style="list-style-type: none"> 1. Receive and audit the form. 2. Send the request to the Employees Affairs Administration
	<ol style="list-style-type: none"> 1. Verify the attachments 2. Submit to the main Personnel Affairs Unit for authentication and registration into their system 3. After the decision is issued, calculation and inclusion of differences are added to salary
	None
	<ol style="list-style-type: none"> 1. Original copies of the letters of experience denoting the academic rank to which the promotion is requested. 2. A copy of the promotion decision issued from the Contractee's respective college.
Remarks	<ul style="list-style-type: none"> – The letters of experience should be authenticated from the Saudi Cultural Attaché.in the applicant's country. – The request should be submitted before the end of the second semester – The upgraded rank is registered with the renewal of the contract in the next academic year.* – If the salary prior to the promotion exceeds or equals the salary of the current rank, the Contractee may be given the salary of the rank next to that of the previous rank.*

*Based on Articles 8 section (2), in the Regulations for Non-Saudi Recruitment in Universities on page (4).

Services	Contracts Renewal
Procedures required from the contractee	None
Procedure by the beneficiary's sector	Send a transaction with a list of the faculty members' names whom their corresponding sector wish to renew their contracts.
Personnel Affairs procedures	The renewed contract is registered at the Personnel Affairs Unit according to the regulations of contract renewal
Forms	None
Required documents	None
Remarks	<ul style="list-style-type: none"> <input type="checkbox"/> The contract is renewed automatically unless either of the contacting parties notifies the other in writing of the desire not to renew it at least two months before the expiry of the contract. <input type="checkbox"/> In the event the Contractee wishes to receive a briefing of her contract renewal, a form should be filled out at her respective college stating to whom it may be directed and as well as the desired language of issuance (e.g. English, Arabic).

*Based on Articles 47 in the Regulations for Non-Saudi Recruitment in Universities on page (47).

Services	Termination of Contracts	
Procedures required from the contractee	<u>Resignation:</u> <ol style="list-style-type: none"> 1. Submit a written request to your respective Head of the department 2. After the issuance of termination, an e-disclaimer is requested by the Director of Administration 	<u>Dismissal by the university:</u> <ol style="list-style-type: none"> 1. The university informs the Contractee of her dismissal. 2. After the issuance of the decision to end the service, An e-disclaimer is requested by the Director of Administration.
Procedure by the beneficiary's sector	<ol style="list-style-type: none"> 1. Accept the resignation and submit it to the Employees Affairs Administration. 2. Print the disclaimer after the completion of all the necessary signatures. 3. Sign the disclaimer. 	<ol style="list-style-type: none"> 1. Inform the contractee and let her sign on the statement acknowledging the University's unwillingness to renew the contract. 2. Print the disclaimer after the completion of all the necessary signatures. 3. Sign the disclaimer.
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. After the issuance of the termination decision: <ul style="list-style-type: none"> - The end of service allowance stipulated in the first contract shall be paid, if applicable. - If the decision to cash a compensation for the non-taken vacation days is approved, the payment shall be made. <input type="checkbox"/> The letter of experience is issued and authenticated. 	
Forms	None	
Required documents	None	
Remarks	<ul style="list-style-type: none"> <input type="checkbox"/> The end of service gratuity should not exceed (100,000) Riyals for faculty members and employees of similar rank and (50,000) Riyals to all others. <input type="checkbox"/> The Contractee whose contract is less than 22 months is not entitled to the end-of-service gratuity. <input type="checkbox"/> On completion of two years of service with the university, the Contractee is entitled to an end of service gratuity at the rate of half a month's salary for each year of service.* <input type="checkbox"/> If the Contractee has completed five years of service with the university, the Contractee is entitled to an end of service gratuity of a month's salary for each year of service.* 	

*Based on Article 29 in the Regulations for Non-Saudi Recruitment in Universities on page (14).

Services	Final Disclaimer for Contractees With a Terminated Contract
<p>Procedures required from the contractee</p>	<p><u>After the issuance of the end-of-service decision:</u></p> <ol style="list-style-type: none"> 1. Log on to Anjez to request disclaimer through the Director of Administration at your respective department. 2. Submit the lessor's disclaimer to the Personnel Affairs Unit. 3. Submit the requested documents to the Personnel Affairs Unit. 4. Follow-up on the disclaimer with the corresponding parties mentioned therein. 5. Print the document when finalized and submit a copy to the Personnel Affairs Unit. 6. If the Contractee has received a bank loan, she must submit a bank clearance to the Personnel Affairs Unit.
<p>Procedure by the beneficiary's sector</p>	<ul style="list-style-type: none"> - Print out the electronic disclaimer. - Sign out the disclaimer and submit it to the contractee.
<p>Personnel Affairs procedures</p>	<p>Provide an e-clearance for the Contractee's passport, university ID and salaries.</p>
	<ol style="list-style-type: none"> 1. Lessor's disclaimer form 2. Letter forms for the receipt of the due cheques.
	<ol style="list-style-type: none"> 1. The original university ID 2. Request of final exit visa 3. Copy of the final disclaimer
	<ul style="list-style-type: none"> □ A form should be filled out at the Personnel Affairs Unit, if the Contractee wishes to receive her financial dues in cheques. ┘ In the event of late financial dues, the Contractee can assign an individual with the power of attorney by filling out a form at the Personnel Affairs Unit (Building 1, floor 1, room 129) to check all the necessary procedures to do the assignment. ┘ If the end of service cheque issuance is delayed, the Contractee may request to have her end of service allowance transferred to her bank account at her home country by applying at the Financial Administration building (1), 1st floor, room (129).

Services	Applying for Working in the Summer Session
Procedures required From the contractee	<ol style="list-style-type: none"> 1. Apply for working in the summer session with the Head of Department. 2. Return the airline ticket(s), if already received, to the Personnel Affairs Unit.
Beneficiary	None
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. After receiving the official document holding the names of the summer teaching staff, it is submitted to the Personnel Affairs unit in the men's section for the issuance of the approval letter of commissioning faculty members and the employees of similar rank during the official holiday. 2. After the issuance of the decision of commissioning faculty for the summer session, the allowance for the approved days is calculated.
Forms	Statement form denoting the names of teachers participating in the summer session submitted by your respective department.
Required documents	None
Remarks	<ul style="list-style-type: none"> <input type="checkbox"/> The Contractee is not entitled to airline tickets if she teaches during the summer session. <input type="checkbox"/> The summer session transportation allowance is cashed at the beginning of the new academic year.

Services	Reporting to Work (Mubashara)
Procedures required from the contractee	<p><u>Upon reporting back to work after the summer vacation:</u> A Mubashara form is to be filled out and sent in a formal correspondence by your respective college</p> <p><u>Upon reporting back from the mid-year and Eids holidays:</u> No procedures are required.</p> <p><u>Upon failure to report back on the set date:</u> The day(s) of absence shall be counted as an emergency leave and a request shall be made on Anjez.</p>
Procedure by the beneficiary's sector	<ul style="list-style-type: none"> - Recruitment Mubashara. - Make sure the Mubasharas are correct. - Send the forms to the Employees Affairs Administration.
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Verify the authenticity of the Mubashara. 2. Attach the housing allowance forms with the Mubashara forms to process their pay.
Forms	Contractee's report to work form
Required documents	A copy of exit and re-entry passport stamps in the Contractee's passport is required.
Remarks	The Contractee must submit the Mubashara online after returning from the maternity leave, the annual leave, the exceptional leave, and the Edda leave, if it was initially requested online.

Services	Issuance/Renewal of Residency Permit (Iqama)	
Procedures required from the contractee	<ol style="list-style-type: none"> 1. Visit the Director of Administration at your respective college to fill out the online e-Passports form. 2. Pay the Iqama renewal fees of 500 riyals. <ul style="list-style-type: none"> - For Iqama issuance, process the fee payment through the ATM machine as follows (select 'Governmental Services' → 'Iqama issuance' → the border entry # (a handwritten number across the university work visa)→ enter the sponsor's number 7000950142→Choose the residency permit duration (12 months). - For Iqama renewal: Finalize the transaction at the ATM machine of your bank (select 'Governmental Services → 'Iqama renewal' → Iqama number →sponsor's number: 7000950142→ Choose the residency permit duration (12 months). 3. Submit the required documents to the Personnel Affairs Unit 	
Procedure by the beneficiary's sector	None	
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Send the Passports form and the required documents to the Passports Office at the men's section. 2. The Contractee will be notified via KAU email when the Iqama is issued to pick it up from the Personnel Affairs Unit at her respective college. 	
Forms	Passport form filled out by the college's administration	
Required documents	<u>Iqama issuance:</u> <ol style="list-style-type: none"> 1. The original and copy of passport. 2. 3 personal photos (with hijab and without glasses) 3. Medical certificate issued by the General Medical Clinic 4. ATM receipt of the (500) Riyals payment. 	<u>Iqama renewal:</u> <ol style="list-style-type: none"> 1. The original and copy of Iqama. 2. Passport 3. One personal photo 4. ATM receipt of the (500) Riyals payment.
Remarks	<ul style="list-style-type: none"> - The Kingdom of Saudi Arabia systems call for the resident to issue and renew the residency permit (Iqama) annually for each member of the family; the Personnel Affairs Unit's role is to follow up on the process to ensure that the Iqama is obtained promptly. <input type="checkbox"/> The Contractee must activate the "Abshir" service to be able to renew the Iqama for her Mehrem (male guardian) and/or dependents. - Iqamas of children under the age of 18 is renewed free of charge. <input type="checkbox"/> To add a newborn, the Contractee's husband must go to the Passports Office. <input type="checkbox"/> Procedures are subject to the rules and regulations of the General Department of Passports and may vary depending on the submitted case. 	

*Abshir is an e-service website of the Passports Department which facilitates the

procedures for all the dependents' visas such as issuance/cancellation, exit and re-entry visa, and issuance of final exit visa, without having to refer to the sponsor.
(www.Epassport.gov.sa)

Services	Exit Re-entry Visa / Final Exit	
Procedures required from the contractee	<u>Exit Re-entry Visa:</u> <ol style="list-style-type: none"> Go to your respective administration to fill out the passports form Pay the (200) riyals visa fees as follows: Select 'Governmental Services' →Exit Re-entry visa →Iqama (enter your Iqama no.) → enter the sponsor's number 7000950142. Submit all the documents to the Personnel Affairs Unit. 	<u>Final exit:</u> <ol style="list-style-type: none"> Go to your respective administration to fill out the passports form. Submit all the documents to the Personnel Affairs Unit.
Procedure by the beneficiary's sector	<ul style="list-style-type: none"> - Receive the e-request. - Check the validity and eligibility of the contractee for the leave. - Make sure an emergency leave was submitted in case of travelling during the academic year. - The request is approved electronically. - The contractee shall submit the disclaimer in order to receive her passport. 	<ul style="list-style-type: none"> - Check all the fields in the form. - Direct the contractee to the Employees Affairs Administration.
Personnel Affairs procedures	<ol style="list-style-type: none"> Approve the request Issue and stamp the visa 	
	2. Disclaimer form	<ol style="list-style-type: none"> Passports forms Disclaimer form
	<ol style="list-style-type: none"> Original passport Recent copy of Iqama 	<ol style="list-style-type: none"> Original passport Recent copy of Iqama Personal photo A copy of the work termination decision
	<ul style="list-style-type: none"> - Allow for ample time before the time of departure for the processing of your visa request to avoid any problems. - If travelling during academic year, it is necessary to apply for emergency leave even if it falls on a weekend. - Submit the disclaimer form with all due signatures to the Personnel Affairs Unit 	<ul style="list-style-type: none"> - Allow for ample time before the time of departure for the processing of your visa request to avoid any problems. - Cancel all the engagements under her name (car, phone line) before applying for the final exit. - Must issue the final exit for the dependents before your own through the system (Abshir). - Submit the Iqama to the passports agent at the



before departure.
Submit your Iqama to
the Personnel Affairs
Unit to obtain your visa.

airport upon your final exit.

Services	Transfer and amendment of information
Procedures required from the contractee	<ol style="list-style-type: none"> 1. Fill out a transfer of information form on the General Department of Passports (www.gpd.gov.sa/ →select 'passports form' → 'request to amend information' for registered entrants →Fill in all the blanks in the form→ print the form. 2. Go to the Personnel Affairs Unit with all the requested documents.
Procedure by the beneficiary's sector	<ul style="list-style-type: none"> - Check all the fields in the form. - Direct the contractee to the Employees Affairs Administration.
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Send the request to the Passports Department at the men's section 2. Notify the Contractee by a text message upon receipt of her passports from the passports Department after doing the necessary amendments.
Forms	Information amendment form for registered entrants
Required documents	<ol style="list-style-type: none"> 1. Original passport(s) with initial and latest entry to the Kingdom 2. A copy of the new passport to which the information has been transferred. 3. A copy of the Iqama
Remarks	<ul style="list-style-type: none"> ┌ Transfer and amend all the information upon receipt of new passport or its loss or extension. └ The exit and re-entry visa, final exit visa and Iqama are not issued unless the information is transferred . └ Procedures at the General Passports Department requires a ample time. Thereupon, the transfer of information must be done at least two weeks prior to the issuance of any visas or the renewal of iqamas.

Services	Sponsorship transfer
<p>Procedures required from the contractee</p>	<p>According to the sponsorship case, submit the following documents to the respective administration: <u>In case of transferring the spouse or children sponsorship to the contractee:</u> 1. A letter from the contractee stating the desire to transfer the spouse or children's sponsorship to the contractee (directed to the Employees Affairs Management). 2. A Letter from the contractee stating the desire to transfer the spouse or children's sponsorship to the contractee (directed to the Passports Management). 3. A Letter of non-objection by the spouse to transfer his sponsorship or that of the children to the contractee (directed to the Employees Affairs Management). 4. A Letter of non-objection by the spouse to transfer his sponsorship or that of the children to the contractee (directed to the Passports Management). <u>In case of transferring the contractee or children's sponsorship to the spouse:</u> 1. A letter from the spouse stating the desire to transfer the contractee or children's sponsorship to the contractee (directed to the Employees Affairs Management). 2. A Letter from the spouse stating the desire to transfer the contractee or children's sponsorship to the contractee (directed to the Passports Management). 3. A Letter of non-objection by the contractee to transfer her sponsorship or that of the children to the spouse (directed to the Employees Affairs Management). 4. A Letter of non-objection by the contractee to transfer her sponsorship or that of the children to the spouse (directed to the Passports Management). <u>In case of transferring the spouse's sponsorship from the contractee to another sector:</u> 1. A letter of non-objection by the contractee to transfer her spouse's sponsorship to the desired sector (directed to the Employees Affairs Management). 2. A letter of non-objection by the contractee to transfer her spouse's sponsorship to the desired sector (directed to the Passports Management). 3. A letter by the sector stating their willingness to accept the spouse's sponsorship transfer.</p>
<p>Procedure by the beneficiary's sector</p>	<ul style="list-style-type: none"> - Check the validity of Mubasharas. - Send the forms to the Employees Affairs Administration.
<p>Personnel Affairs procedures</p>	<p>The Personnel Affairs Unit sends an email to the Contractee upon the receipt of the amended passports, requesting pickup.</p>
<p>Forms</p>	<p>None</p>
<p>Documents</p>	<ol style="list-style-type: none"> 1. Copies of the Iqama + the Contractee's passport 2. A copy of the passport used in the sponsorship transfer 3. A letter from the new sponsor consenting the transfer

Remarks	None
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Services	Attestation Request
Procedures required from	<ol style="list-style-type: none"> 1. It is possible to print the employment attestation from Anjez system. Enter the employee number and password→ select 'Employee's information'→ press 'Attestation Request'

The contractee	2. If the e-request is rejected (e.g. by bank), fill out a form at the Personnel Affairs Unit and attach the requested documents
Procedure by the beneficiary's sector	None
Personnel Affairs procedures	1. Send the request for approval and official stamp 2. Inform the Contractee by email that her employment attestation has been issued
Forms	Attestation request form
Required documents	1. Copy of passport 2. Copy of Iqama
Remarks	None

Service	Family Visa (Isteqdam)/ Visit Visa	
Required procedures from the Contractee	For visits request: 1. Log on to the website of the Ministry of Foreign Affairs, and select 'Family Visa's Service'	For family visa (Isteqdam)request: 1. Fill out the form. 2. Attach the required

	<p>(https://visa.mofa.gov.sa)</p> <p>Fill out and print the application form.</p> <ol style="list-style-type: none"> 2. Attach the required documents. 3. After approval and receipt from the Personnel Affairs Unit, the application has to be sent to the Ministry of Foreign Affairs. 4. Follow up on the approval through the site of the Ministry of Foreign Affairs. 	<p>documents.</p> <ol style="list-style-type: none"> 3. Visit the Personnel Affairs Unit to deliver the application. 4. Upon receipt of visa, send the visa papers to your family member through mail in order to continue the process with the consulate at your respective country.
Procedure by the beneficiary's sector	<ul style="list-style-type: none"> - Check all the fields in the form. - Direct the contractee to the Employees Affairs Administration. 	
Personnel Affairs Procedures	<ol style="list-style-type: none"> 1. Check the accuracy and completeness of the documents submitted and the information contained therein. 2. Send application to the Passports Department at the men's section. 3. Send a text message to the Contractee upon receipt of the visa documents from the Passports Department to attend and receive it. 	
Forms	Family visit application form	<ol style="list-style-type: none"> 1. Family Visa application form for non-Saudis. 2. A pledge form for not having a male guardian (Mehrem) in case of asking for a husband's visa.
Required documents	<ol style="list-style-type: none"> 1. Copy of the Contractee's passport+ copy of the person intending to come 2. Copy of the Contractee's residence permit (IQAMA). 3. Copy of most recent degree attested by the parties concerned and submitted with an Arabic translation in case of non-Arabic certificates. 4. Copy of a document proving kinship attested and translated into Arabic, in case of non-Arabic documents. 5. Employment attestation letter with salary specification directed To Whom It May Concern, found on Anjez website. 6. Employment attestation letter with salary specification directed to the Isteqdam Manager. 	
Remarks	<ol style="list-style-type: none"> 1. Only family members of the first degree are eligible for family visa (e.g. mother, father, spouse, sons and daughters). 2. In case of requesting a visa for a family member of a second degree, the Contractee has to contact the Ministry Of Interior* to obtain the approval and then submit the documents to the Ministry Of Foreign Affairs**. 3. Visit visas are not granted between Shaaban 25th and Muharram 1st of each year. 	<ul style="list-style-type: none"> <input type="checkbox"/> The family visa request has to be obtained for a male guardian, if she doesn't have one. <input type="checkbox"/> It isn't eligible to request a family visa for the mother and the son if he's above 18 unless she has no male guardian (Mehrem).

*Ministry of Interior and Isteqdam Office -Al Safa district-Arbaeen St. (www.moi.gov.sa) **Ministry of Foreign Affairs Medina road- Bagdadiya district (<https://visa.mofa.gov.sa>)

Service	Updating information
Actions required from the Contractee	Updating personal information can be done through Anjez as follows: <ol style="list-style-type: none">1. Enter the employee number and password2. Choose 'employee info'3. Choose 'personal data', 'qualifications', and 'courses'.4. Attach the updated PDF files5. Send the application electronically to your respective Director of

	Administration.
Procedure by the beneficiary's sector	<ul style="list-style-type: none"> - Receive the request electronically. - Ensure enclosure of correct documents. - Check the validity of request. - Approve the request.
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Check the validity of the request and the attached document(s). 2. Endorse the request
Forms	None
Required Documents	<ol style="list-style-type: none"> 1. Personal information 2. Copy of Passport and Iqama (residency permit). 3. Training courses 4. Certificate copy 5. Qualification 6. Copy of the qualification
Remarks	<ol style="list-style-type: none"> 1. The update request won't be approved without adding proofs of updates as PDF attachments. 2. Courses and qualifications that have the same dates can't be counted. 3. The updates have to be done on an annual basis. 4. Date of birth, phone number and email address have to be correct.

Service	Loss of Iqama (residence permit) or Passport	
Procedures required from the Contractee	Loss of Iqama: (theft or loss) <ol style="list-style-type: none"> 1. Inform the nearest police station. 2. Having the receipt number of the communication from the police station is very important. 3. Go to the Personnel Affairs Unit and fill out the forms and attach all needed documents. 	In case of passport loss, you have to go to your embassy to complete the procedures for the issuance of a replacement. After the issuance of the new passport, you have to go to the Personnel Affairs Unit to transfer the information from the old to the

	new passport.
Procedure by the beneficiary's sector	None
Personnel Affairs procedures	<ol style="list-style-type: none"> 1. Send the papers to the men's section. 2. A text message is to be sent to the Contractee to inform her that her request has been completed.
Forms	<ol style="list-style-type: none"> 1. Passports form 2. A notice form denoting the loss of a document. 3. The police notification denoting the loss of a foreigner's document.
Required documents	<ol style="list-style-type: none"> 1. The original passport and a copy. 2. Iqama copy. 3. Two personal photos.
Remarks	<ul style="list-style-type: none"> • In case of loss, a fine of SR 1500 has to be paid, not including the renewal fee. • Procedures are subject to the rules and regulations of the General Department of Passports and may vary according to the situation presented.

Appendix (1)

List of Forms and Letters

Forms

- Rare-specialization Allowance Request Form.
- Request Form for Cancelling a Dependent.
- Passports Department Forms.

- Form for Modifying Information of Registered Expatriates.
- Apartment Lessor Disclaimer Form.
- Authorization Letter
- Request for the Receiving Remainder of Furnishing Allowance.

Letters

- Request for Retrieving the Original Certificate of Expertise.
- Letters of Request for Sponsorship Transfer.
- Pledge Letter of Daughter's Marital Status.
- Pledge Letter of Having a Mehrem (Male Guardian).

Kingdom of Saudi Arabia

King Abdulaziz University

Scientific Council



ةكلمملا ةببر علا ةيدو عسلا

ةعماج كلملا دبب زيز علا

سلجملا يملعلا

Rare-Specialization Allowance Request Form

First: (To be filled by the Contractee)

Name: _____ Academic degree: _____

Highest Certification obtained: _____ Year of issuance: _____

Place of issuance (University/Country): _____

Major Specialization: _____

Minor Specialization _____

Title of master's Thesis: _____

Title of doctoral dissertation: _____

Number of doctoral and master's dissertations supervised by the applicant:

Number of published papers: _____

Number of papers published in the last five years: _____

Fields of research: _____

Previously taught courses: _____

Currently taught courses: _____

Department: _____ College: _____

Please attach a copy of the CV (Arabic and English), clarifying the following: Practical and scientific experience

Supervision of doctoral and master's dissertations. Published research papers, place and date of publication.

All data is to be chronologically order from the most recent to the oldest, in addition to other documents required.

Name: _____

Signature: _____

Date: _____

Kingdom of Saudi Arabia

ةكلمملا ةيبير علا ةيدوعسلا

King Abdulaziz University

ةعماج كلملا دبع زيزعلا

Scientific Council

سلجملا يملعلا

Second: (To be filled by the Head of the department and signed by the Dean)

The applicant's rare specialization approved by the University Council*:

The nearest rare major applicable for applicant:

Names of the teaching staff members at the same department who receive rare-

specialization allowance

Justifications for requesting the allowance:

Head of the department:

Signature:

Date:

The Dean:

Signature:

Date:

****Please review the list of rare majors approved by the University Council at the time of applying.***

Kingdom Of Saudi Arabia
Ministry of Higher Education
King Abdulaziz University
Women's Campus



Personal Affairs Department
Unit of Non-Saudi Faculty Affairs

Request Form for Cancelling a Dependent

No.	Name	Nationality	Kinship	Iqama No.
1				
2				
3				
4				
5				
6				

Your Excellency The Director-general of Passports for
Mecca Region/ Greetings

I would like to inform your Excellency that my family names' mentioned above have left the Kingdom via exit and re-entry/final exit visa and haven't returned to the Kingdom up to this date. Kindly note that their visa expired, while they are outside the Kingdom and I would like to delete their records from the Residency and Passports Computer Systems.

Thank you for your cooperation.

We endorse the authenticity of this signature

Head of Unit of Non Saudi Academic Staff Affairs

The Applicant

Name: _____

Name: _____

Signature: _____

Iqama No.: _____

Date: _____

Signature: _____

Date: _____

Official stamp

Kingdom of Saudi Arabia				Personal Photo		Dependent's Photos								
Ministry of Interior Affairs														
Passports Department														
Request Form	Iqama Issuance New Lost Damaged Renew Duration () month							Exi						
	Iqama no.							For issuing a new Iqama						
Identification Information	Expiry date							Entry no.						
	Sponsor's no.							Entry date:		Entry port: Jeddah				
	First name :		Father :			Grandfather:			Family:					

Personal	Nationality:	Profession:	Religion:	Date of birth:														
	Passport no.:	Issuance date:	Expiry date:	Place of Issuance:														
	Government body Sponsor:	Institution Sponsor's address:	Individual	Signature	Stamp													
Sponsor/Transfe	Government body Individual	Institution	Sponsor no.															
	New address:		Signature	Stamp														
	B.o.box:																	
Kingdom of Saudi Arabia																		
Ministry of Interior		Name of Sponsor:										Name of official employee:						
Passports Department:		No. Of Sponsor:										Date of receipt:						
Administration		Signature:										Signature:						
Receipt invoice no.:																		
P.O.Box: () Jeddah																		

For Official Use	If the entrant visit is not for residence, specify the decision type for issuing the iqama	
	Decision no. () Date / /	Place of issuance:
	Iqama no. () Date / /	End date / /
	Visa no. () Date / /	End date / / Type:
Sponsorship transferred by decision no On / /		
Service transfer date / /		

S.	Name (as in passport)	Date of birth	Kinship	In case of entry with an independent passport			
				Passport no.	Expiry date	Entry port	Border entry no.

■							
■							
■							
■							
■							
■							
■							
■							
■							

Instructions

1. The employer is responsible for any right or obligation pertinent to the resident's dealing with others if this occurred with a prior written consent. According to the order of His Royal Highness number 13632 on 18/7/1382 A.H.
2. When any of the resident's daughters or sons reaches 18 years old, he/she must obtain a residency permit under its conditions as per a personal separate passport issued from his country.
3. An application for the renewal of the residence permit has to be filed at least three days prior to the expiration of the permit. In case of violation without an excuse, the renewal fee will be doubled for the first time. If reoccurred, the penalty shall be doubled. On the third time, the resident shall be forced to exit the Kingdom. This is according to article number 55 of the Residence Permit system.
4. The resident is responsible for those granted a license to work for him.
5. Residence permit fee is 500 riyals for each year.
6. An exit and re-entry visa fee for one time is 200 riyals.
7. Multiple exit and re-entry visa fee is 500 riyals.
8. Service transfer fee is 2000 riyals for the first time, 4000 riyals for the second, and 6000 riyals for the third.
9. The final exit visa is free of charge and the residence permit must be attached to the form.
10. In case of the loss of residence permit, the Passports Department must be informed within a period not exceeding 24 hours so as not to incur the penalty stipulated in Article 61 of the Residence Permit system.

11. The employer shall withdraw residence permit from the resident for travelling with an exit and re-entry visa and he has to submit it with a copy of the passport to the immigration department if the resident didn't return back.

12. Passports Department must be requested to cancel the visa in case of not wanting to travel within the period specified in the exit and re-entry visa so as not to incur the penalty stipulated in Article 61 of the Residence Permit system.

13. He who by himself, or helps someone else to get a visa or residence permit by fraud, bribery and he who changes in travel documents, residence permits or falsifies such documents, or provides false documents or statements for the purpose of gaining, for himself or another person, a residence permit, or a visa, shall be liable to the penalties stipulated in article 60 of the Residence Permit system.

14. The resident is responsible for his dependents registered on his residence permit and shall ensure that they transfer their sponsor before working.

15. The dependent must have a separate passport if he entered without the person on whose passport he has been added because the computer system is designed on entering the name of the passport holder not the added dependent(s).

Signature of head of Division

Date



Apartment Lessor Disclaimer Form

I, the owner of the apartment lease and the hereinafter signee by the name of/
.....

Saudi nationality ID no:issued on

From:hereby certify that I have received all financial charges including rent, water and electricity from Mr(s).....till the end of the rental agreement entered by and between us and which terminates on/...../.....for the rented apartment no.on thefloor located at.....street,district.

Thereupon, the said Lessee has received the disclaimer to be submitted to KAU housing department.

Signature of the Lessor:

Date:

Phone:

P.O.Box:

Stamp

Kingdom Of Saudi Arabia
Ministry Of Higher Education
King Abdul Aziz University
Women's Campus



تكمملا ةببر علا ةبدو عسلا
قرزو ميلعتلا يلاعلا
ةعماج كلملا دبع زيز علا
رطش نابلاطلا

Vice Dean of Women's Campus Office

Ref...

Date:.....

Encl:.....

Authorization Letter

I/..... employed at King Abdulaziz University
.....College.....Department hereby authorize Ms.
.....to claim my financial receivables for the
period..... for the following reasons:

I am

- o Annual vacation leave o Sick leave
- o Emergency leave o Maternity leave
- o Exceptional leave
- o On official duty leave
- o Resigned and terminated my contract o Retired

By the administrative decision no.dated/...../.....

Name of authorized employee: Signature:

Name of authorizing employee: Signature:

Vice Dean of the employee's college:

Signature:

Head of Financial Administration:

Signature:

Kingdom Of Saudi Arabia
Ministry of Higher Education
King Abdulaziz University
Women's Campus

Personal Affairs Administration
Department of Salaries and Allowances



**Request Form for Receiving the Remainder
Of the Furnishing Allowance**

<i>For the employee</i>	<i>Applicant's info</i>	Applicant's name:	Employee no:	
		Workplace:	Job title:	
		Date of Contract:		
	<i>Request</i>	Dear Madame the Head of thedepartment		
		<p>Greetings</p> <p>I would like to kindly request receiving the remainder of the furnishing allowance, since it had not been cashed in full from the beginning of the contract.</p> <p style="text-align: center;">With my sincere greetings and appreciation.</p>		
		Signature:	Date:	

For the Financial Administration

Request (1)	<p>Dear Madame, the Vice Dean of</p> <p>Greetings Kindly find attached herewith the request form submitted by the employee mentioned above for taking the necessary action.</p> <p>Head of thedepartment Signature:</p>
Request (2)	<p>Dear Madame, the Vice Dean of the Women's Campus</p> <p>Greetings Kindly find attached herewith the request form submitted by the employee mentioned above for taking the necessary action.</p> <p>The Vice Dean ofcollege Signature:</p>

Personnel Affairs Administration 1435/1436 A.H.

Kingdom Of Saudi Arabia

Ministry of Higher Education
King Abdulaziz University
Women's Campus



Personal Affairs Department
Unit of Non-Saudi Faculty
Affairs

Application Form for Retrieval of Original Expertise Certificate

Dear Sir, the General Manager of the Personnel Affairs Administration

Greetings

I (employee's
name)..... (employee no. would like to retrieve
my original expertise certificates provided to your respected department
upon signing the contract and this is due to my resignation.

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (1)

Dear Sir, the General Manager of the Personnel Affairs Administration

Greetings

I Doctor/professor _____ with
residence permit no. _____ would like
to transfer my (daughter's/ son's)

_____ Residence
permit no. _____

(Daughter's/ son's) _____
Residence permit no. _____

(Daughter's/ son's) _____
Residence permit no. _____

Currently under the sponsorship of _____
Residence permit no. _____ to my sponsorship
because of

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (2)

Dear Sir, the Director-general of Jeddah Passports

Greetings

I Doctor/professor _____ with
residence permit no. _____ would like
to transfer my (daughter's/ son's)

_____ Residence
permit no. _____

(Daughter's/ son's) _____
Residence permit no. _____

(Daughter's/ son's) _____
Residence permit no. _____

Currently under the sponsorship of _____
Residence permit no. _____ to my sponsorship
because of

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (1)

Dear Sir, the General Manager of the Personnel Affairs Administration

Greetings

I Dr. /professor _____ with residence permit
no. _____

_____ would like to transfer my

(daughter's/ son's)

_____ Residence

permit no. _____

(Daughter's/ son's) _____

Residence permit no. _____

(Daughter's/ son's) _____

Residence permit no. _____

Currently under my sponsorship to the sponsorship of my husband

_____ residence permit no. _____

because of

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (2)

Dear Sir, the Director-general of Jeddah Passports Department

Greetings

I Dr. /professor _____ with residence permit
no.

_____ would like to transfer my
(daughter's/ son's)

_____ Residence
permit no. _____

(Daughter's/ son's) _____
Residence permit no. _____

(Daughter's/ son's) _____
Residence permit no. _____

Currently under my sponsorship to the sponsorship of my husband
_____ residence permit no.

because of

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (1)

Dear Sir, the General Manager of the Personnel Affairs Administration

Greetings

I Dr. /professor _____ with residence permit no.

_____ would like to transfer my husband _____ residence permit no.

_____ to my sponsorship upon the termination of his work contract at _____ on ____/____/____

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (2)

Dear Sir, the Director-general of Jeddah Passports

Greetings

I Dr. /professor _____ with residence permit no.

_____ would like to transfer my husband
_____ residence permit no.

_____ to my sponsorship upon the termination
of his work contract at _____ on ____/____/_____

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (1)

Dear Sir, the General Manager of the Personnel Affairs Administration

Greetings

I Dr. /professor _____ with residence permit no.

_____ would like to transfer my sponsorship to the sponsorship of my husband

_____ residence permit no. _____ and who is currently working at

_____ upon the termination of my work contract with the university on ____/____/____

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (2)

Dear Sir, the Director-general of Jeddah Passports

Greetings

I Dr. /professor _____ with residence permit no.

_____ would like to transfer my sponsorship to the sponsorship of my husband

_____ residence permit no.

_____ and who is currently working at

_____ upo n the termination of my work contract with the university on

_____/_____/_____

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (1)

Dear Sir, the General Manager of the Personnel Affairs Administration

Greetings

I Dr. /professor _____ with residence permit no.

_____ would like to transfer the sponsorship of my husband

_____ residence permit no.

_____ to the sponsorship of

Applicant's name: _____

Signature: _____

Date: _____



Sponsorship Transfer Request Form (2)

Dear Sir, the Director-general of Jeddah Passports

Greetings

I Dr. /professor _____ with residence permit
no. _____

_____ would like to transfer the
sponsorship of my husband

_____ residence permit no.

_____ to the sponsorship of _____

Applicant's name: _____

Signature: _____

Date: _____



Declaration

Dear Sir, the Director-general of Passports Mecca Region.

Greetings

I, the undersigned employee _____

Nationality _____

Residence permit no. _____

Acknowledge that my daughter:

Name _____ Residence Permit No. _____

Name _____ Residence Permit No. _____

Name _____ Residence Permit No. _____

Is unmarried, and if proved otherwise I shall be liable to any penalty thereof stipulated by the laws.

We endorse the authenticity of the
signature Head of Non Saudi
Academic Affairs Unit

Name _____

Signature _____

Date _____

Applicant's name _____

Signature _____

Date _____

Official Stamp



Kingdom Of Saudi Arabia
Ministry of Higher Education
King Abdulaziz University
Women's Campus

Personal Affairs Department
Unit of Non-Saudi Faculty Affairs

Declaration

Dear Sir, the Director-general of Passports Mecca Region.

Greetings

I, the undersigned employee _____

Nationality _____

Residence permit no. _____

Declare that I have no male guardian (Mehrem) and would like to have a family visa for:

Name _____ Kinship _____

To act as my male guardian (Mehrem) and I pledge that my sponsorship shall not be transferred to any other sponsor. If proved otherwise, I shall be liable to any penalty thereof stipulated by the laws.

We endorse the authenticity of the signature
Head of Non Saudi Academic Affairs Unit

Name _____

Signature _____

Date _____

Applicant's name _____

Signature _____

Date _____

Official Stamp

Appendix 2

List of Rules and Regulations

Regulations:

- Regulations for Saudi Universities Personnel Including Staff Members and the Like.
- Regulations for Non-Saudi Recruitment in Universities.
- Unified Regulations for postgraduate studies in the university.
- Study and Examination Systems Regulations for undergraduates (modified).
- Leaves in the Ministry of Civil Service regulations.

Rules:

- Labor law.
- Staff disciplinary procedures.

To review the regulations of your interest, please open the following link:

http://vpg-office.kau.edu.sa/pages-regulations-systems.aspx?Site_ID=234&Lng=AR

Www.