



Instructions to complete the Dependents Survey

- 1) Log into the portal using <https://portal.kaust.edu.sa>
- 2) Click on the **Employee Self Service** tab.
- 3) Click on the **Dependents Survey** tab.
- 4) Current residency information and Iqama information about your eligible dependents will be listed.
- 5) Click **Update and Submit** against each dependent one at a time.
- 6) If you have not submitted a survey for this year (2018), you will be required to update the information first for 2018 and then click "submit for previous year" tab. Please note that you will see the tab "submit for previous year" if you are required to submit the survey for 2018. Review (and update) the information with regard to the residency status in 2018, Iqama expiry date and the residency status for 2018 for each of your dependent's. (For Postdocs, please confirm whether your dependents were here for 180 days during your last contract year)
- 7) Click "Update and Submit" tab again and Review (and update) the information with regard to the current residency status (as of the date of completion), Iqama expiry date and anticipated residency status for 2019 for each of your dependent's. (For Postdocs, please confirm whether your dependents were here for 180 days during your last contract year)
- 8) Repeat for all dependents.
- 9) Close the Survey.

IMPORTANT INFORMATION

Dependent children who are aged 20 or above as of January 1, 2019 are excluded from this survey. If you have an unmarried child who is aged 20 or above and is undertaking full-time undergraduate studies in Kingdom, please contact [Human Resources](#) and provide supporting documents to confirm eligibility for the Annual Travel Allowance.

You are required to inform Human Resources if any of your dependents is not under your sponsorship. You can update the information by sending an email with a copy of the Iqama of the dependent to HR Helpdesk at hrhelpdesk@kaust.edu.sa.

Explanation of survey headers:

- **Undergraduate Student:** The dependent child is currently enrolled in a full-time undergraduate course In-Kingdom or Out of Kingdom. (Please note this does not apply to spouse).
- **Out of Kingdom:** The dependent is currently not residing with you in Kingdom and not a full-time resident In-Kingdom. This excludes being on a short-term vacation outside the Kingdom.
- **In Camp:** The dependent is currently a full-time resident In-Kingdom and currently lives at KAUST with you.
- **Out of Camp/In Kingdom:** The dependent is currently a full-time resident In-Kingdom but lives outside of KAUST.
- **Will reside with you 180+ days in the survey year:** Will the dependent reside In-Kingdom (In Camp or Out of Camp/In Kingdom) for a minimum of 180 calendar days in 2019? (For Post Docs, if your dependents were here for 180 days during your last contract year, please click 'Yes').