
Overview

Below are some Frequently Asked Questions that you may find useful about the new Government-imposed exit/re-entry visa fees for personal travel.

Exit/Re-entry visa options

There are two exit/entry visas available:

- single exit/entry
- multiple exit/entry visa

Single exit/entry visa

A **Single Exit/Re-entry Visa** now costs SAR 200, allowing a duration of up to two months for any single trip outside the Kingdom. The duration can be extended to a total of 12 months with each additional month costing SAR 100 (SAR 1,200 for 12 months).

Once you have used a single exit entry visa, you must purchase another visa if you wish to take another trip outside the Kingdom.

Multiple exit/re-entry visa

A **Multiple Exit/Re-Entry Visa** now costs SAR 500, allowing travel multiple times outside the Kingdom for up to three months. The duration can be extended to a total of 12 months with each additional month costing SAR 200 (SAR 2,300 for 12 months).

When do I need to travel once I have purchased my visa?

You must travel outside the Kingdom within 90 days from the date of issue. If you fail to use the visa within 90 days of the date of issue, the Government will issue a fine of SAR 1,000 for each unused visa.

Payment and visa validity

When will the SAR 1,000 subsidy be paid?

In 2017, you and your eligible dependents will each receive a SAR 1,000 subsidy toward the costs of the exit/re-entry visas for personal travel for the year with your April 2017 salary payment. From 2018 and each year after that that you are employed at KAUST, the subsidy will be paid in the January salary payment. The subsidy will be calculated based on the number of eligible dependents that you have registered in the HR system. If you have any questions regarding registered dependents please contact the [HRHelpdesk](mailto:HRHelpdesk@kaust.edu.sa).

Who are eligible dependents?

Eligible dependents, for the purpose of visa subsidy toward exit/re-entry visa fees for personal travel, must reside on campus for a minimum of 180 days per calendar year. For Postdocs employed after April 2016 and with three or more dependents, please check eligibility [here](#) and, if you have any outstanding questions, please contact the [HR Helpdesk](#).

My child is attending College/University. What support for their exit/re-entry visas will I receive for them?

For eligible dependents who are studying overseas and who do not hold Iqamas, support towards the cost of flights will continue as per the College Dependents Policy.

Will I receive a subsidy towards the cost of my visa for personal travel if I have a contract ending in 2017?

If your contract ends in 2017, a pro-rata payment will be made in the April 2017 salary payment. The payment will be calculated from 1 January 2017 through your end date.

If your contract is renewed later in 2017, you will receive the balance of the subsidy for the additional employment period at the next payment date.

If your contract is not renewed and you have not travelled outside the Kingdom by your final exit date from KAUST, you will be required to repay the visa costs paid to you.

If my start date is after January, when will I receive my visa subsidy?

The visa subsidy will be paid in January each year (or June for those who start after January). If your start date is after January, then you will receive a pro-rata payment in the June salary payment. If your start date is after the June payment, then you will receive a pro-rata payment the following January salary payment, in addition to the payment for the new leave year.

What about business trips that are approved by KAUST?

If you are required to travel for business, you can obtain a single exit-entry visa through Government Affairs. You can apply for your single exit/re-entry through the portal and once approved by your manager, Government Affairs will issue the visa for you. Please note that if your business travel plans change and you cannot use your single exit/re-entry visa within 90 days from the date of issue, please notify Government Affairs. Otherwise, you will be liable for any fines imposed by the Government.

How do I apply for a visa for personal travel?

For employees or Postdocs (excluding dependents), to request a visa you can use the self-service section via the [Portal](#) under "Service Request Management".

How do I pay for an exit/re-entry visa for personal travel?

You will need to ensure that you have a bank account in Saudi Arabia to make payments for your exit/re-entry visas for personal travel. Payments are made through a system called "SADAD", which is accessible through your online bank account. You will need to ensure that your account is credited with the correct amount for your visa of choice. Otherwise, your visa will be rejected when you try to apply for the visa through the [Ministry of Interior \(MOI\) website](#). For primary employees and postdocs - once your account is credited, please submit your visa request through Government Affairs and they will apply for your visa.

How do I request a single or multiple exit/entry visa for my dependents?

First, you must pay the fees for your visa of choice for your dependents by following the steps above. Once payment is made through SADAD, you can apply for your visa of choice through the [Ministry of Interior \(MOI\) website](#).

How do I check the validity of my exit/entry visa?

You can check the validity of your exit/entry visa and those of your eligible dependents by logging onto <https://www.eserve.com.sa/VVSWeb/>

Please remember to always check the validity of your (and your eligible dependent's) iqamas and your exit/entry visas prior to travelling. Expired visas will prohibit your exit or return.

Useful Contacts

Human Resources – HRHelpdesk@kaust.edu.sa

Government Affairs – GA@kaust.edu.sa

Ministry of Interior Website – www.moi.gov.sa

KAUST Portal – <https://portal.kaust.edu.sa>

Check your visa validity – [eserve.com.sa](https://www.eserve.com.sa)

Visa options and costs:

Single Exit/Re-entry Visa

Single Exit/Entry - Total cost (cumulative)	Validity
SAR 200	2 months
Visa extensions by month = SAR 100	
SAR 300	3 months
SAR 400	4 months
SAR 500	5 months
SAR 600	6 months
SAR 700	7 months
SAR 800	8 months
SAR 900	9 months
SAR 1,000	10 months
SAR 1,100	11 months
SAR 1,200	12 months

Multiple Exit/Re-entry Visas

Multiple Exit/Re- entry	Validity
SAR 500	3 months
Visa extensions by month = SAR 200	
SAR 700	4 months
SAR 900	5 months
SAR 1,100	6 months
SAR 1,300	7 months
SAR 1,500	8 months
SAR 1,700	9 months
SAR 1,900	10 months
SAR 2,100	11 months
SAR 2,300	12 months