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| **Edited by** | **Adopted from** |
| **Nasser Al , Harbi** | **Tired intruder** |

Name and signature

**Goal**

Issuing visit visas

**Application area**

Prince Sattam Bin Abdulaziz University Staff

**Reference**

Higher Education Council system and universities regulations

 Regulations and regulations of the Ministry of Human Resources and Social Development

University Council decisions

**Definitions and shortcuts**

 AR:Human Resources Relations Management

P:Procedure

**Amendments**

**Attached documents**

**Explain the steps**

1. Receiving the transaction from the concerned party, including:

­     Letter from the relevant party requesting the visit.

­     The visit form (via the State Department website) is filled out by the person concerned.

­     A copy of the faculty member's residence.

2. Access to the Ministry of Foreign Affairs website through the user granted to the University to request approval through the competent official in the department.

3. Inform the applicant to review the Website of the Ministry of Foreign Affairs to follow up on his application.

4. The transaction is kept in the visit file.