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| **Edited by** | **Adopted from** |
| **Abdullah Al, Heif** | **Tired intruder** |

Name and signature

**Goal**

Mailing letters and external transactions

**Application area**

Human Resources Deanship

**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 Deanship Relations Department

P:Procedure

**Amendments**

**Attached documents**

  AR-F-01-02 mail form

 **Explain the steps**

1. The transaction is received by the competent administration of the deanship.

2. Send external transactions through the system to the central administrative communications center of the university.

3. The call center sends external transactions to Saudi Post.