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| **Edited by** | **Adopted from** |
| **Abdulaziz al, Ghanim** | **Tired intruder** |

Name and signature

**Goal**

Renovation of residence

**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 Deanship Relations Department

P:Procedure

**Amendments**

**Attached documents**

**Explain the steps**

1. A letter addressed by the owner of the residence requesting a renewal of residence, or from the faculty member, with the following:

­         Make sure that the stay is near and that it does not exceed five months to finish.

­         A selfie.

­         Filling out a renewal form (for passports).

­         Make sure that passport fees are paid.

­         Ensure that the violations are paid to the contractor.

2- Renew it electronically.

3. To be credited to the passport representative in general if there are notes.

4- Go with them to passports to renew the residence.

5- After the extraction of the residence, the passport is handed over to the contractor's administration and residence and the signature is taken to receive the original passport and residence.

6. The transaction is kept in the residence file.