



KUWAIT RESIDENCY FEES POLICY FACULTY RECRUITED FROM OVERSEAS

I hereby understand that I am required to obtain residency in order to be employed by AIU **by the end of my first Semester**. The following documentation is required:

Item	Provided by Individual prior to arrival	Provided by individual after arrival in Kuwait	Obtained by AIU	Remarks
Authenticated University Degree	X			Full instructions for obtaining authenticated degrees will be sent via email
Authenticated FBI (or Country Equivalent) Police Clearance Certificate*	X			Full instructions for obtaining the authenticated the clearance certificate will be sent via email
Scanned Passport Copy (more than 2-year validity)	X			To be sent via email
4 Passport photographs with blue background		X		
Approval from Ministry of Private Education			X	

Authenticated FBI Clearance Certificate:

*Note that AIU has no control or influence regarding the procedures within the Department of Immigration for obtaining residency. The FBI Clearance Certificate (Criminal Background Check), for instance, is only valid for 3 months once it has been authenticated by the U.S. State Department or its equivalent in your home country. Should this period be exceeded, it can lead to your residency application being declined, and therefore you would be required to obtain another FBI Clearance Certificate (Criminal Background Check). This has happened in the past and could lead to you having to go through the Criminal Background Check process repeatedly.

The fees stated in the attached table will be deducted from your salary at the end the month in which they occur. You may spread the residency fees deduction over a maximum of three months. Please visit the Finance Department in order to discuss this arrangement.

I hereby certify that I have been made aware of the costs of obtaining Kuwait Residency, and I am aware of what and when expenditures will be reimbursed to me. If I am required to travel to Bahrain as part of my residency process, I acknowledge that if I do not complete my 2-year contract with AIU, the airfare and hotel associated with this trip will be deducted from my final salary.

I acknowledge that I am liable to pay any residency related fines incurred by AIU which arise due to me not providing the correct documentation in a timely manner. I am also aware that should I be deported from Kuwait due to any form of residency violation; I will be liable for any fines incurred by AIU and that the deportation will lead to a lifetime travel ban to any of the GCC member countries.

Annual residency renewal fees are met by AIU for overseas category staff.

Name: _____ Staff Number: _____

Signature: _____ Date: _____

HR Manager: _____ **Admin Manager:** _____

Finance Signature: _____ **VPA Signature:** _____

KUWAIT RESIDENCY VISA – OVERSEAS

Item	Paid by Individual	Deducted from Salary KWD	Reimbursed in the January of your second year KWD	Paid by AIU	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
Degree Authentication	Yes				
Police Clearance Certificate and Authentication	Yes				
Working Visa		3.000	3.000		
Attesting Diploma		5.000	5.000		
Translation (per document)		3.000	3.000		
Attesting Police Clearance Certificate		7.000	7.000		
Translating Police Clearance Certificate		6.000	6.000		
4 Photos		1.000	1.000		
Health Insurance		50.000	50.000		
Medical test		10.000	10.000		
Residency Stamp		10.000	10.000		
Work Permit		60.000	60.000		
Blood Group Test		5.000	5.000		
Civil ID		5.250	5.250		
Sub Total		165.250	165.250		
Additional Fees for Bahrain*					
Bahrain Visitor Visa		4.000	4.000		
Taxi Service		80.000	80.000		Estimated, actual expenditure will be known on return from Bahrain. Rate is BHD12 per hour
Medical Procedure		40.00	40.000		
Visa Processing		67.50	67.500		
Hotel				Yes	For overseas category staff only
Flight				Yes	For overseas category staff only
Subtotal		191.500	191.500		
TOTAL		356.750	356.750		

*The additional fees for Bahrain are estimated as the expenditure is in Bahraini Dinars and will therefore fluctuate with the exchange rate.