



KUWAIT RESIDENCY AGREEMENT

AIU requires all of its employees to obtain or transfer Kuwait Residency (except for female staff who wish to remain on their family visa). Human Resources will guide you through the procedures; however, the onus of the responsibility of obtaining the necessary documents **in a timely manner** is on the employee. The fees stated in the attached table will be deducted from the employee's salary at the end of the month in which they occur. Staff may spread their residency fees deductions over a maximum of three months. Please see the Finance Department if you wish to pursue this option.

☐ Female employees only: I wish to remain on my Family Visa

Name: _____ Staff Number: _____

Signature: _____ Date: _____