



Ticket Request Form (Outward and Return Journeys)

Academic year 14 /14 (19 /19)

Name: Nationality:
 Place of Work: (College/Dept.) Post Held:
 Place of Contract: Date of Return (to Riyadh):
 Date of Departure (from Riyadh):

A. Resident dependants ENTITLED to University Tickets (Outward Journey). (To be completed by Contract Employees accompanied by families intending to travel).

Serial No.	Name	Relation	Children's date of birth	Date of Departure	Comments
1.					
2.					
3.					
4.					
5.					
6.					

B. Resident dependants ENTITLED to University Tickets (Return Journey). (To be completed by Contract Employees accompanied by families intending to return).

Serial No.	Name	Relation	Children's date of birth	Date of Return	Comments
1.					
2.					
3.					
4.					
5.					
6.					

C. Resident dependants NOT ENTITLED to University Tickets (Outward & Return Journeys). (To be completed if SOME members of Employees's family are NOT ENTITLED to University Tickets).

Serial No.	Name	Relation	Age	Date of Journeys	Comments
1.					
2.					
3.					
4.					

IMPORTANT

- This form should be filled out accurately from passport data; family members already holding valid tickets should NOT be mentioned on this form.
- Contractee whose spouse is working with the University or with another employer and his/her passport is not in the University as well he/she is not obtaining tickets from his/her employer. He/she is kindly requested to attach a letter from spouse employer stating that it is keeping his/her passport, names of accompanying children and it is not granting them tickets.
- Family members not entitled to University travel should be listed on a separate paper and submitted together with this form, to facilitate their departure on the same flight.

N.B.: The College Passport Officer shall ascertain that all listed family members are legally resident in the Kingdom.

Undertaking by Contractee

I vouch that the information herein is true, and that I shall be responsible for my family members and myself travelling on the dates herein specified.

Contractee (sign.):

Date:

Passport Officer (sign.):

Administrator (sign.):

Date:

Date: