تقديم وتحديث معلومات طلب الانتقال من منزل إلى آخر

نفيدكم بأن إصدار كشف قائمة الانتظار الجديدة لطلبات الانتقال من منزل إلى آخر سوف يكون بتاريخ ١ أكتوبر ٢٠١٥م. لذا، نأمل تحديث طلبكم للانتقال الموجود في القائمة الحالية عن طريق نظام رائد (e-Business)، علمًا بأن آخر موعد لتحديث طلب الانتقال هو ٣٠ سبتمبر ٢٠١٥م، ليتمنينا لنا بعد ذلك مراجعة الطلبات والتأكد من صحة المعلومات.

Important Notice:

All relocation requests must be submitted through RAED e-Business System by using the following link: “HOUSING & OFFICE SERVICES” as shown in the screen shots below.

Login to the portal and click the e-Business Tab. Enter your e-Business username and password and click login.

In the Main menu column on the left hand side, click HOUSING & OFFICE SERVICES → Housing Services → Housing Relocation Requests.
Please contact:

- the Faculty Affairs (Tel. 2424/1024/2417/2998/7038) for assistance in data related problems including corrections in family particulars, if any.

- the Housing & Office Services department at dg-hos@kfupm.edu.sa for any clarification regarding eligibility and/or housing assignment policies.

- the ITC Mr. Ahdul Mohsin mamohsin@kfupm.edu.sa (Tel. 7686) for assistance in system related technical problems, if any.

- If you have any questions you can call Nino, nino@kfupm.edu.sa (Tel. 3606) or visit him at room 419 of Building 21
Date : 16 Dhual-Qa‘dah, 1436 H (31 Aug. 2015)

To : The faculty members interested in housing relocation

Subject: **UPDATING THE MASTER LIST OF RELOCATION REQUESTS**

We wish to inform you that the next update of the master list of housing relocation requests is on **1 October 2015**. Therefore, we kindly remind you to **update your request and click apply button to submit** your housing relocation request **starting from September 01, 2015 until 30 September 2015 (as the last date for submission)** in order to check the information and validate the requests before running the new Master List on the set date.

**UPDATE OF PENDING REQUESTS**

1. If your request for housing relocation is pending and if you are still interested in relocation, please check and update:

   - **change(s)**, if any, in the family particulars in your pending relocation request. Legal dependent children below 19 years of age residing with you for 8 months or more every year should only be marked ‘yes’ in the check box against each. For boys 19 and above, please read and comply with note # 3 below.

   - **change(s)**, if any, in the preference(s) indicated by you in your pending relocation request.
Please do not forget to update your data to provide the correct current housing points, eligible dependents, areas on eligibility and basic housing need. You need to make sure that you have successfully submitted your housing relocation request on or before the deadline for submission. Once your request has successfully submitted, you will receive a REQUEST NUMBER and you can save or print it for your reference. The status of OPEN will become SUBMITTED FOR VALIDATION and subject for the review by the Housing Administrator.

NEW REQUESTS FOR HOUSING RELOCATION

If you want to apply for relocation for the first time as per eligibility under housing regulations, you may submit it through Raed E-Business System by using the above mentioned online system on or before the deadline for submission (30 Sept. 2015). Scanned copies of the latest original family card (of Saudis) or Iqamas (of non-Saudis), giving details of the legal dependents residing here for at least 8 months or more every year, must be attached with the relocation request online for cross-checking and validating your request.

- Please indicate your children who are studying abroad and/or who do not reside in Dhahran for at least 8 months every year even if their names appear on your family card / Iqama in the designated box against each dependent by typing ‘No’ in the residence status.

Please note the following:

1. A newcomer can apply for relocation after staying for at least one year in the present house in Ferdaws Courts or in Shabab Place.

2. (i) A resident has to stay compulsorily for at least three years in the house he moved into from another, before applying for relocation unless upgrading in basic housing need is required on account of subsequent increase in family size. This condition may be relaxed for returning faculty as well as those residing in Ferdaws Courts and requesting relocation to other areas according to
their eligibility. However, if you do not have changes in your basic housing need, you need to stay for at least five years before you can be eligible for the relocation request.

(ii) Lateral relocation to similar units within the same compound are totally restricted for five years minimum unless on emergency grounds, except for Ferdaws Courts.

(iii) Lateral relocation to equivalent units with +/- 15 House Category points in other compounds are restricted for five years minimum with provision for consideration of extreme reasons by the Housing Committee on case by case basis, except for Ferdaws Courts.

3. **Boys aged 19 and above** will contribute points only if they study at KFUPM or at any college downtown that does not provide student accommodation. Their current ‘study certificates’ must be attached with the relocation request. Girls are considered dependent till they get married. However, if the boys more than 19 years old and above do not have any certifications attached that they are studying in KFUPM or within the region; they will be removed as your dependent.

4. **Dependent parent(s) and/or a second wife and/or an unmarried sister** will get 30 points upon submission of an affidavit (صك إعالة) confirming that the faculty member is the sole supporter and that he/she/they reside(s) with him permanently in Dhahran for 8 months or more every year and to be discussed in the Housing Committee for the approval.

5. **Lecturers and equivalents in the Research Institute** can apply for Ferdaws Courts and Rabee Terraces only.

6. **Relocation of staff** from one house to another is restricted to give better chances to faculty members.

7. **The housing relocations** will be done according to individuals’ housing points and basic housing need.

The system will display the areas/category of housing you are eligible for in the ‘housing preference’ section of your application.
IMPORTANT REMINDER:

1.) **If you wish to indicate any condition(s) in your preference(s)**, please specify clearly in the relevant check-box or write precisely in the ‘preference comments’ field. Kindly observe that the comments in the box will be in “English” to recognize by the system.

2.) **Make sure that before you submit your housing relocation request**, all the data such as points, dependents and housing preference are **all correct with all your knowledge and certifications are also attached**.

3.) **See to it that you have successfully submitted your relocation request on or before the deadline** for submission (strictly implemented). **If you failed to submit before the deadline, your request will not be included in the Master List**.

4.) **Housing Administrator has the right to double check and verifies** all the information regarding to your relocation request that might change your housing points and basic housing need.

5.) **Waiting points** will be **included if you continuously and successfully submitted on or before every generation of the Master List**. However, **if you forget to submit your request even for once, you’re waiting points will become zero** and **the date of your request will also change from the time of your new submission**.

6.) **Once your name is already included in the Master List**, it does **not mean that you can already have your housing assignment** because housing assignment will be based to the availability of houses and ranking in the Master List.
7.) **Master List** will be generated twice a year for **March** and **October Master List** but you need to apply before the deadline for generation.

8.) **In case you do not receive any housing assignment or call from us**, it means your request is not been granted and you need to update and apply again for next update.

9.) If your housing request has been approved by the Housing Committee and H. E. the Rector, the Housing Department will inform you by sending housing assignment, emails or even call you and no need to come and or call from time to time.

10.) If you refused the house assigned by the Housing Committee and approved by H.E. the Rector, you will be penalized for one year and not be able to apply for the housing relocation request.

11.) Once the Master List has been finalized and generated, and you failed to apply through the system before the deadline, your request will be accepted and included for the next Master List.

Please be guided accordingly. Thank you.

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Dr. Saeed M. Al-Amoudi  
Chairman, Housing Committee

nino/dg-hos