

# Custodianship Transfer Process

Scholarship Office — Graduate student custodianship (legal guardianship) transfer and new Iqama issuance

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## 1. Executive Summary

This process governs the transfer of custodianship (legal guardianship as reflected on the Iqama) for a graduate student. It moves through academic approval, document verification, and external government processing before a new Iqama is issued.

- **Trigger:** A graduate student needs to change their custodian and submits a request via an academic petition.
- **Main actors:** Student, Deanship of Graduate and Interdisciplinary Studies, Scholarship Office, University Passport Department, and Khobar Passport Department (external).
- **Key decisions:** Academic approval by the Deanship, age-based document requirement (under 26), active enrollment verification by the Scholarship Office, and information completeness review by Khobar.
- **Outcome:** The student collects a new Iqama reflecting the updated custodian, or the request is rejected at the Deanship or Scholarship Office stage.

## 2. Actors and Responsibilities

| <b>Actor</b>                                       | <b>Responsibility</b>   |
|--|---|
| Student  | Initiates the custodianship transfer request via academic petition, submits required documents to the Scholarship Office, signs the obligation letter, provides a No Objection Letter if under 26, pays the transfer fee (2,000 SAR), and collects the new Iqama. |
| Deanship of Graduate and Interdisciplinary Studies | Reviews the academic petition, approves or rejects the request, prints the petition, and obtains the Dean's signature.  |
| Scholarship Office                                 | Receives student paperwork, directs the student to complete required documents, reviews all documents, verifies active enrollment status, and forwards the approved request to the University Passport Department.  |
| University Passport Department                     | Forwards the transfer request to Khobar Passport Department, provides additional information if returned for clarification, receives the new Iqama, and notifies the student for collection.  |
| Khobar Passport Department (external)              | Reviews the transfer request, may return it for additional information, approves the transfer, processes the custodianship change, issues the new Iqama, and sends it to the University.  |

### 3. Key Process Logic

- **Academic approval gate:** The Deanship decides whether the custodianship transfer petition is academically justified. Rejection ends the process immediately.
- **Age-based requirement:** Students under 26 must provide a No Objection Letter from the current custodian. Students 26 or older skip this requirement.
- **Active enrollment check:** The Scholarship Office independently verifies the student is currently active. An inactive student's request is rejected at this stage, even if previously approved by the Deanship.
- **Khobar correction loop:** If the Khobar Passport Department finds information incomplete, it returns the request to the University Passport Department for clarification and resubmission.
- **Fee payment:** After Khobar approves the transfer, the student pays 2,000 SAR via government bank payments before the transfer is processed.

#### No timeout on external processing

After the request is forwarded to Khobar, the process waits indefinitely for a response. There is no modeled timeout, escalation path, or reminder if Khobar does not respond or if the student does not pay the fee after approval.

### 4. Process Map (BPMN)

**BPMN Diagram Notice:** This document export excludes the interactive BPMN diagram.

To view the full process map, please visit:

[dsa-pdp.pages.dev](https://dsa-pdp.pages.dev) → **Custodianship Transfer Process**

## 5. Process Walkthrough

### Phase 1 – Academic Petition and Deanship Approval

| <b>Step</b> | <b>Responsible Role</b> | <b>Action</b>  | <b>Outcome</b>  |
|-------------|-------------------------|--|---|
| <b>1.0</b>  | Student                 | Submits a custodianship transfer request via an academic petition. | Petition is received by the Deanship.   |
| <b>2.0</b>  | Deanship                | Reviews the petition and decides whether to approve.               | Approved → proceed to 3.0.<br>Rejected → request is formally rejected and the process ends. |
| <b>3.0</b>  | Deanship                | Prints the academic petition and obtains the Dean's signature.     | Signed petition is ready for collection.  |
| <b>4.0</b>  | Student                 | Collects the approved and signed petition from the Deanship.       | Student proceeds to the Scholarship Office.   |

## Phase 2 – Document Submission and Scholarship Office Review

| <b>Step</b> | <b>Responsible Role</b> | <b>Action</b>   | <b>Outcome</b>  |
|-------------|-------------------------|---|---|
| <b>5.0</b>  | Student                 | Visits the Scholarship Office and hands over all required paperwork.  | Documents received by the Scholarship Office.   |
| <b>6.0</b>  | Scholarship Office      | Directs the student to fill out required documents.   | Student completes required forms.   |
| <b>7.0</b>  | Student                 | Signs the obligation letter.  | Obligation letter on file.  |
| <b>7.1</b>  | Student                 | If under 26: provides a No Objection Letter from the current custodian. If 26 or older: this step is skipped. | Age-based requirement satisfied.  |
| <b>8.0</b>  | Scholarship Office      | Reviews all documents and verifies the student's active enrollment status.                                    | Active → forward to Passport Department. Not active → request rejected, process ends. |

### Phase 3 – External Processing and Iqama Issuance

| <b>Step</b> | <b>Responsible Role</b>        | <b>Action</b>  | <b>Outcome</b>   |
|-------------|--------------------------------|--|--|
| <b>9.0</b>  | Scholarship Office             | Forwards the approved request to the University Passport Department.   | Request handed off internally.   |
| <b>10.0</b> | University Passport Department | Sends the transfer request to the Khobar Passport Department.  | Process waits for Khobar's response.   |
| <b>10.1</b> | Khobar Passport Department     | Reviews the request. If information is incomplete, returns it for clarification; the University Passport Department provides the required information and resubmits. | Correction loop repeats until Khobar is satisfied. Approved → proceed to 11.0. |
| <b>11.0</b> | Student                        | Pays the custodianship transfer fee of 2,000 SAR via government bank payments.   | Payment confirmation sent to Khobar.   |
| <b>12.0</b> | Khobar Passport Department     | Processes the custodianship transfer, issues a new Iqama, and sends it to the University.  | New Iqama received by the University Passport Department.                      |
| <b>13.0</b> | University Passport Department | Notifies the student that the new Iqama is ready for collection.   | Student is informed.   |
| <b>14.0</b> | Student                        | Visits the University Passport Department and collects the new Iqama.  | Process complete – new Iqama reflects the updated custodian.                   |

## 6. Inputs, Outputs, and Records

### Inputs

- Copy of the approved academic petition.
- Letter from the Ministry of Interior confirming no violation record.
- Copy of the current Iqama.
- Copy of the clearance letter of the custodian (required only if the student is under 26).
- No Objection Letter from the current custodian (required only if the student is under 26).

### Outputs

- New Iqama reflecting the updated custodian.
- Formal rejection notice (if the request is rejected at the Deanship or Scholarship Office stage).

### Records

- Signed academic petition (Dean's signature).
- Signed obligation letter.
- Fee payment confirmation (2,000 SAR via government bank payments).