"And proclaim to the people the Hajj; they will come to you on foot and on every lean camel; they will come from every distant pass" ~ Holy Quran Surah Al Hajj

Dear Brother/Sister,

Salamu Aalakum Wa RehmatAllah W Barakatu,

We would like to thank you for considering the Imam Al-Khoei Hajj Division as your guide during this spiritual journey. Below you will find information about the "Pre- Hajj Application Package" arranged by our center to make your Hajj application process as smooth as possible.

Imam Al-Khoei Islamic Center recognizes that Hajj is the most important journey you will undertake fulfilling the third branch of Islam. However it is also a very difficult undertaking and is a test of endurance both physically and spiritually. But these difficulties fade away in the face of the reward you have been promised by Allah SWT.

Keeping these hardships in mind, the Imam Al-Khoei Hajj Division strives to provide outstanding religious instruction and spiritual guidance to our pilgrims by arranging scholars conversant in Arabic, English, Farsi and Urdu to religiously guide and instruct all pilgrims throughout the journey.

To simplify the pre-hajj formalities we have put together a "Pre-Hajj Package":

- 1. Please see the checklist on page two.
- 2. Once your checklist has been completed please forward the package to:

Imam Al-Khoei Hajj & Umrah Division 89-89 Van Wyck Expressway Jamaica, NY 11435

Should you have any questions or concerns please get in touch with us.

May Allah SWT bless you

Waasalaam,

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#### IMAM AL-KHOEI HAJJ/UMRAH CHECKLIST

#### **ALL APPLICANTS**

Completed "Registration Form" (See Page 3)
U.S. Citizens: Original passport - valid for at least 6 MONTHS (with at least 2 blank
pages)
Non-U.S. Citizens: Original passport - valid for at least 6 MONTHS (with at least 2
blank pages) AND a clear copy of the front & back of GreenCard
Prepaid Trackable Return Envelope: To return your passport, ticket, and Hajj packet.
FOUR passport-size photos
Vaccination certificate for <b>Meningitis</b> shot.
If you are carrying a non-Muslim name: Completed "Proof of Conversion to Islam"
(See Page 4)
<b>Deposit</b> : A minimum of \$4,000 deposit will reserve your spot for the trip, however, the
remaining amount is due no later than <b>60 days</b> before travel.
·
FOR LADIES ONLY
For <b>SINGLE</b> women traveling alone ( <b>OVER 45</b> ) - <b>Page 5</b> is required to be signed by
the Mahram* and must be NOTARIZED
For <b>MARRIED</b> women traveling alone ( <b>OVER 45</b> ) - <b>Page 5</b> is required to be signed by
the Mahram* and must be NOTARIZED
required (Marriage Certificate, Birth Certificate, etc.)
required (Marriage Certificate, Birtif Certificate, etc.)
*Mahram - Is a Father, Husband, Brother, Uncle, Grandfather, Son (18+)
please contact us with any additional questions and/or concerns.
prease contact as with any additional questions and/or concerns.

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## IMAM AL-KHOEI HAJJ REGISTRATION FORM

GENERAL INFORMATION										
How did you hear about us (Please mark one and name the source):										
☐ Newspaper ☐ Television	Name of Source:									
INFORMATION ON APPLICANT										
Surname:	First	Name:		Father's Name: Mo			Mot	ther's Name:		
Street Address:				Place of Birth:		Date	ate of Birth: Occupation:		Occupation:	
							/	/ /		
Apt / P. O. Box:	City:			State:		Zip Code:	Hon	me Phone No:		
				(			(	) -		
Work Phone No:			Cell Phone	Cell Phone No:				Email Address:		
( )	-		(	)		-				
			PAS	SSPORTI	NFO	RMATION				
Passport No: Date of Issue			: Issued at::					Date of Expiry:		
	/	/						1 1		
Name as it appears on Pas		Previous Nationality:				Present Nationality:				
Have you visited Saudi Ara before?	bia	Type of visit:		When:				Where:		
☐ Yes ☐ No										
Liability and Responsibility: The responsibility of Al-Khoei Benevolent Foundation, hereinafter called ABF (who will assist and guide Muslims to perform the Holy Hajj, and Ziyarat the correct way) or their agents is limited. They act only as agents for the Hajjis and Zuwars in making arrangements for the airlines, hotels, buses, or any other services in connection with the performance of Hajj, or Ziyarat and assume no liability whatsoever for injury, damage, loss, accident, delay, cancellations or irregulantly which may be occasioned either by reason of defect, through the acts or defaults of any company or person engaged in conveying the Hajjis or Zuwars in carrying out the arrangements of the Hajj, and Ziyarat trips, or as a direct or indirect result of acts of God, dangers incident to the air, fire, breakdown in machinery or equipment, acts of governments or other authorities de jure or de facto, wars, whether declared or not, hostilities, civil, disturbances, strikes, riots, theth, pillerage, epidemics, quarantines, medical or customs regulations, or from any causes beyond ABF's control, or from any loss or damage resulting from improper passports, visas or other documents. ABF will accept no responsibility for loss or additional expenses due to delay or changes in schedule or other causes and ABF shall not be liable or responsible for any inconvenience, loss, damage or injury arising in connection with such services. ABF will not be responsible for the failure to follow instructions, including but not limited to check-in and checkout times and baggage handling. In the event of delay, it is the responsibility of the airline to determine exactly what procedure will be followed. The policy chosen by that carrier shall be based on their procedure and shall not be the responsibility of ABF and its affiliates who will not be responsible for any person(s) missing any part of the Hajj, or Ziyarat trips and will not be responsible for any additional expenses for the participant to rejoin the trip. Moreover, no chan										
FOLLOWING SECTION IS FOR OFFICE USE ONLY										
☐ Payment Received: \$		□ Reg	gistration Form		(	☐ Original Passport			□ AC	YW135 Certificate
•	I Cash		shier Checks			□ No Objection Cer				
☐ Payment Received: \$			r Passport Size Pl	• .		■ Mahram Certifica				
☐ Check ☐ Money Order ☐	l Cash	Card	otocopy of Passpor	ı anu Green	(	■ Meningitis Certific	cate			

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## PROOF OF CONVERSION TO ISLAM

Date:	
To Whom It May Concern,	
This is to certify that	has publicly is his
Signature of Masjid Imam or Administrator	
Male Family Members Signature	
Witness	

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#### NOTARIZED MAHRAM LETTER

Date:			
To Whom It May Concern, I,			
I, of (Lady's Name) have permitted her to Hajj/Umrah this year			
Mahram's Signature			
6			

Lady's Signature