

# Saudi Business Visa Application Process

## In Three Simple Steps

**Before starting your visa application process we advise that you print this document to familiarise yourself with the exact requirements**



1 Step

Complete the requirements for a Saudi business visa requirements

### Business Visa Requirements

1. Saudi Government invite from the Saudi Chamber of Commerce or Saudi Ministry of Foreign Affairs (Written in Arabic)
2. Passport (with at least 6 months validity and 2 clean pages)
3. 2 Passport size photographs
4. Saudi Visa Application Form - **Page 2**
5. Employer Support Letter - See **Page 3** for template - Must be original, and from an UK company. Please contact us if your company is not UK based.
6. Online Visa Order Form Instruction Guide - **Page 4**



2 Step

Send or Courier the requirements to our London based office

### Send your requirements via special delivery to:

R. Visa Services  
PO Box 5690  
London  
W1A 5UY



3 Step

Select the service you require on the order form. We process the visa and send them back to you safely and securely.

### Please select on the visa order form on page 4 how quickly you wish for the Saudi Visa Application to be processed

- We can send the passport back via special delivery
- We can courier the passport back to you via motorbike courier if you are based in London.
- If you are sending your application from abroad, we can use TNT or DHL to return the application back to you

PHOTO



سفارة المملكة العربية السعودية  
القسم القنصلي - لندن

**EMBASSY OF THE KINGDOM OF SAUDI ARABIA  
CONSULAR SECTION**

30 Charles Street, Mayfair, London W1X 8LP  
Telephone : (0207) 917 3000 / Fax : (0207) 917 3255

طلب لزيارة عمل

FOR OFFICIAL USE ONLY

**BUSINESS VISA APPLICATION**

Full Name : الأسم الكامل :

Family Name : الأسم العائلي :

Date of Birth : تاريخ الولادة : Place of Birth : محل الولادة :

Previous Nationality : الجنسية السابقة : Present Nationality : الجنسية الحالية :

Sex :  أنثي /  ذكر : الجنس : Profession : المهنة :

Sect : المذهب : Mother's Name : أسم الأم : Religion : الديانة : Marital Status : الحالة الاجتماعية :

Permanent Address & Telephone Number in the UK of Applicant : العنوان الدائم ورقم التليفون في بريطانيا لمقدم الطلب :

Name, Address & Telephone Number Of Company Being Visited in Saudi Arabia : اسم وعنوان وتليفون الشركة (المؤسسة) المراد زيارتها في المملكة العربية السعودية :

Purpose of your Visit : الغرض من الزيارة :

Passport Number & Place of Issue : رقم الجواز ومحل الإصدار :

Date of Issue : تاريخ الإصدار : Expiry Date : إنتهاء الصلاحية :

Duration of Stay in Saudi Arabia : مدة الإقامة بالمملكة العربية السعودية :

Dependants Travelling on the Same Passport : أفراد العائلة (المضافين) على نفس جواز السفر :

I, the undersigned, hereby certify that all the information I have provided is correct and I will abide by the laws of Saudi Arabia during the period of my residence in it. أنا الموقع أدناه أقر بأن كل المعلومات التي دونتها صحيحة وسأكون ملتزماً بقوانين المملكة العربية السعودية أثناء فترة وجودي بها.

Applicant's Signature : توقيع مقدم الطلب : Date : التاريخ :

**For Official Use Only :**

رقم التأشيرة	مدة الإقامة
تاريخها	المدقق
صلاحيتها	المختص

**IMPORTANT : THIS SECTION MUST BE COMPLETED FULLY**

Full Name :	Nationality :	Point of Entry Into Saudi Arabia :
Company Name and Address in UK :		Tel No :
		Full Postal Code :
U.K. Project Manager :	Travel Agent Name & Post Code :	
Name and Address of Government Dept. or Company Being Visited in Saudi Arabia :		Proposed Departure :
Date :		

تحذير : الإعدام هو عقوبة من يقوم بتسليم المخدرات أو تهريبها أو ترويجها في المملكة العربية السعودية.

**WARNING: Capital punishment is the penalty for smuggling, promoting or circulating illegal drugs and Narcotics in Saudi Arabia.**

**Please provide a letter from your employer, on your company letter headed paper using this template as a guide**

Your company Address  
Your Company Address  
Your Company Address  
Your Company Address

Royal Embassy of Saudi Arabia  
30 Charles St  
London  
W1J 5DZ

Date

Dear Visa Officer,

The content of the letter should contain:

- The full name and job title of the applicant
- Passport details of the applicant (number, issue and expiry date)
- The purposes of the trip (e.g. business meetings)
- Details of the company you are visiting
- Your intended travel dates
- A statement mentioning that your trip will be covered financially by your company
- **IMPORTANT:** Please ensure that the letter is the Original Hard Copy.
- **IMPORTANT:** If there is more than one applicant, an Original Hard Copy Letter is required for each applicant as each application is treated on an individual basis.
- **IMPORTANT:** If your employer is not UK based then please email or contact us to discuss.

Yours faithfully

Name and Position of Signatory – must be managerial job title

## Completing the Online Visa Order Form Guide:

In order to **complete your visa application** you are required to complete the online visa order form as per the **link highlighted in yellow**. Completing the visa order form allows you to:

- ✓ Select the visa type you require
- ✓ Select the processing time you require
- ✓ Select the delivery and return instructions
- ✓ Highlight the main contact person responsible for the application
- ✓ Make secure online payment for the visa, and receive a VAT invoice

Online visa order form completion time **5 - 10 minutes**



The screenshot shows a web form with the following fields: 'Country of Travel:' with a dropdown menu labeled 'Please Select'; 'Travel Date:' with a date input field; 'Return Date:' with a date input field; and 'Date Passport Must be With You:' with a date input field. A 'Continue' button is visible at the bottom of the form.

### Notes for completing the Online Visa Order Form:

- If you are unsure about any of the date categories (e.g. travel date, return date, date passport must be with you, date you intend to send the documents etc, then please use approximate dates.
- If you are unsure about the type of visa (e.g. tourist, business); number of entries (e.g. single/multiple); service type (e.g. 3 day, 5 day etc) or the postage instructions/return instructions you require, then please contact one of our visa consultants via email or phone.
- If the visa type/service you require is not displayed in the drop down list, then please contact us.

**Click Below To Start and Complete the Online Visa Order Form**

**>>> <http://www.rapid-visas.co.uk/form1.php> <<<**

Please note you may have to copy and paste the link above into your browser depending on its settings

When you have completed the online visa order form, a PDF generated version shall immediately be available for download as well as being emailed to you.



**The Visa Order Form will provide the sending instructions and what to do next. An example of the PDF generated form can be seen above**