# Saudi Work 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**

<table>
<thead>
<tr>
<th><strong>Visa Requirements</strong></th>
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<tbody>
<tr>
<td>1. Visa Block Number</td>
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<tr>
<td>2. Passport (with at least 6 months validity and 2 clean pages)</td>
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<tr>
<td>3. Police Certificate from <a href="http://www.acro.police.co.uk">www.acro.police.co.uk</a> - Must be legalised by the FCO.</td>
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<tr>
<td>4. Letter of Introduction from Saudi Employer</td>
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<td>5. 2 Passport size photographs</td>
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<tr>
<td>6. Saudi Visa Application Form + Declaration</td>
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<tr>
<td>7. Contract from Saudi - dully signed and stamped by the Ministry of foreign Affairs in KSA</td>
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<tr>
<td>8. Electronic Power of Attorney</td>
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<tr>
<td>9. Attested Educational Certificates from the Saudi Cultural Bureau</td>
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<tr>
<td>10. The Attested Ed. Certificate must also be ratified from the Saudi Embassy (processing time 2days)</td>
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<tr>
<td>11. Medical Report Attested by the FCO</td>
<td></td>
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<tr>
<td>12. Visa Order Form</td>
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<tr>
<td>13. Travel insurance that is solely purchased via the Saudi Arabia embassy government</td>
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<tr>
<td>- All applicants who do not have British/EU passports must provide their original residence permit.</td>
<td></td>
</tr>
</tbody>
</table>

## Send or Courier the requirements to our London based office

Send your requirements via special delivery or courier to us address given on the Online Order Form

## 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 3 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
**FOR OFFICIAL USE ONLY**

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**WORK VISA APPLICATION**

**Full Name:**

**Family Name:**

**Date of Birth:**

**Place of Birth:**

**Previous Nationality:**

**Nationality:**

**Sex:**

**Father's Name:**

**Mother's Name:**

**Permanent Address & Telephone Number in the U.K. of Applicant:**

**Sect:**

**Religion:**

**Marital Status:**

**Note:**

**Name & Business Address of Employing Company in Saudi Arabia:**

**Date of Issue:**

**Job Title:**

**Academic Degree:**

**Previous Employment:**

**Countries you worked in:**

**Passport Number & Place of Issue:**

**Date of Issue:**

**Expiry Date:**

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.

**Applicant's Signature:**

**Date:**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Male or Female</td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Company Name and Address in The UK</td>
<td>Tel No.: 1</td>
</tr>
<tr>
<td>Name &amp; Address of Government Dept. or company being visited in Saudi Arabia</td>
<td>Proposed Departure Date:</td>
</tr>
<tr>
<td>What is your Profession?</td>
<td>Length of stay:</td>
</tr>
<tr>
<td>City of Embarkation</td>
<td>Via Airline:</td>
</tr>
</tbody>
</table>

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**WARNING:** Capital punishment is the penalty for smuggling, promoting or circulating illegal drugs and Narcotics in Saudi Arabia.
I hereby agree to take a fingerprint and iris of the eye as a procedure to apply for a visa to enter the Kingdom of Saudi Arabia and I am aware of the following:

1. That all the information I provided is true, and I pledge that during my stay in Saudi Arabia I will obey the laws and regulations and respect the Islamic traditions of its people.

2. I am fully aware that all intoxicating substances, drugs, material and all publications that contain a prejudice to any religious beliefs or political trends and which contradict the Islamic religion are banned from entering the Kingdom.

3. I have never been deported from the Kingdom of Saudi Arabia or any country of the Gulf Cooperation Council, or in contravention of the regulations in force.

4. I pledge to leave the kingdom before the end of the length of stay specified in the visa, I am also fully aware that breaking the regulations in force in the Kingdom of committing one of the prohibitions mentioned above, or those written on the visa will expose me to the penalty and the application of the penalties mentioned in the Royal Decree No. M 42, 10.18.1404 A.

5. I acknowledge that death is the penalty for smuggling drugs into the United Kingdom of Saudi Arabia.

I acknowledge and I pledge again that all the information I provided is true and I take full responsibility for it, and if proven otherwise I was on the banned list my application will be rejected, or my visa will be automatically cancelled, or I will be refused entry to the Kingdom of Saudi Arabia in case I had a valid visa, and I recognize the right of the Saudi authorities in the port of entry to decline entry and I do not have the right to claim compensation.

Name: _____________________________________________

Signature: __________________________________________

Date: _______________________________________________
Saudi Arabia Visa Travel Insurance Policy

As of the 20th June 2016, the Saudi embassy now require every applicant to purchase travel insurance via one of their approved suppliers, which is integrated into the payment solution during the creation of the enjaz. This means that we are required to pay for the insurance whilst we create your enumber before submission. Your policy number is generated separately by us during the application and provided to you along with the visa upon completion.

The Saudi embassy will not accept existing travel insurance policies that the applicant may already hold.

Below is a screenshot of some of the options that are provided by the Saudi embassy in London for this which is given to us whilst we generate your enjaz.

Please note that that Kingdom of Saudi Arabia require different insurance policies to be purchased based on the travel requirements (length, number of entries, age of applicant) etc and the price is created based on their own algorithm during our enjaz creation.

One of our team members will contact you to take telephone payment for the required travel insurance during this process. An example of the generated document is given below:

Please call or email one of our team members should you have any queries.

If you are using our services to apply for the visa, then we will phone you with the price that will come up and collect payment over phone.

We shall provide you with a screenshot of the different policies and pricings which you can select from.
Completing the Online Order Form Guide:

In order to complete your visa application if you are planning to use our service, then you are required to complete the online visa order form as per the link highlighted in yellow. Completing the 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 order form completion time 5 - 10 minutes

Notes for completing the Online 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, then please contact one of our consultants via email or phone.
- If the type/service you require is not displayed in the drop down list, then please contact us.

Click Below To Start and Complete the Online Order Form

>>> www.saudiarabiavisa.co.uk/wksform.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 order form, a PDF generated version shall immediately be available for download as well as being emailed to you.

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

Tel: 0845 224 9482 Email: Info@rapid-visas.com Web: www.rapid-visas.com
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