

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



Complete the requirements for a Saudi visa

Visa Requirements

1. Visa Block Number
2. Passport (with at least 6 months validity and 2 clean pages)
3. Police Certificate from www.acro.police.co.uk - Must be legalised by the FCO.
4. Letter of Introduction from Saudi Employer
5. 2 Passport size photographs
6. Saudi Visa Application Form + Declaration
7. Contract from Saudi - dully signed and stamped by the Ministry of foreign Affairs in KSA
8. Electronic Power of Attorney
9. Attested Educational Certificates from the Saudi Cultural Bureau
10. The Attested Ed. Certificate must also be ratified from the Saudi Embassy (processing time 2days)
11. Medical Report Attested by the FCO
12. Visa Order Form
13. Travel insurance that is solely purchased via the Saudi Arabia embassy government

- All applicants who do not have British/EU passports must provide their original residence permit.



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

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 تأشيرة عمل

WORK VISA APPLICATION

FOR OFFICIAL USE ONLY

Full Name : _____ الاسم الكامل :

Family Name : _____ الاسم العائلي :

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

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

Sex : أنثى Female ذكر Male الجنس : Profession : _____ المهنة :

Marital Status : _____ الحالة الاجتماعية :

Sect : _____ المذهب : Mother's Name : _____ اسم الأم : Religion : _____ الديانة :

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

Name & Business Address of Employing Company in Saudi Arabia : _____ إسم وعنوان الشركة (المؤسسة) التي ستعمل معها في المملكة العربية السعودية :

Date of Issue : _____ تاريخ الإصدار : Job Title : _____ مسمى الوظيفة :

Academic Degrees : _____ المؤهل العلمي :

Previous Employment : _____ الوظائف السابقة :

Countries you worked in : _____ البلاد التي عملت بها :

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

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

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

Point of entry into Saudi Arabia : _____

Full Name : _____ Nationality : _____

Company Name and Address in The UK : _____ Tel No. : _____

Name & Address of Government Dept. or company being visited in Saudi Arabia : _____ Proposed Departure Date : _____

What is your Profession : _____ Length of stay : _____ City of Embarkation : _____ Via Airline : _____

تحذير : الإعدام هو عقوبة من يقوم بنشر 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.

Saudi Arabia Declaration Form

أنا الموقع أدناه أوافق على أخذ بصمة الأصابع وفحصية العين كإجراء للتقدم بطلب تأشيرة دخول للمملكة العربية السعودية وأقر بذكره وحرية كاملة بما يلي:

- 1- أن كل المعلومات التي دوتها صحيحة، وأتعهد بأنه خلال إقامتي في المملكة العربية السعودية سوف ألزم بكافة قوانينها وأنظمتها واحترام العادات والتقاليد الإسلامية لشعبها .
- 2- أنني على علم تام بأن جميع المواد المسكرة والعقاقير المخدرة والمواد والمطبوعات المتحلة بالأداب العامة وجميع المطبوعات التي لها مساس بأي معتقدات دينية أو أي اتجاهات سياسية وتتناقض مع الدين الإسلامي ممنوعة من دخول المملكة .
- 3- أنه لم يسبق ترخيصي من المملكة العربية السعودية أو أي دولة من دول مجلس التعاون الخليجي، أو مخالفة الأنظمة المرعية بها.
- 4- أتعهد بمغادرة المملكة قبل انتهاء مدة الإقامة المحددة في تأشيرة الدخول ، كما أنني على علم تام بأن مخالفتي للأنظمة المرعية في المملكة أو ارتكابي لأحد المخظورات المذكورة أعلاه أو تلك المدونة على تأشيرة الدخول سوف يعرضني للجزاء وتطبيق العقوبات المنصوص عليها في تنظيم معاملة القادمين للمملكة بتأشيرات دخول الصادر بالمرسوم الملكي رقم م 42 وتاريخ 1404/10/18هـ .
- 5- أقر بالعلم أن عقوبة تهريب المخدرات إلى المملكة أو ترويجها داخلها هي القتل.
- 6- أقر وأتعهد مجدداً بأن جميع المعلومات التي دوتها صحيحة وأنحمل كامل المسؤولية عنها، وفي حال تبون خلاف ذلك أو انضح أنني متزوج على قائمة الممنوعين - فإنه سوف يتع رفض طلبي ، أو إلغاء التأشيرة ألبا في حال حصولي عليها ، أو عدم السماح لي من دخول المملكة العربية السعودية في حال كان لدي تأشيرة ساريه، وأقر بحق السلطات السعودية في إعادتي من منفذ الدخول على حسابي الخاص وليس لي الحق في المطالبة بالتعويض.

الإسم :

التوقيع :

التاريخ :

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 or 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 e .
4. I Acknowledge that death is the penalty for smuggling drugs into the United Kingdom of Saudi Arabia.
5. 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 - or 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:

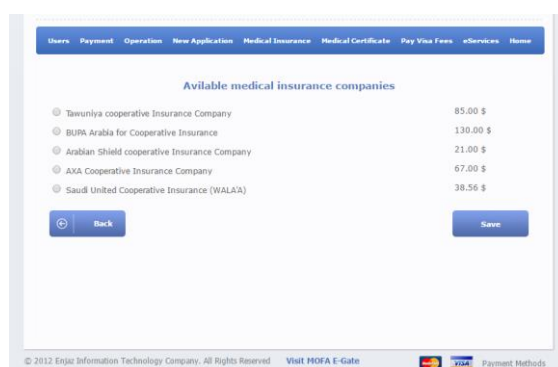
Date:

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:

Call us on **9200 0 9369**

التميل بنا على **9200 0 9369**

ساعات العمل: من الساعة 9:00 صباحاً إلى الساعة 5:00 مساءً

Lines open SUN - THURS 8am-4pm

شركة التأمين التعاوني العامة / بوليصة التأمين التعاوني العامة / رقم تسجيل التأمين التعاوني: 182800 / الرخصة: 011 2505400 / ج.م.د. 012 6140293 / هاتف: 013 8062300
 Saudi Public Joint Stock Co. - Capital SR 200 Millions/ C.R. No. 1010234323/ C.C.No. 182800/ Head Office: Tel: 011 2505400 Fax: 011 4631294 PO Box 61352 Riyadh 11565
 Eastern Region: Tel: 013 8062300 Fax: 013 8062399 P.O. Box 2399/ Al Khobar 31952/ Western Region: Tel: 012 6140293 Fax: 012 6140290 P.O. Box 24431/ Jeddah 21446

Policy Details	
Policy Number	[REDACTED]
E- Number	[REDACTED]
Visa Number	[REDACTED]
Mobile Number	-
E-Mail ID	[REDACTED]
Issue Date	22-06-2016

Visa Validity	180
Insurance Duration	180
Passport Number	[REDACTED]
Visa Type	Single
Address	-
Expiry Date	

Insurer Details						
Name	Nationality	Marital Status	Gender	Beneficiary Type	Relation Type	DOB
[REDACTED]	United Kingdom	Married	Male	Main	1	[REDACTED]

[Download Visit Visa Terms & Conditions](#)
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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

Rapid Business Processing Ltd Company Reg No. 6400012