



# International Hospitals Recruitment Inc.

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Dear Visa Applicant,

Greetings! And .. Thank you for your interest in using our services to process your visa to Saudi Arabia.

Kindly find attached Business Visit Visa Requirements & Forms to process your Visa.

## Requirements

1. List of Requirements for the Visa, as per KSA Consulate instructions
2. Application Forms (forms to be completed by each applicant)

## Time frame and Process

1. Once we receive your completed paperwork, we usually send off to the consulate within 24 to 48 hrs depending on our workload. If we were unable to, for any reason, will let you know accordingly.
2. **We need time to go through your paperwork again, to make sure file is complete, organize as per Consulate's instructions, submit your information through Embassy System, (Enjaz) and prepare necessary waybills and etc..**
3. We send by FEDEX Courier service, hence the consulate usually receive the next day or next business day.
1. The Consular Section after receiving the visa application, review the paperwork and enter relevant information on their system (one day to several days depending on how busy they are). After the embassy issues your visa and stamps it in your passport they then return passport to IHR office.

## Fees

1. **This** covers IHR's visa processing & consular fees only fees only. Should you require any other services e.g. attestation of documents, extra courier for return of passport & documents to you there will be extra costs incurred.
2. **Kindly make payment by Money Order made out to: International Hospitals Recruitment Inc.** or can pay cash:
  - IHR visa processing fee (per visa – \$150.00) CAD \$150.00
  - FEDEX courier fees to send visa package to consulate and to return to our office CAD \$ 60.00
  - Consular Visa Fee Business Visit Visa, (which IHR pay on-line) US \$80.00 per visa
  - **Medical Insurance Fees which must be paid in order to apply for a visa. We will not know this cost until we submit your visa application online (enzaj system) (Can vary in the range of US \$30-\$100 per visa)**

Best Regards

Ghassan (Gus) H. Ibrahim  
Director

## Disclaimer, as we would like to bring to your kind attention:

- As always issuance of visa is at the discretion of the Saudi Consular, IHR will not endure responsibility, expenses, refund or liability for the rejection of your visa. Therefore, should your visa be denied, for any reason, IHR will retain the visa processing fees & courier fees.
- IHR is not responsible for any loss, damage, negligence or delays in issuance of visas once the visa paperwork leaves our office
- Once passport reached the Consular Section, the process is out of our hands (Refer to Notification Form attached)
- If Visa was not issued, KSA Consulate returns the Visa Fee! IHR will reimburse to you the fee only after received from the Consulate, some deductions usually made due to bank transfers.

**Should you have any query regarding the above please feel free to contact us & we will be happy to help**

**I hereby confirm that I have read the above and agreed to it and I hereby authorize IHR to process my Business Visit Visa and will pay relevant charges accordingly**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Tel NO: \_\_\_\_\_ Email: \_\_\_\_\_

# **Business Visit Visa Requirements**

## **AS PER KSA CONSULATE in OTTAWA, INSTRUCTIONS**

Please note that before you apply for a visa from the Saudi Embassy in Ottawa, your sponsor in Saudi Arabia must request a visa authorization through the Saudi Ministry of Foreign Affairs (MOFA). Once the request is granted, MOFA will send the authorization to the Saudi Consulate. **Your sponsor must provide you with a copy of that approval (visa authorization, i.e. Tafweed) in order to apply for a visa.**

### **Visa Requirements:**

1. **Copy of the Visa Authorization (TAFWEED).** An electronic letter of sponsorship from the Saudi sponsoring Company. Please make sure the Tafweed is in the name of the applicant only. Or **Copy of An Electronic Letter of Invitation signed & stamped by a Saudi Chamber of Commerce**
  2. **One (1) recent passport size colored photographs** (4X6cm) with plain white background. These, **photos have to be no more than one (1) month old, with a stamp for the date and the applicant's signature & name printed on the back of the photo**
  3. **ORIGINAL Passport.** MUST be valid for at least 6 months from the travel date into Saudi Arabia, must have the place of birth & two empty (blank) pages side by side. **PASSPORT MUST BE SIGNED. THE CONSULAR SECTION WILL NO LONGER ACCEPT ANY PASSPORTS (MANUAL PASSPORTS) THAT ARE NOT MACHINE READABLE.**
  4. **Non-Canadian applicants, living in Canada, MUST submit a Valid Permanent Resident Card. (Copy of front & back of the PR card)**
  5. **A copy of the Saudi Company's Registration Certificate (Not required if Government Agency) inviting you**
  6. **Canadian Company Letter addressed to the Consular Section from a registered company in Canada & must include the following:**  
The name of the applicant in full, religion, nationality, passport #, occupation, name of the Saudi Company, the purpose of the trip, length of stay, number of entries & and complete financial responsibility.  
This Letter MUST be:
    - a) **Signed and Stamped from the company in Canada**
    - b) **Attested (Notarized by a Public Notary or a Lawyer)**
    - c) **Then signed & stamped by a Chamber of Commerce/Board of Trade where the letter was issued.**
    - d) **Then, finally, Stamped by The Global Affairs Canada (previously called Department of Foreign Affairs) in Ottawa**
- Note 1:** See Attached template of Letter for visa application for Business Visit Visa (for Visa Slip and Invitation Letter type visa), which must be prepared within the last 3 months.
- Note 2:** If applicant is working at a University, the University Stamp with Signature is required before being sent to the Notary & The Global Affairs Canada (Dept. of Foreign Affairs), as Universities are not part of Chamber of Commerce so their stamp is not required
7. **A Copy of the Article of Incorporation/Registration Certificate of the Canadian Company.**
  8. **A copy of travel itinerary.** This is a tentative travel itinerary into & out of Saudi Arabia. For visa application purposes there is no need to purchase the ticket or get a confirmed booking. Please, note the itinerary must have a travel date which is more than 7 days from the date it is received by the consulate.
  9. **KSA Consulate Forms (attached)**
    - a) **Visa application Form.** Completed by hand and written in block letters or typed out, **signed and dated**
    - b) **Notification Form.** Please, read and then sign indicating that you have read and date.
    - c) **Medical & Travel Questionnaire (Male or Female) attached** Please, read & answer questions, print name, sign & date.

### **ADDITIONAL NOTES**

1. **Visa validity starts from the date of issue in passport and the period of stay starts the day you enter the Kingdom of Saudi Arabia You MUST arrive in the KSA during validity period**
2. Sometimes, consulate may request additional documents to issue the visa



استمارة طلب تأشيرة  
Visa Application Form

Stamp of Canadian Agent

BARCODE:

E#: \_\_\_\_\_



للاستعمال الرسمي  
For official Use

رقم التأشيرة: \_\_\_\_\_

نوع التأشيرة: \_\_\_\_\_

First Name الاسم الأول		Middle Name الاسم الأوسط	Last Name اسم العائلة	
Mother's name إسم الأم		Father's Name إسم الأب	Name of Spouse إسم الزوج أو الزوجة	
Date of Birth تاريخ الولادة	Place of Birth مكان الولادة			
Present Nationality الجنسية الحالية	Passport No رقم الجواز			
Date of Issue تاريخ الإصدار	Place of Issue محل الإصدار			
Expiration Date تاريخ إنتهاء صلاحية الجواز	Previous Nationality الجنسية السابقة			
Sex الجنس Male ذأر <input type="checkbox"/> Female أنثى <input type="checkbox"/>	Marital Status الحالة الإجتماعية Married متزوج <input type="checkbox"/> widow أرمل <input type="checkbox"/> Single أعزب <input type="checkbox"/> Divorced مطلق <input type="checkbox"/>			
Religion الديانة	Qualifications المؤهل العلمي			
Profession المهنة	Place of issue مكان الإصدار			
Home Address and Telephone No in Canada		عنوان المنزل ورقم الهاتف في أندا		
E-mail Address		البريد الإلكتروني		
Business Address and Telephone no in Canada		عنوان الشراة ورقم الهاتف في أندا		
Visa Type نوع التأشيرة				
Diplomatic دبلوماسية <input type="checkbox"/> Employment عمل <input type="checkbox"/> Family visit زيارة عائلية <input type="checkbox"/> Businessman رجل أعمال <input type="checkbox"/> Special خاصة حكومية <input type="checkbox"/> Residence إقامة <input type="checkbox"/> Work visit زيارة عمل <input type="checkbox"/> Personal شخصية <input type="checkbox"/> Government <input type="checkbox"/> Student دراسية <input type="checkbox"/> Commercial تجارية <input type="checkbox"/> Transit <input type="checkbox"/> Investor مستثمر <input type="checkbox"/>				
Name , Address , telephone number of the Company or Sponsor in Saudi Arabia اسم وعنوان وماتف الشراة أو الكفيل وعنوانه في المملكة				
Have you previously been issued a visa to Saudi Arabia? Yes نعم <input type="checkbox"/> NO لا <input type="checkbox"/> هل سبق لك أن حصلت على تأشيرة دخول إلى المملكة				
Type ما نوعها	When تاريخها	Where مكان الإصدار		
Arrival in Saudi Arabia Date	Flight	Duration of Stay	City of Embarkation	Port of Entry in Saudi Arabia
I, the undersigned, hereby certify that: - I agree to have my fingerprints taken and my Iris scanned - All the information provided is correct. I will abide by the laws of the Kingdom during the period of my stay - I fully understand that alcohol, narcotics, pornographic materials and all types of religious and political activities are prohibited. I accept that if I violate the laws and regulations of the Kingdom of Saudi Arabia, I shall be subject to capital punishment.		أنا الموقع أدناه أوافق على أخذ بصمة الأصابع وقزحية العين أقر بأن آل المعلومات التي دونتها صحيحة وسأون ملتزماً بقوانين المملكة أثناء فترة وجودي بها.		
Name:	Signature:	Date:		

**NOTIFICATION TO ALL AGENTS AND ALL APPLICANTS**

**Please note and sign the following statements**

- 1- All visas are issued under the discretion of the Consular at the Saudi Embassy.**
- 2- There are no exemptions or fast processing of visas. To all agents, please make sure to tell your applicants not to purchase any tickets before the visa is issued**
- 3- To all agents, please do not tell your applicants whether a visa is authorized or denied. This is for the Consular section to decide.**
- 4- There is no time restrictions for visas to be issued, they will be issued as soon as possible**
- 5- If applicants have any questions or complaints about any agent, please do not hesitate to contact the consular section at [ottcon@mofa.gov.sa](mailto:ottcon@mofa.gov.sa)**
- 6- Notice: Please note that the Karaya or Alkoro plant is restricted & prohibited from entering the Kingdom. Bringing this illegal substance into the Kingdom will carry consequences with the law**

**Name**

**Signature**

**Date**

**Medical Insurance Questions For Male applicants:**

1. Are you currently admitted to hospital or receiving emergency medical treatment? Yes [ ] No [ ]  
2. Have you been in accident that caused permanent injury or disability? Yes [ ] No [ ]  
3. Do you have any congenital disorders? Yes [ ] No [ ]
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**Travel Questions For Male applicants:**

1. Do you plan to perform Umrah while in Saudi Arabia? Yes [ ] No [ ]  
2. Have you travelled to other country/countries in the last 6 months Yes [ ] No [ ]

If you answer YES to travelling to other country/countries in the last 6 months please clarify the following:

- a) To what country/countries?  
b) Reason/Purpose for travel?  
c) Date entered country/countries?  
d) Date left country/countries?

<u>Country Visited</u>	<u>Reason for Visit</u>	<u>Date Entered Country</u>	<u>Date Departed Country</u>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Cell/Mobile Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**Medical Insurance Questions For Female Applicants:**

- Are you currently admitted to hospital or receiving emergency medical treatment? Yes  No
- Have you been in accident that caused permanent injury or disability? Yes  No
- Do you have any congenital disorders? Yes  No
- Are you pregnant? Yes  No
- Is your current pregnancy an outcome of assisted means of conception including but not limited to (IVF, hormonal induction) Yes  No
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**Travel Questions For Female applicants:**

1. Do you plan to perform Umrah while in Saudi Arabia? Yes  No
2. Have you travelled to other country/countries in the last 6 months Yes  No

If you answer YES to travelling to other country/countries in the last 6 months please clarify the following:

- a) To what country/countries?
- b) Reason/Purpose for travel?
- c) Date entered country/countries?
- d) Date left country/countries?

<u>Country Visited</u>	<u>Reason for Visit</u>	<u>Date Entered Country</u>	<u>Date Departed Country</u>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Cell/Mobile Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

