



# 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 Extend Return (Exit Re-Entry) Visa Requirements & Forms needed.

### Requirements:

1. List of Requirements for the Visa, as per KSA Consulate instructions attached
2. Application Forms (forms to be completed for 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 etc..**
3. We send by FEDEX Courier service, hence the consulate usually receive the next day or next business day.
4. 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 fees & consular 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 at our office:
 

- 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 Fees For Extend Exit Return Visa, Please see below (which IHR pay on-line)	

**100 Saudi Riyal (i.e. 27.00 USD) for each additional month if the basic exit & return visa granted by the Kingdom is single & within the period of validity of the residence. I.E. FOR EACH EXTRA MONTH 100 SR IF SINGLE EXIT REENTRY VISA**

**200 Saudi Riyal (54.00 USD) for each additional month if the basic exit & return visa granted by the Kingdom is multiple trips & within the period of validity residence. I.E. FOR EACH EXTRA MONTH 200 SR IF SINGLE EXIT REENTRY 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)

**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 Family Visit Visa and will pay relevant charges accordingly**

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

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

**Extend Exit Re-Entry Visa Requirements  
AS PER KSA CONSULATE in OTTAWA, INSTRUCTIONS**

**Visa Requirements:**

1. **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**
2. **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 used should include exit re-entry stamps from Saudi Arabia, If Exit Stamp is on an Old Passport, please make sure to include the old passport as well.**
3. **A Clear copy of your latest exit re-entry visa showing date of departure from Saudi Arabia or** A print out of the latest exit re-entry visa issued by the passport office TRAVEL SECTION in Saudi Arabia. You can visit their website: [www.eserve.com.sa/VVSWeb/](http://www.eserve.com.sa/VVSWeb/).
4. **Copy of the Valid IQAMA (Residency Permit) for the applicant**
5. **Copy of the Valid IQAMA (Residency Permit) for the Sponsor**
6. **For Students and Mothers Living with them in Canada if applicable:**
  - a) **School/Institution Document:** Need to provide a Letter of Proof of Enrolment from the School/Institution showing student was studying when Visa expired. **MUST** be official, on schools stationary letter head and **stamped by the register's office,**
  - b) A Letter from parent/s in the Kingdom explaining reason for delay and requesting the extension for the exit re-entry visa
  - c) Your Iqama must be valid
  - d) **Length of stay outside the Kingdom.**  
The Length of stay outside the Kingdom is calculated starting from the date of your departure from the Kingdom. The consular section may extend exit re-entry visa for a maximum of 30 days, only if you have a current Iqama & **your stay outside the Kingdom does not exceed 13 months.**  
**In the case your stay outside the Kingdom exceeds the 13 months,** your sponsor must obtain an Authorization to extend your exit re-entry visa from the proper authorities in Saudi Arabia. That is a Visa Authorization/Slip obtained from proper relevant governmental authority, a copy needs to be provided with the application.
7. **For Person Currently Working in Saudi Arabia:**
  - a) **Sponsor Document:** Need to provide a Letter from the sponsoring (company working at) requesting the extension of the exit re-entry visa, stating that they have no problem with extending the visa. Letter, must include details of years of employment, job title, residency permit validity.
  - b) Your Iqama must be valid
  - c) **Length of Stay outside the Kingdom:**  
The length of stay outside the Kingdom is calculated starting from the date of your departure from the Kingdom, for multiple entry visa, it is calculated from the first exit from the Kingdom. The consular section may extend exit re-entry visa for a maximum of 30 days, only if you have a current Iqama & only if your stay outside the Kingdom does not exceed 7 months.  
**In the case your stay outside the Kingdom exceeds the 7 months** your sponsor must obtain an Authorization to extend your exit re-entry visa from the proper authorities in Saudi Arabia. That is a Visa Authorization/Slip obtained from proper relevant governmental authority, a copy needs to be provided with the application.
8. **A copy of travel itinerary.** This is a tentative travel itinerary into Saudi Arabia. For visa application purposes there is no need to purchase the ticket or get a confirmed booking. Please, **note the itinerary should 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) **Exit Re-Entry Visa application Form.** Completed, 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) **Travel Questionnaire.** Please, read, answer all questions, sign and date

**ADDITIONAL NOTES**

1. **You must apply two weeks before the Expiry Date of your Exit Re-Entry Visa**
2. **Visa validity starts from the date of issue in passport. You MUST arrive in the KSA during validity period**
3. **Please Note Failure to meet all the requirements and send them properly will result in your papers being returned**
4. **Sometimes, consulate may request additional documents to extend your visa**



Exit-Re entry Visa Application إستمارة طلب تمديد الخروج والعودة

Stamp of Canadian Agent

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

For official Use للإستعمال الرسمي

Photo  
الصورة

رقم التأشيرة: \_\_\_\_\_

مدة التأشيرة: \_\_\_\_\_

Full Name الإسم الكامل			
Date and Place of Birth تاريخ ومكان الولادة	Present Nationality الجنسية الحالية	Previous Nationality الجنسية السابقة	
Passport Number رقم الجواز	Place of Issue مكان الإصدار		
Date of Issue تاريخ الإصدار	Validity مدة الصلاحية		
Religion الديانة	Name of Sponsor إسم الكفيل		
Address, and e-mail in Canada العنوان والبريد الإلكتروني في كندا		Telephone Number in Canada رقم التلفون في كندا	
Address of Company or sponsor in Saudi Arabia عنوان الكفيل في المملكة			
Port of Departure from Saudi Arabia مدينة الخروج من المملكة		Validity of Exit Re-entry visa مدة صلاحية الخروج والعودة	
Validity of Residency Permit (Iqama) مدة صلاحية الإقامة			
Date of last departure from Saudi Arabia تاريخ آخر خروج من المملكة		Date of Expected Arrival to Saudi Arabia تاريخ الوصول المتوقع إلى المملكة	
Port of Entry in Saudi Arabia مدينة الدخول إلى المملكة		Occupation or relationship to sponsor المهنة أو صلة القرابة	
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 وفقرحية العين أقر بأن كل المعلومات التي دونتها صحيحة وسأكون 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**

**Travel Questions For Extend Exit Re-Entry Visa Applicants:**

1. **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 using the table below:

- 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:** \_\_\_\_\_