



# 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 Family 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 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:
  - 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 Family 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 Family Visit Visa and will pay relevant charges accordingly**

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

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

## **Family 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 a copy of that approval (visa authorization / slip) in order to process your visa.**

### **Visa Requirements:**

1. **Copy of the Visa Authorization / Visa Slip**
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. **Proof of Relationship to the Sponsor.** Documents acceptable to consulate are: Original Marriage Certificate (to prove husband/wife Relationship), Original Birth Certificate (to prove parent/children Relationship).
  - a) **All Birth & Marriage Certificates issued in Saudi Arabia** are accepted, even if it was a copy
  - b) **All Birth & Marriage Certificates issued from Outside Canada:**
    - If in English or in Arabic language provide original document.
    - If not in English or in Arabic language please call us to discuss.
    - The consulate may accept in some cases, as proof of relationship, if applicable: When name of the father is on a passport, will need the hardcopy of the passport
6. **Copy of Residency Permit of the sponsor (IQAMA) or Saudi Passport & Saudi ID if a Saudi is inviting the applicant over**  
**Note: Although not listed as part of the visa requirements we suggest you send a copy of sponsor's passport as well.**
7. **A Notarized Letter of Permission from the absent parent is required if one parent is travelling alone with minor children.**  
**Note: If the sponsor is either the mother or the father of the minor children the notarized letter is not required.**
8. **Medical Insurance to be paid online line at time of visa application online.** Please contact us regarding this for more information & costs involved. Medical Insurance costs vary with each application & we only know the medical insurance cost when visa application is submitted on Consular Enjaz system.
9. **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.**
10. **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 and 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 KSA. You MUST arrive in the KSA during validity period**
2. **Sometimes, consulate may request additional documents to issue the visa**



Visa Application Form استمارة طلب تأشيرة

Stamp of Canadian Agent

BARCODE:

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



For official Use للاستعمال الرسمي

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 ذكر <input type="checkbox"/> Female أنثى <input type="checkbox"/>	Marital Status Married متزوج <input type="checkbox"/> Single أعزب <input type="checkbox"/>	الحالة الإجتماعية widow أرمل <input type="checkbox"/> Divorced مطلق <input type="checkbox"/>	
Religion الديانة	Profession المهنة	Qualifications المؤهل العلمي	
Home Address and Telephone No in Canada	Place of issue مكان الإصدار		
E-mail Address	عنوان المنزل ورقم الهاتف في كندا		
Business Address and Telephone no in Canada	عنوان الشركة ورقم الهاتف في كندا		
Visa Type نوع التأشيرة			
Diplomatic دبلوماسية <input type="checkbox"/>	Employment عمل <input type="checkbox"/>	Family visit زيارة عائلية <input type="checkbox"/>	
Special خاصة <input type="checkbox"/>	Residence إقامة <input type="checkbox"/>	Businessman رجل أعمال <input type="checkbox"/>	
Government حكومية <input type="checkbox"/>	Student دراسية <input type="checkbox"/>	Personal شخصية <input type="checkbox"/>	
	Investor مستثمر <input type="checkbox"/>	Commercial تجارية <input type="checkbox"/>	
		Transit مرور <input type="checkbox"/>	
Name , Address , telephone number of the Company or Sponsor in Saudi Arabia إسم وعنوان وهاتف الشركة 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 Airline 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 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**

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