



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 family resident visa(s) to join you in Saudi Arabia. Kindly find attached, the Resident Visa Requirements & Forms to process for your family resident visa(s).

Requirements

1. List of Requirements for the Visa, as per KSA Consulate instructions
2. Application Forms, Please make a set copy for each family member
3. Medical Report Form, to be completed by family physician **(For all applicants 16 years of age & over)**
PLEASE, read the attached Cover Letter! We also, suggest to share with physician for guidance.
Once this form is completed kindly have it stamped/certified by The College of Physicians in the province where the physician is practicing. Then bring along with all the test results as outlined in the Form and in our cover letter
4. Please ensure documents for family's proof of relationship to sponsor is provided

Time frame and Process

1. Once we receive your completed paperwork, we usually send off to the consulate within next 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 paperwork again, to make sure file is complete, organize as per Consulate's instructions, submit 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 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 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 CAD \$150.00
 - FEDEX courier fees to send visa package to consulate and to return to our office CAD \$ 60.00

Total Charges	CAD \$210.00
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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 Work Visa and will pay relevant charges accordingly

Name: _____ Signature: _____ Date _____

Tel NO: _____ Email: _____

Family Residency Visa Requirements
AS PER KSA CONSULATE in OTTAWA, INSTRUCTIONS

This visa applies to a resident of KSA who wants to sponsor family members (spouse and/or children) to reside with him/her in KSA.

Visa Requirements

1. **A Visa Authorization, obtained by sponsor, the relative, in KSA.**
2. **Copy of Sponsor's Iqama**
3. **Two (2) recent passport size colored photographs (4X6cm) with plain white background for each family member. 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 (one used for medical report and one for the visa application form).**
4. **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. PS. THE CONSULAR SECTION WILL NO LONGER ACCEPT ANY PASSPORTS (MANUAL PASSPORTS) THAT ARE NOT MACHINE READABLE.**
5. **Non-Canadian applicants, living in Canada, MUST submit a Valid Permanent Resident Card. (Copy of front & back of the PR card)**
6. **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 nor in Arabic language please call us to discuss.
 - The consulate may accept, as proof of relationship, if applicable: When name of the father on a passport, will need the hardcopy of the passport
7. **Consulate Medical Report Form, stamped by College of Physicians in Province of residence**
 - a) **Completed Original Medical Report Form for all applicants 16yrs of age and older** (Must be completed by a physician holding current license from relevant licensure body at the College of Physicians of the province practicing in).
 - b) **Copies of all Tests Results** used to complete the report **MUST** be provided along with the Medical Report Form. **Please ensure following tests results are provided, otherwise, visa will not be issued: Hepatitis-B Surface Antigen, Hepatitis C Antibodies, VDRL/RPR (Syphilis), HIV, TB skin test result & Chest X-Ray Report. PLEASE note that Medical Report is valid for 3 MONTHS from Date Completed.**
 - c) **PLEASE, note that once Medical Report form completed, it should be stamped by the relevant licensure body in province of residence (College of Physicians of that province).**
8. **Original Police Clearance Report for all applicants 16 years of age and older.** This is a "No Criminal History Report", obtained usually from local police authority. Please, make sure, it is stamped from the relevant police authority. You may be able to obtain on line at www.myBackCheck.com . If using this service and applying on-line, PLEASE, request Original to be sent by post. **This Report is valid for 3 MONTHS from Date issued.**
9. **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 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) **Statement Form.** Please, read and then sign indicating that you have read and date.
 - c) **Notification Form.** Please, read and then sign indicating that you have read and date.
 - d) **A Statement of Religion** or proof or an equivalent proof. Please complete **Statement Form.**

ADDITIONAL NOTES

1. **Visa validity is 3 months from date of issue. You MUST arrive in the KSA during this 90 days 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:		



PLEASE SIGN THE FOLLOWING STATEMENTS

STATEMENT OF RELIGION

APPLICANTS NAME:

I DECLARE THAT MY REIGION IS:

SIGNATURE

:

DATE :

AUTHORIZATION FOR DEGREES AND DOCUMENT(S) VERIFICATIONS

I , AUTHORIZAE THE CONSULAR SECTION OF THE ROYAL EMBASSY OF SAUDI ARABIA (OTTAWA), CANADA TO VERIFY THE INFORMATION WITH THE INSTITUTIONS (SUCH AS DEGREE/ DIPLOMA / TRANSCRIPTS AND LETTER(S) OF EXPERIENCE FROM PREVIOUS EMPLOYERS), I HAVE SUBMITTED ALON MY APPLICATION.

NAME:

SIGNATURE:

DOCUMENTS PROPERTY OF EMBASSY OF SAUDI ARABIA

ONCE THE VISA IS ISSUED ALL THE DOCUMENTS PRSENTED TO THE SAUDI CONSULAR SECTION CAN NOT BE GIVEN BACK AND THEY ARE THE PROPERTY OF THE SAUDI EMBASSY. SO PLEASE MAKE SURE YOU HAVE COPIES OF THE DOCUMENTS BEFORE YOU PRESNET THEM TO US.

NAME

SIGNATURE:

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**
- 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 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 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: _____



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Dear Visa Applicant and Dear Physician,

Greetings!

Kindly find attached KSA Consulate Medical Report to be completed:

1. Consulate Medical Form

- a) I would like to bring to your kind attention that this is part of your Saudi Consulate (and therefore government) requirements to obtain your employment visa to join a facility in Saudi Arabia. Therefore, we are dealing with it accordingly. I should be grateful if you would ask your physician to complete form in its entirety. **ALL** boxes (**Medical Examination & Laboratory Investigation**) along with **History of any Significant Past Illness** must be checked off in the proper column (Negative/Normal or Positive/Abnormal). I do understand that some physicians may not want to perform some examinations or are hesitant to request certain lab tests, especially if you do not show symptoms. However, we really have no say in the matter and this report **MUST** be completed as per KSA Consulate requirements. May I suggest that you talk to your physician and find out from him/her whether willing to complete this medical report and perform all tests, if not then you might want to consider changing the physician. **Consulate now a days is very strict.**
- b) **ALL laboratory test results** including: **Hepatitis B Surface Antigen, (NOT ANTIBODIES), Hepatitis C Antibodies, VDRL/RPR (Syphilis), HIV Test and TB Skin Test must be provided, ALONG with the Chest X-Ray Report reading.**
IMPORTANT
If the Test Result does not show a Negative Sign and gives standard comment you are required to have either the Laboratory or the Doctor indicate the result of Negative or Positive on the test result itself & must be signed. In case of positive a full typed explanation is required.
- c) Kindly make sure physician will complete the **FIT** or **UNFIT** Box (check off).
- d) I would like to bring to your kind attention that this form is probably used by different consulates around the world and therefore, some of these laboratory tests may not be readily available in North America (Bilharziasis, V. Cholera and etc.) **The consulate will request these boxes to be checked off, based on physician's medical judgment and can make a note as "No History", "No Symptoms" or any other reason the physician deems appropriate.**

This form must be stamped by College of Physicians & Surgeons of your province to confirm the status of your physician, in good standing.

We suggest in order to avoid any misunderstanding of what is required for completion of the Consulate's Medical or delays, you share letter with the physician performing your medical.

Should you have any query regarding any of the above please do not hesitate to contact us at our office by phone on our Toll Free #: 1- 888-728 3456

Best Regards

Ghassan (Gus) H. Ibrahim
Director

MEDICAL REPORT نموذج تقرير طبي

PHOTO	NAME							
	NATIONALITY		SEX		AGE		MARITAL STATUS	
	PASSPORT NO.			PLACE & DATE OF ISSUE				
	POSITION APPLIED FOR							
	DEAR SIR, MADAM PLEASE , ARRANGE TO EXAMINE THE ABOVE MENTIONED CANDIDATE WHETHER HE/SHE IS FIT FOR THE ABOVE MENTIONED POSITION .							
DATE ___/___/___ RECRUTEMENT ATTACHE/OR DOCTOR: _____								

HISTORY OF ANY SIGNIFICANT PAST ILLNESS INCLUDING :

- PSYCHIATRIC AND NEUROLOGICAL DISORDERS (EPILEPSY , DEPRESSION ..)	
- ALLERGY	

MEDICAL EXAMINATION			LABORATORY INVESTIGATION		
TYPE OF MEDICAL EXAMINATION			TYPE OF LABORATORY INVESTIGATION		
EYE	VISION	R.EYE	[URINE]		
		L.EYE		-SUGAR	
	OTHER	R.EYE		- ALBUMIN	
EAR		L.EYE	- BILHARZIASIS		
		R.EAR	- OTHER		
		L.EAR	[STOOL]	- HELMINTHES	
CHEST X - RAY			- SALMONELLA/SHIGELLA		
PULMONARY TUBERCULOSIS			- V.CHOLERA		
[SYSTEMIC EXAMINATION]			- OTHER		
BLOOD PRESSURE			[BLOOD]	- HAEMOGLOBIN	
HEART			- MALARIA FILM		
LUNGS			- OTHERS		
ABDOMEN			[SEROLOGY]	- HIV TEST(FROM A PROVINCIAL LAB.)	
[OTHERS]			- F.B.S.		
* HERNIA			- HBsAG/ANTI HCV		
* VARICOSE VAINS			- L.F.T.		
EXTREMITIES			- CREATININE		
SKIN			- UREA		
[VENERAL DISEASES]			PREGNANCY TEST		
- CLINICAL					
- LAB					
VDRL					
TPHA					

CONFIRM IF THE APPLICANT HAS ONE OF THE FOLLOWING:	NO	YES
COMMUNICABLE DISEASES		
MENTAL DISORDER		
MENTAL RETARDATION		
PHYSICAL DISORDERS		
HANDICAP		
PARALYSIS		
BLINDNESS		
DEAFNESS		
DUMBNESS		

MENTIONED ABOVE IS THE MEDICAL REPORT FOR MR /MRS / MISS _____, WHO IS FIT UNFIT FOR THE ABOVE MENTIONED JOB .

- TO BE FIT , ALL MEDICAL EXAMINATIONS AND LABORATORY INVESTIGATIONS MUST BE WITHIN NORMAL LIMITS. A CHECK MARK (), ONLY, MUST BE INSERTED IN THE NEGATIVE \NORMAL SECTIONS ABOVE. IN THE EVENT OF ANY POSITIVE TEST RESULTS A TYPED & SIGNED NOTE FROM THE DOCTOR STATING IF THIS IS A COMMUNICABLE OR NON COMMUNICABLE DISEASE AND TO ADVISE US OF TREATMENT UNDER TAKEN AND IF IT HAS ANY EFFECT ON THE APPLICANT'S WORK.

SUBMIT TO THE CONSULAR SECTION ORIGINALS AND COPIES OF THIS REPORT AND THE TESTS RESULTS . DO NOT SUBMIT X-RAY'S AS THOSE MUST BE PRESENTED TO THE HEALTH AUTHORITIES IN SAUDI ARABIA ALONGWITH ONE CLEAR COPY OF THIS REPORT AND ALL TEST RESULTS.

PHYSICIAN NAME : _____ SIGNATURE : _____
 LICENSE NUMBER : _____ STAMP : _____
 THIS FORM MUST BE ATTESTED BY ONE OF THE TWO FOLLOWING AUTHORITIES :

THIS IS TO CERTIFY THAT DR. _____ LICENSE NUMBER _____, IS CURRENTLY LICENSED TO PRACTICE MEDECINE . (1)	DEPARTMENT OF HEALTH (FEDERAL OR PROVINCIAL)) (2)
AUTHORIZED SIGNATURE	STAMP OR SEAL OF THE PROVINCIAL LICENSING AUTHORITY (college of physicians)

NOTE:

IF THE TEST RESULT DOES NOT SHOW A NEGATIVE SIGN AND GIVES STANDARD COMMENTS YOU ARE REQUESTED TO HAVE EITHER THE LAB. OR THE DOCTOR INDICATE THE RESULT OF NEGATIVE OR POSITIVE ON THE TEST REESULT IT SELF & MUST BE SIGNED. IN CASE OF POSTIVE A FULL TYPED EXPLANTION IS REQUIRED.

