



# International Hospitals Recruitment Inc.

2300 Yonge Street, Suite 1600, Toronto, Ontario M4P 1E4 Canada  
Tel: (416) 221-2761 Fax: (416) 222-6220 Toll Free: 1-888-728-3456  
e-mail: [ihr@ihrcanada.com](mailto:ihr@ihrcanada.com) - [www.ihrcanada.com](http://www.ihrcanada.com)

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.
4. The Consular Section after receiving the visa application, review the paperwork and enter relevant information in their system (one day to several days depending on how busy they are).
5. **PLEASE NOTE, we will need to view the original documents of ALL Visa paperwork that includes: Degrees attested, Birth Certificates, Marriage Certificates and etc. OR a copy Notarized by a Lawyer / Notary Public stamped and signed as original document had been seen.**

Please do not hesitate to get in touch, should you have any inquiries, we will be happy to assist

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.

**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 READ CAREFULLY TO AVOID DELAYING PROCESS**

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: ALL DOCUMENTS MUST BE PROVIDED AS HARD COPIES**

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 recent (within 6 months), with a stamp for the date and the applicant's signature & name printed on the back of the photo.**
3. **ORIGINAL Passport to view (we don't send to consulate anymore. We will check it and give back to you. MUST be valid for at least 6 months from the travel date into Saudi Arabia. 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.

**PS. IF SOFT COPIES PROVIDED FOR US TO PRINT OUT, A CHARGE OF \$5.00 PER PAGE FOR PRINTING WILL BE ADDED**

### **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



## Visa Application Form استمارة طلب تأشيرة

Stamp of Canadian Agent

BARCODE:

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

For official Use للاستعمال الرسمي

Photo الصورة		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 ذار <input type="checkbox"/> Female أنثى <input type="checkbox"/>		Marital Status الحالة الاجتماعية 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 إسم 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 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 آل المعلومات التي دونتها صحيحة وسأأون 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**

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

**Here is more information required for a Business Visa (required on Enjaz system) for the home company in Canada**

Official Business Name: \_\_\_\_\_

Business interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company's website: \_\_\_\_\_

Company's Phone Number: \_\_\_\_\_

Applicants Job Position in Company (Title must match the title in visa invitation letter)

\_\_\_\_\_

Does the company exist in three different countries? YES \_\_\_\_ NO \_\_\_\_

Is the Company Public Listed? YES \_\_\_\_ NO \_\_\_\_

**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 ☐**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 5 years

Yes ☐ No ☐

If you answer **YES** to travelling to other country/countries in the last **5 years**  
please clarify the following as per stamps in your passport:

a) To what country/countries?

b) Reason/Purpose for travel?

c) Date entered country/countries (Day/Month/Year)?

d) Date left country/countries (Day/Month/Year)?

<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 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 ☐
- 
- 

### **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 5 years Yes ☐ No ☐

If you answer **YES** to travelling to other country/countries in the last 5 years  
please clarify the following as per stamps in your passport:

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

<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: \_\_\_\_\_

**(TEMPLATE -VISA APPLICATION LETTER)**

*Original to be submitted to the Canadian Chamber of Commerce, in typed format, on your company's letterhead once it has been duly signed by an authorized representative*

*(Before this can be certified, applicant (one employee per letter) is to provide the CCC with proof of registration in Canada – either with the federal or provincial government. An original must be viewed, or a notarized copy confirming a 'true copy' of the original.)*

*All sections in red below must be completed.*

Name of Embassy  
Consular Section  
Address

Dear Sirs:

This letter is to present [name of applicant, position and company name.]

The purpose of [name of applicant] visit to [country name] is to represent [company name] on a visit to [purpose of visit.]

The relevant information pertaining to this visit is as follows:

Name of applicant  
Nationality  
Passport #  
Date of issue of passport  
Expiry date  
Place of birth  
Date of birth  
Religion  
Occupation  
Name of inviting company  
Period of stay

We kindly ask you to grant [name of applicant] the appropriate visa for the above mentioned purpose. Please be advised that [company name] will accept full financial responsibility for [name of applicant] during this visit.

Yours truly,

.....  
Authorized Signature

.....  
Date

.....  
Print Name/Title

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the applicant has:

- proved to me, on the basis of satisfactory evidence, to be the person whose name appears as signatory on these documents;
- acknowledged that he/she executed the same in his/her authorized capacity; and
- sworn before me as to the accuracy of information contained in the document referenced above.

Authorized Trade Association

The **Canadian Chamber of Commerce**  
360 Albert Street, Suite 420  
OTTAWA, Ontario K1R 7X7 CANADA

This is to certify that Sarah (name of signatory for applicant), an authorized signatory of \_\_\_\_\_ (corporate applicant) has affirmed the veracity, accuracy and completeness of this document.<sup>4</sup>

.....  
Notary Public/Commissioner of Oaths

.....  
Date

.....  
Print Name

.....  
Seal

.....  
Authorized Signature

.....  
Date

.....  
Print Name

.....  
Seal