



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 Commercial Visit Visa Requirements & Forms to process your Visa.

Requirements

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

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 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 (a one day to several days depending on how busy they are). After entry on system and the embassy issue your visa by printing out the visa sticker the passport is returned to IHR.
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.

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: _____

Newborn Residency Visa Requirements

Accompanying Parent(s)

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

Visa Requirements

1. **One Colored Photograph (4X6 cm)** taken with a plain white background of the child. (The date stamped on the back and the child's name printed at the back of the photo)
2. **ORIGINAL Passport of the child.** MUST be valid for at least 6 months from the travel date into Saudi Arabia.
3. **Proof of Relationship to the Sponsor (parents). Original Birth Certificate to view showing names of both parents.** And a copy to send to consulate for the visa. Will view original and return to you.
4. **Copy of the Residency Permit in KSA (IQAMA)** for both parents.
5. **Letter from the Saudi employer** stamped by the Saudi Chamber of Commerce confirming the Employment of either parent, to include: Job Title, Residency Permit Number & Expiry Date. It must also show that the **Sponsor has no objection to the child entering/residing in Saudi Arabia.**
6. **A Letter prepared by the parents addressed to Consular Section** requesting granting the Newborn a visa to reside with family in KSA, **signed by both parents.** If Both parents are working in KSA and can sponsor child, the letter should mention letter to mention whom they agreed on sponsoring their child.
7. **A Letter addressed to Consular Section, from father, that he consent for the mother to bring along the newborn child to Saudi Arabia.** The Letter to be stamped by a Notary / Lawyer to proof identity of signed person as the father, if the father in KSA.
8. **The Mother's Original Passport and copy of the passport to send to consulate & Copy of Mother's Exit Re-entry Visa.**
9. The **Father's Passport copy & Copy of father's Exit Re-Entry Visa (if applicable).**
10. **Travel Itinerary,** A copy of a tentative airline travel itinerary into Saudi Arabia. For visa application purposes there is no need to purchase a ticket or get a confirmed booking.
11. **KSA Consulate Forms (attached)**
 - c) **Visa application Form.** Completed by hand and written in block letters or typed out, **signed and dated**
 - d) **Notification Form.** Please, read and then sign indicating that you have read and date (by a parent).

ADDITIONAL NOTES

1. **Consular Visa Fees: To be paid to IHR. Currently Resident Visa fee is \$00.00**
2. **Visa validity is 3 months from date of issue. You MUST arrive in the KSA during this 90 days period**
3. **Sometimes, consulate may request additional documents to issue the visa**
4. **Although not requested it's a good idea to submit Marriage Certificate with Visa Application**



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"/> | Work visit زيارة عمل <input type="checkbox"/> | |
| Government حكومية <input type="checkbox"/> | Student دراسية <input type="checkbox"/> | Commercial تجارية <input type="checkbox"/> | |
| | Investor مستثمر <input type="checkbox"/> | Businessman رجل أعمال <input type="checkbox"/> | |
| | | Personal شخصية <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**
- 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