



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 Tourist Visa to Saudi Arabia. Kindly find attached, the Visa Requirements & Forms to process this visa.

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

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.

Please do not hesitate to get in touch, should you have any inquires, 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)

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: _____

Tourist Visit Visa to Saudi Arabia

Application information (Group B)

Consulate Visa

Requirements

- Minimum age of applicants is 18 years old.
- Underage applicants require an individual above 18 years old to be the guardian.
- When applying, the passport validity must suffice for at least 6 months at the time of entering KSA
- Refund in case of rejection is not possible, visa fees are non-refundable.
- Overstay fees: SAR 100 for each day of overstay.
- Sponsor is not required for this visa application.

- Do you or any of your first-degree relatives have (PLEASE complete form on page 4):
 - A “valid” tourist or business visa from the United States of America, the United Kingdom, or one of the Schengen countries and has been used at least once to enter the visa-issuing country
- Permanent residence in the United States of America, the United Kingdom or the European Union
- A “valid” residence visa for a period of no less than three months in the countries of the GCC including domestic workers who come with their sponsors
- None of the above

Documents required include:

- Proof of Residency (Bank statement, Lease, Phone Statement)
- Passport Size photo (color with white background)
- Passport Original Hard copy.
- Proof of employment (Official Letter from place of work confirming you are currently employed)
- Financial solvency/Bank statement (for last 3 months)
- Flight itinerary (to include flight number and date entering and leaving the Kingdom)
- PR Card (a must)
- Consulate, may ask for more documents, if they feel they need to

- **Complete an Application Forms for each passport (Attached)**

Fees and Validity

- The visa fees are CND 120.00, Visa System charges (\$15.00) and the cost of medical insurance. Cost of medical insurance varies depending on age, length of stay and etc. Usually, between \$30.0 and \$60.00 (Senior citizens might cost more)
- The validity of the visa depends on its type.
 - A single entry visa allows you to stay for a total length of one month
 - A multiple entry visa allows you to stay in Saudi Arabia for up to three months (90 days) at a time (each entry), provided you do not exceed 180 days in a year



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 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 وسأون ملتزماً بقوانين المملكة أثناء فترة وجودي بها.	
Name:		Signature:		Date:

Tourist Visit Visa Questionnaire

Do you or any of your first-degree relatives have:

1. A “valid” tourist or business visa from the United States of America, the United Kingdom, or one of the Schengen countries and has been used at least once to enter the visa-issuing country **YES [] NO []**
2. Permanent residence in the United States of America, the United Kingdom or the European Union **YES [] NO []**
3. A “valid” residence visa for a period of no less than three months in the countries of the Cooperation Council for the Gulf States, including domestic workers who come with their sponsors **YES [] NO []**
4. None of the above **YES [] NO []**

If you answer YES to either Number 1, 2 or 3 Please provide the following:

- A) Copy of Visa or Residence of First Degree Relative
- B) Passport of First Degree Relative with Visa or Residence

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

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 5 years Yes [] No []
If you answer YES to traveling to other country/countries in the last 5 years please clarify the following, according to 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 []**
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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 5 years **Yes [] No []**

If you answer YES to traveling to other country/countries in the last 5 years please clarify the following, according to 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: _____