International Hospitals Recruitment Inc.

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Dear Personal Visa Applicant,

Greetings! And .. Thank you for your interest in using our services to process your visa to Saudi Arabia.

Kindly find attached Personal Visit Visa Requirements & Forms to process this 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 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). After the embassy issues your visa and stamps it in your passport they then return passport to IHR office.

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:** _____

Personal 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 and a photocopy . 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. **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.**

6. **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.**

7. **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.

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 and Travel Questionnaire (Male or Female) attached** Please, read & answer questions, print name, sign & date.

ADDITONAL 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**

Royal Embassy of Saudi Arabia
Ottawa
Consular Section

المملكة العربية السعودية
أوتاوا
القسم القنصلي

Visa Application Form استمارة طلب تأشيرة

Stamp of Canadian Agent

BARCODE:

E#: _____

For official Use للاستعمال الرسمي

رقم التأشيرة: _____

نوع التأشيرة: _____

Photo
الصورة

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 ☐ Female أنثى ☐	**Marital Status** الحالة الإجتماعية Married متزوج ☐ widow أرمل ☐ Single أعزب ☐ Divorced مطلق ☐
Religion الديانة	
Profession ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ المهنة	**Qualifications** المؤهل العلمي / **Place of issue** مكان الإصدار

Home Address and Telephone No in Canada عنوان المنزل ورقم الهاتف في كندا

E-mail Address البريد الإلكتروني

Business Address and Telephone no in Canada عنوان الشركة ورقم الهاتف في كندا

Visa Type نوع التأشيرة

Diplomatic دبلوماسية ☐	Employment عمل ☐	Family visit زيارة عائلية ☐	Businessman رجل أعمال ☐
Special خاصة ☐	Residence إقامة ☐	Work visit زيارة عمل ☐	Personal شخصية ☐
Government حكومية ☐	Student دراسية ☐	Commercial تجارية ☐	Transit مرور ☐
	Investor مستثمر ☐		

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 ☐ **NO** لا ☐ **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:**

201 Sussex Dr. Ottawa, ON, K1N 1K6 Canada. Telephone (613) 237-4100. Fax: (613) 237-0567.www.saudiembassy.ca

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 [ ]**

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:
   a) To what country/countries?
   b) Reason/Purpose for travel?
   c) Date entered country/countries (Day/Month/Year) according to stamps in passport.
   d) Date left country/countries (Day/Month/Year) according to stamps in passport.

Country Visited	Reason for Visit	Date Entered Country	Date Departed Country

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:

   a) To what country/countries?
   b) Reason/Purpose for travel?
   c) Date entered country/countries (Day/Month/Year) according to stamps in passport.
   d) Date left country/countries (Day/Month/Year) according to stamps in passport.

Country Visited	Reason for Visit	Date Entered Country	Date Departed Country

Name: _____

Signature: _____

Date: _____

Contact Cell/Mobile Number: _____

Contact Email Address: _____