

PHOTO

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سفارة المملكة العربية السعودية
القسم القنصلي- لندن

**EMBASSY OF THE KINGDOM OF SAUDI ARABIA
CONSULAR SECTION**

30 Charles Street, Mayfair, London W1J 5DZ
Telephone: 020 7917 3000 Fax: 020 7917 3255

طلب تأشيرة عمل

WORK VISA APPLICATION

Full Name :				الأسم الكامل :
Family Name :				الأسم العائلي :
Date of Birth :	تاريخ الولادة :	Place of Birth :	محل الولادة :	
Previous Nationality :	الجنسية اسابقة :	Present Nationality :	الجنسية الحالية :	
Sex :	<input type="checkbox"/> أنثى Female	<input type="checkbox"/> ذكر Male	Profession :	المهنة :
	الجنس :		Marital Status :	الحالة الاجتماعية :
Sect :	المذهب :	Mother's Name :	اسم الأم :	Religion :
Permanent Address & Telephone Number in the UK of Applicant :			العنوان الدائم ورقم التليفون في بريطانيا لمقدم الطلب :	

Name, & Business Address of Employing Company In Saudi Arabia : اسم وعنوان الشركة (المؤسسة) التي ستعمل معها في المملكة العربية السعودية :

Date of Issue :	تاريخ الإصدار :	Job Title :	مسمى الوظيفة :
Academic Degrees :	المؤهل العلمي :		
Previous Employment :	الوظائف السابقة :		
Countries you worked in :	البلاد التي عملت بها :		
Passport Number & Place of Issue :	رقم الجواز ومحل الاصدار :		
Date of Issue :	تاريخ الإصدار :	Expiry Date :	إنتهاء الصلاحية :

I, the undersigned, hereby certify that all the information I have provided is correct and I will abide by the laws of Saudi Arabia during the period of my residence in it. أنا الموقع أدناه أقر بأن كل المعلومات التي دونتها صحيحة وسأكون ملتزماً بقوانين المملكة العربية السعودية أثناء فترة وجودي بها.

Applicant's Signature : توقيع مقدم الطلب : Date : التاريخ :

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رقم التأشيرة	مدة الإقامة
تاريخها	المدقق
صلاحيتها	المختص

IMPORTANT : THIS SECTION MUST BE COMPLETED FULLY

Full Name :	Point of entry into Saudi Arabia :
Company Name and Address in UK :	Nationality :
Name & Address of Government Dept. or company being visited in Saudi Arabia:	Tel No. :
What is your Profession :	Proposed Departure Date :
Length of stay :	City of Embarkation :
	Via Airline :

تحذير: الإعدام هو عقوبة من يقوم بنشر المخدرات أو تهريبها أو ترويجها في المملكة العربية السعودية.

WARNING: Capital punishment is the penalty for smuggling,

WORK VISA REQUIREMENTS

1. One application form, duly completed and signed by the applicant.
2. Two passport-sized photographs.
3. The passport should have **2 (two)** blank pages facing each other, and must be valid for at least **6 (six)** months.
4. Applicants applying by post should enclose a **prepaid, self-addressed envelope, registered/recorded**, for the return of processed passports. Please ensure that you have enclosed the correct postage. Please allow one week for the return of processed passports. Applicants applying from the **Republic of Ireland** should enclose a minimum of **9 (nine)** coupons.
5. The visa fee is paid by the sponsor in Saudi Arabia (excluding Government sector). Receipt of payment from the sponsor, if applicable, must be submitted plus the amount of STG. 10.00 with your application. Applicants for a government sector must also pay a fee of STG. 10.00. Applicants applying by post may pay by Postal Order or Bankers Draft to the order of the Saudi Embassy. (Cash, Personal & Company cheques are not accepted). Applicants from the **Republic of Ireland** should enclose Bankers Draft only.
6. Please submit a print out of the **Electronic Number** provided by your Saudi sponsor.

The following requirements should be submitted electronically through your Saudi sponsor

1. Applicants must have an authorization from the Saudi Ministry of Foreign Affairs (obtained by their sponsor in Saudi Arabia). Please note that, both Job Title and Nationality must match the authorization received by the Consulate.
2. Applicants should provide a Medical Report (form supplied by the Consulate), duly completed by a competent medical authority and authenticated by the UK Foreign and Commonwealth Office (Norfolk House (West), 237 Silbury Boulevard, Milton Keynes MK9 2AH Tel: 01908 295 111). Applicants applying from the Republic of Ireland should legalize their medical report at the Irish Foreign Office **in Dublin**.
3. Applicants should provide: a letter of introduction from the Sponsor in Saudi Arabia, **copy** of employment contract, **copy** of academic qualification certificates and C.V.
4. If previously employed in Saudi Arabia, a letter of **NO OBJECTION** must be submitted.

IMPORTANT NOTES

1. A **minimum** of 24 hours is required to process the visa.
2. Lodging of passports: from **9.00 A.M. until 12.00 noon** Monday to Friday (inclusive).
3. Collection of processed passports: from **3.00 P.M. until 4.00 P.M.** Monday to Thursday and on Friday, from **2.00 P.M. until 3.00 P.M.**
4. Visa validity starts from the date of issue.
5. Period of stay begins upon arrival in Saudi Arabia.
6. Please complete the form in **BLOCK CAPITALS, BLACK INK** only.
7. Applicants are advised to check the requirements thoroughly.
8. For any other enquiry, please contact the visa section or, visit our website @ www.saudiembassy.org.uk

**FAILURE TO DO SO MAY CAUSE DELAY IN THE PROCESS OF YOUR REQUEST OR
THE REJECTION OF YOUR VISA APPLICATION**