

## The Travel Visa Company

Your Dedicated, Worldwide Travel Visa Agency



### REFERRED BY

i.e. Travel Agent / Tour Operator / Cruise Line / Search Engine / Repeat Customer / Friend / Other

You **MUST** return this front page with your application.

### RETURN ADDRESS

#### The Travel Visa Company Ltd.

Unit 2A, The Courtyard  
Regents Park, London Road  
Nantwich, Cheshire  
CW5 6LW



### SUPPORT

If you have any queries or would like additional assistance when completing your application, please contact us and one of our team would be happy to assist.



Telephone: **01270 904 907**



Email: **[applications@thetravelvisacompany.co.uk](mailto:applications@thetravelvisacompany.co.uk)**

## Saudi Arabia Business Visa Application Pack

### Pre-Check & Application Registration

Thank you for requesting an application pack for a Saudi Arabia Business Visa.  
Please complete the following three sections and then return the application pack and all supporting documents to The Travel Visa Company Ltd.

1. Checklist of the documents required
2. Service and delivery options
3. Address and payment details

#### PLEASE NOTE

This visa requires all applicants to attend an appointment at the Saudi Arabia Visa Application Centre to submit biometric (fingerprint) information and submit their visa application in person. You will be accompanied to your appointment by a representative of The Travel Visa Company.

The payment for the visa is made at the Visa Office and is currently as follows:

Visa Application Centre Fees	Approx. £550
Mandatory Saudi Medical	Calculated during appointment

#### What is included with our Pre-Check and Application Registration service?

- We quality check your application form and all supporting documents to ensure you have provided all the required information, reducing the risk of refusal at the application centre.
- We arrange your appointment at the Saudi Arabia Visa Application Centre at a convenient date and time (dependant on opening hours and appointment availability) including a **meet & greet** with our representative.
- If requested, we can attend the Arab British Chamber in London to obtain the official attestation for your Visa Request Letter prior to your appointment (additional fee applies).
- Once issued, we collect on your behalf and securely return your passport.

## 1. Checklist of the documents required

✓ Please tick to confirm you have provided the following:

- ☐ **SAUDI ARABIA VISA APPLICATION FORM** – Please find attached. It is important to carefully read through all the questions and fully complete all forms in **BLOCK CAPITALS** with a **BLACK PEN**. All application forms **MUST** be printed single-sided. Application forms printed double-sided **WILL NOT** be accepted.
  - **COPY OF DEGREE CERTIFICATES** – If applicable, please provide a copy of any degree certificates you hold.
- ☐ **COPY OF PASSPORT** – Please include a copy of the photograph page of your passport. Your passport must be valid for at least 6 months upon return to the UK.
- ☐ **PHOTOGRAPH x1** – The photograph must be passport size, 35x45mm, taken within the last 6 months, against a light background, printed on photographic paper, be full face and non-smiling [without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background].
- ☐ **BUSINESS INVITATION LETTER** – The invitation letter must be from the company in Saudi Arabia and be issued appropriately by the Saudi Ministry of Foreign Affairs.
- ☐ **VISA REQUEST LETTER** – The letter must be from the applicant's employer and addressed to Chief of Saudi Consulate in the UK. It must outline the reason for your business trip and provide applicant's passport details. The letter must be attested (stamped) by The Arab British Chamber of Commerce.
  - **ARAB BRITISH CHAMBER OF COMMERCE ATTESTATION** – If you need assistance in getting your Visa Request Letter stamped, we provide this for an additional fee. The Travel Visa Company will attend the Arab British Chamber in London with your provided letter to obtain the official attestation. Please select this service option on the following page.
- ☐ **COMPANY REGISTRATION DOCUMENT** – Please include a copy of the Saudi company's registration document.

! Failure to provide us with these documents will result in delays with your application.

## 2. Service and delivery options

	Service Type	Processing Time	Embassy Fee	Service Fee	VAT	Total
<input checked="" type="checkbox"/>	Standard	10 days*	Paid at centre	£162.50	£32.50	<b>£195.00</b>
<input type="checkbox"/>	Arab British Chamber of Commerce Attestation	N/A	£40.00	£50.00	£10.00	<b>£100.00</b>

\*Working days excluding postal days. Does not include application centre processing time.

✓ Please tick to confirm your appointment preferences (subject to availability):

	Preferred day/time	select all
<input type="checkbox"/>	Monday AM	
<input type="checkbox"/>	Monday PM	
<input type="checkbox"/>	Tuesday AM	
<input type="checkbox"/>	Tuesday PM	
<input type="checkbox"/>	Wednesday AM	
<input type="checkbox"/>	Wednesday PM	
<input type="checkbox"/>	Thursday AM	
<input type="checkbox"/>	Thursday PM	
<input type="checkbox"/>	Friday AM	
<input type="checkbox"/>	Friday PM	

### APPOINTMENT DETIALS

From the date of your appointment the application centre will take 2/3 days to process your application.

An additional fee of £10.00 will be charged if you request to amend the date and time of your appointment after booking.

Continued overleaf...

	Delivery Type	Price
<input type="checkbox"/>	Royal Mail Special Delivery	£10.00
<input type="checkbox"/>	Provide Pre-Paid Special Delivery Envelope*	-
<input type="checkbox"/>	Collect from TVC Office	-

#### DATE OF TRAVEL

DD ..... MM ..... YYYY .....

#### LENGTH OF STAY

..... Days

\*If you provide a pre-paid envelope please ensure it has your return address and the correct postage amount.

### 3. Address and payment details

Name: .....

Address: .....

.....

.....

Postcode: .....

Telephone: .....

Email: .....

#### ☐ Credit/Debit Card

Name on card:

.....

Card Number:

.....

Expiry Date: ..... CVC: .....

#### ☐ Paypal [paypal@thetravelvisacompany.co.uk](mailto:paypal@thetravelvisacompany.co.uk)

#### ☐ Cheque

#### ☐ BACS Reference: .....

#### EMAIL MARKETING (not required)

☐ I would like to sign up to the TVC mailing list.

We do not share your data with any third parties. To view our privacy policy, visit:

[www.thetravelvisacompany.co.uk/privacy](http://www.thetravelvisacompany.co.uk/privacy)

Cheque/BACS payments are to be made payable to "The Travel Visa Company Ltd."

Bank Details: 68032405 / 08-92-50

#### TERMS & CONDITIONS (required)

☐ I have read, fully understood and agree to the Terms & Conditions and Client Declaration.

[www.thetravelvisacompany.co.uk/terms](http://www.thetravelvisacompany.co.uk/terms)

[www.thetravelvisacompany.co.uk/declaration](http://www.thetravelvisacompany.co.uk/declaration)

Signed: ..... Date: .....

Please contact us if you would like to receive a printed copy of these documents.

## Personal Information

Surname:

 As shown in passport

Given name(s):

 As shown in passport

Other / Former name(s):

 If applicable

Gender: ☐ Male ☐ Female

Date of birth:  DD/MM/YYYY

Place of birth:

 Town/City: State/Province: Country:

Marital status:

Religion:

Nationality:

National ID number:  If applicable

Passport number:

Issuing country:

Expiry date:  DD/MM/YYYY

Do you have any other nationalities?

☐ Yes ☐ No

If yes

Other nationality:

National ID number:

 If applicable

Passport number:

Former nationalities:

 If applicable

Do you have any degree level qualifications?

☐ Yes ☐ No

If yes

Name of institution:

Degree level: e.g. undergraduate, masters

Major:

## Applicant Contact Details

Phone number:

Email address:

Residential address:

 Street: Town/City: State/Province: Postcode: Country:

## Travel Details

Date of arrival in Saudi:  DD/MM/YYYY

Date of departure from Saudi:  DD/MM/YYYY

## Inviting Organisation

Name of organisation:

Telephone of inviting organisation:

Email of inviting organisation:

Address of inviting organisation:

## Additional Details

Please tick to confirm you have read, fully understood and agree to the following:

- ☐ I, the applicant, hereby certify that I have read, or have had read to me, all the questions and statements on this application and understand all the questions and statements on this application. The answers and information furnished in this application are true and correct to the best of my knowledge and belief.

Print name (BLOCK CAPITALS): .....

Date: ..... (DD/MM/YYYY)

## **DECLARATION**

I, the undersigned, declare, under passport number and date, that I am not infected with monkeypox, have not shown symptoms of infection, and have not been in contact with a person infected with this disease during the past twenty-one days.

Name:

Signature :

Passport No:

Date: