

Saudi Arabia Business Visa Application Pack

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-Authorisation, Submission and Appointment 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.
- 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, addressed to Chief of Saudi Consulate in the UK, which outlines the reason for your business trip. The letter must be attested (stamped) by a Chamber of Commerce.
- ☐ **COMPANY REGISTRATION CERTIFICATE** – Please include a copy of the UK trading license / VAT registration certificate for the applicant's employer.
- ☐ **MONKEY POX DECLARATION FORM** – Please find attached. This must be signed and dated to confirm you have not shown any symptoms of or been in contact with anyone infected with monkey pox within the last 21 days.

! 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	£195.00

*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...

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:

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:

If required, please use the 'Additional Details' section.

Address Details

Residential address:

Postcode:

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: