

Visa Information Pack

From: United Kingdom

To: Saudi Arabia

Visa Type: United Kingdom Saudi Arabia Business Multiple Entry Three Months



Thank you for your order

The following documents are required to apply for this specific visa type.

Application Form

One fully completed and signed application form. This form must:

Be completed in black ink only

Be completed in block capitals only

Be completed by the applicant only. Third party handwriting will not be accepted

Have no handwritten changes. Correction fluid will not be accepted

Photos

2 recent passport size photos.

Business Letter

A letter of introduction from the applicant's UK employer (sample provided). A colour copy is acceptable. This letter must:

Be addressed to the Embassy

Be on company letterhead paper

Include the name of the applicant

Specify the purpose of journey

Include the name of the organisation(s) to be visited

Specify the requested number of entries and the length of visa required

Include an acceptance of financial responsibility for the applicant

Be signed by the applicant's supervisor or the company's HR department

This letter must be legalised by the British Arab Chamber of Commerce.

Visas2 will arrange that (subject to additional fees) before meeting the applicant on the visa application appointment date.

Letter of Invitation

An invitation letter issued by the Ministry of Foreign Affairs. This must be arranged by the inviting company in Saudi Arabia.

Appointment System

Application submission is strictly by appointment only, and the applicant must appear in person for biometric enrolment. Once we have booked the appointment, the applicant will need to attend in person to submit the application.

Visa Information:

Visa is valid for three months Multiple Entry.

Pricing is available on our website at:

<https://www.visas2.com/pricing-structure>

APPLICATION PROCESS**Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

Step 2: Visas2 will process the application

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

Step 3: Process update and completion

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

Disclaimer:

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.

PHOTO



سفارة المملكة العربية السعودية
القسم القنصلي - لندن

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

30 Charles Street, Mayfair, London W1X 8LP
Telephone : (0207) 917 3000 / Fax : (0207) 917 3255

طلب لزيارة عمل

BUSINESS VISA APPLICATION

FOR OFFICIAL USE ONLY

Full Name : _____ : الأسم الكامل

Family Name : _____ : الأسم العائلي

Date of Birth : _____ : تاريخ الولادة Place of Birth : _____ : محل الولادة

Previous Nationality : _____ : الجنسية السابقة Present Nationality : _____ : الجنسية الحالية

Sex : _____ : الجنس Profession : _____ : المهنة

Marital Status : _____ : الحالة الاجتماعية

Sect : _____ : المذهب Mother's Name : _____ : أسم الأم Religion : _____ : الديانة

Permanent Address & Telephone Number in the UK of Applicant : _____ : العنوان الدائم ورقم التليفون في بريطانيا لمقدم الطلب

Name, Address & Telephone Number Of Company Being Visited in Saudi Arabia : _____ : إسم وعنوان وتليفون الشركة (المؤسسة) المراد زيارتها في المملكة العربية السعودية

Purpose of your Visit : _____ : الغرض من الزيارة

Passport Number & Place of Issue : _____ : رقم الجواز ومحل الإصدار

Date of Issue : _____ : تاريخ الإصدار Expiry Date : _____ : إنتهاء الصلاحية

Duration of Stay in Saudi Arabia : _____ : مدة الإقامة بالمملكة العربية السعودية

Dependants Travelling on the Same Passport : _____ : أفراد العائلة (المضافين) على نفس جواز السفر

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

For Official Use Only :

رقم التأشيرة	مدة الإقامة
تاريخها	المدقق
صلاحيتها	المختص

IMPORTANT : THIS SECTION MUST BE COMPLETED FULLY

Full Name : _____ Nationality : _____ Point of Entry Into Saudi Arabia : _____

Company Name and Address in UK : _____ Tel No : _____

Full Postal Code : _____

U.K. Project Manager : _____ Travel Agent Name & Post Code : _____

Name and Address of Government Dept. or Company Being Visited in Saudi Arabia : _____ Proposed Departure : _____

Date : _____

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

Company logo

UK Company Letterhead
Full address of UK company
Telephone of UK company

Visa Section
Embassy Of The Kingdom Of Saudi Arabia
30-32 Charles Street
London W1X 8LP

[ENTER DATE - must be within last 2 weeks]

Dear Visa Officer,

[ENTER FULL NAME OF UK COMPANY] registered in Britain under registration number **[ENTER COMPANY REGISTRATION NUMBER]** and with its activities being **[ENTER COMPANY'S ACTIVITIES]**, requests a visa to be granted for the following company's employee:

Full Name: **[ENTER FULL NAME AS IN PASSPORT]**

Passport Number: **[ENTER PASSPORT NUMBER]**

Nationality: **[ENTER NATIONALITY AS PER PASSPORT]**

Job Title: **[ENTER POSITION HELD IN COMPNAY]**

Invitation Number or Visa Number: **[ENTER INVITATION/VISA NUMBER]**

Name and Address of Host Company: **[ENTER NAME & ADDRESS OF HOST CO.]**

Start Date at Company: **[ENTER START DATE]**

Reason for Travel: **[ENTER TRAVEL REASON/PURPOSE]**

Duration of Visit: **[ENTER NUMBER OF DAYS OF STAY]**

Travel Date: **[ENTER ENTRY DATE INTO SAUDI ARABIA]**

Type of Visa Requested: COMMERCIAL GOVERNMENTAL WORKING VISA

Number of Entries Requested: SINGLE ENTRY MULTIPLE ENTRY

Please grant a relevant visa for **[ENTER APPLICANT'S NAME]** to travel. We confirm that **[ENTER UK COMPANY NAME]** assumes responsibility for our employee during their stay in the Kingdom. Should you wish to discuss this application further, do not hesitate to contact me.

Yours faithfully,

[SIGNATURE OF HEAD OF DEPARTMENT]

[ENTER SIGNEE'S TYPED NAME IN FULL]

[ENTER SIGNEE'S JOB TITLE]

[ENTER DATE]