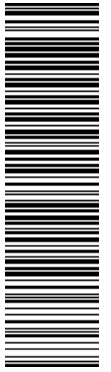


Mail documents to: VisaHQ.ca Inc.
195-A Bank Street Suite 102
Ottawa, ON K2P 1W7
Tel: 613-777-0408



Saudi Arabia Business visa Application for citizens of Canada living in Alberta



Please enter your contact information

Name:

Email:

Tel: **Mobile:**

The latest date you need your passport returned in time for your travel:



Saudi Arabia business visa checklist

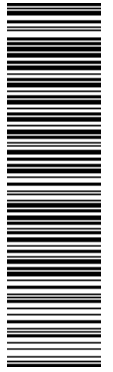
- Filled out and signed Saudi Arabia business visa application form.** The form is enclosed.
- Original, signed Canada passport.** Passport must be undamaged and have 6 months of remaining validity.
- 1 Photographs.** Standard passport photographs 2x2 inches on a white background.
- Payment.** Credit Card Authorization form, Certified Check, or Money Order payable to VisaHQ.ca.
- Return mailer.** Prepaid self-addressed return label or payment for FedEx.

If you wish to prepay return shipping, please add the shipping fee to the total and provide return address:

<input type="checkbox"/> FedEx 2nd day delivery - From \$33	Name:	<input type="text"/>
<input type="checkbox"/> FedEx Priority Overnight - From \$34	Company:	<input type="text"/>
<input type="checkbox"/> FedEx First Overnight - From \$54	Address:	<input type="text"/>
<input type="checkbox"/> FedEx Saturday delivery - From \$62		<input type="text"/>
<input type="checkbox"/> Prepaid self addressed mailer - \$0	City:	<input type="text"/>
<input type="checkbox"/> Local pick up in Ottawa - \$0	State:	<input type="text"/> Zip:

* Actual prices may vary based on location per FedEx.com.

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Itinerary. Copy of round trip tickets or itinerary.

Business letter. A **NOTARIZED** business letter from the sending company in Canada. The letter should be one page, printed on company letterhead stationery, addressed to "The Embassy of Saudi Arabia, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
- Specify the dates of entry and departure.
- State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in Saudi Arabia.
- Specify the type and desired validity of the visa (ie. a one year multiple entry business visa).
- Signed and stamped by Canadian Chamber of Commerce or Board of Trade.
- Guarantee of sufficient funds for travel.

The company must also provide a copy of its valid **Business Registration Certificate**. The letter must also be **stamped by the Ministry of Foreign Affairs in Canada**.

Invitation letter. A visa approval notice issued by the Ministry of Foreign Affairs OR an electronic letter of invitation from the company in Saudi Arabia. This letter must be signed and sealed by the company and stamped by the Saudi Chamber of Commerce. The **invitation or approval notice must be addressed to the Saudi Arabian Embassy in Ottawa. Businesswomen** must submit a visa approval notice issued by the Saudi Ministry of Foreign Affairs. The company must also provide a copy of its valid **Business Registration Certificate**.

Business registration certificate. A copy of the valid Business Registration Certificate from the sending company in Canada. If the registration is older than 2 years, please also include one of the following:

- A recent corporate notice of assessment.
- A valid business license.
- A certificate of status/good standing/existence.

Notification to all agents and all applicants. This form is available here.

IMPORTANT: The passport MUST contain two blank visa pages side by side in order for the visa to be issued. The Saudi Arabian embassy will only be accepting single entry visas within 30 days of their departure date from Saudi Arabia"

Requirements for obtaining a Chamber of Commerce stamp

- **Business letter.** A **NOTARIZED** business letter from the sending company in Canada. A sample letter is available [here](#).
- **Company registration.** If the company registration is older than 2 years, a recent corporate notice of assessment or valid business license.

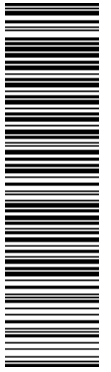


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Saudi Arabia business visa fees for citizens of Canada living in Alberta

	Type of visa	Validity	Processing time	Embassy fee	Service fee	Money Order fee	HST	Total
<input type="checkbox"/>	Single entry	up to 90 days	4-10 business days	\$175.00	\$199.00	\$10.00	\$9.95	\$393.95
<input type="checkbox"/>	Multiple entry	up to 180 days	4-10 business days	\$280.20	\$199.00	\$10.00	\$9.95	\$499.15

This order is subject to Terms of Service, posted on VisaHQ website.
All fees and requirements may change without notice.

Mail documents to: VisaHQ.ca Inc.
195-A Bank Street Suite 102
Ottawa, ON K2P 1W7
Tel: 613-777-0408



Credit Card Authorization Form

By signing this form i accept VisaHQ.ca Terms of Service and authorize to charge my credit card for the amount of \$

Name on the Credit Card:

Credit Card number: - - -

Exp. date: /

Credit Card Billing Address:

Signature:

Comments:

Thank you!
We accept all major credit cards.





Visa Application Form استمارة طلب تأشيرة

Stamp of Canadian Agent

BARCODE:

E#: _____



For official Use للاستعمال الرسمي

رقم التأشيرة: _____

نوع التأشيرة: _____

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 <input type="checkbox"/> Female أنثى <input type="checkbox"/>	Marital Status Married متزوج <input type="checkbox"/> Single أعزب <input type="checkbox"/>	الحالة الإجتماعية widow أرمل <input type="checkbox"/> Divorced مطلق <input type="checkbox"/>
Religion الديانة	Profession المهنة	Qualifications المؤهل العلمي
Home Address and Telephone No in Canada		Place of issue مكان الإصدار
E-mail Address		عنوان المنزل ورقم الهاتف في كندا
Business Address and Telephone no in Canada		البريد الإلكتروني
Name , Address , telephone number of the Company or Sponsor in Saudi Arabia		عنوان الشركة ورقم الهاتف في كندا
Visa Type نوع التأشيرة		
Diplomatic دبلوماسية <input type="checkbox"/>	Employment عمل <input type="checkbox"/>	Family visit زيارة عائلية <input type="checkbox"/>
Special خاصة <input type="checkbox"/>	Residence إقامة <input type="checkbox"/>	Businessman رجل أعمال <input type="checkbox"/>
Government حكومية <input type="checkbox"/>	Student دراسية <input type="checkbox"/>	Personal شخصية <input type="checkbox"/>
	Investor مستثمر <input type="checkbox"/>	Commercial تجارية <input type="checkbox"/>
		Transit مرور <input type="checkbox"/>
هل سبق لك أن حصلت على تأشيرة دخول إلى المملكة لا <input type="checkbox"/> نعم <input type="checkbox"/> NO		
Type ما نوعها	When تاريخها	Where مكان الإصدار
Arrival in Saudi Arabia Date	Flight	Airline
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:

(TEMPLATE – VISA APPLICATION LETTER FOR SAUDI ARABIA)

Original typewritten letter is to be submitted to the Canadian Chamber on company letterhead (with full coordinates), once it has been duly signed by an authorized representative.

If no letter of waiver on file, the letter must be notarized and accompanied by a copy of proof of registration in Canada (with validity period) – either with the federal or provincial government (if not submitted prior).

Embassy of Saudi Arabia
Consular Section
201 Sussex Drive
Ottawa, Ontario K1N 1K6
Canada

Dear Sirs:

This letter is to present [name of applicant, position and company name.]

The purpose of [name of applicant] visit to [country name] is to represent [company name] on a visit to [purpose of visit.]

The relevant information pertaining to this visit is as follows:

- Name of applicant
- Nationality
- Passport #
- Date of issue of passport
- Expiry date
- Place of birth
- Date of birth
- Religion
- Occupation
- Name of inviting company
- Period of stay

We kindly ask you to grant [name of applicant] the appropriate visa for the above mentioned purpose. Please be advised that [company name] will accept full financial responsibility for [name of applicant] during this visit.

Yours truly,

.....
 Authorized Signature _____ Date _____

 Print Name/Title _____

On the _____ day of _____, 20____, the signatory has:

- proved to me, on the basis of satisfactory evidence, to be the person whose name appears as signatory on these documents;
- acknowledged that he/she executed the same in his/her authorized capacity; and
- sworn before me as to the accuracy of information contained in the document referenced above.

*Signature & seal of Notary or Lawyer
if CCC does not have a letter of waiver on file.*

.....
 Notary Public/Lawyer _____ Date _____

 Print Name _____ Seal _____

Authorized Trade Association

The Canadian Chamber of Commerce
360 Albert Street, Suite 420
OTTAWA, Ontario K1R 7X7 CANADA

This is to confirm that, upon review of documents submitted to us by **(company name)**, and to the best of our knowledge and belief, that the above-named organization is registered as a Canadian enterprise.

.....
 Authorized Signature _____ Date _____

 Print Name _____ Seal _____

For info on Visa requirements, go to <http://embassies.mofa.gov.sa/sites/canada/EN/Pages/default.aspx>