



TRAVEL VISA PRO
Call us for assistance – Toll-free: (202) 684-7150
Fax: (866) 511-7599
www.TravelVisaPro.com

Saudi Visa Instructions

Business Visas:

- ✓ The Kingdom of Saudi Arabia requires all applicants to submit an Enjazit application with your documents. Travel Visa Pro **provides** this since we are a Registered Agent of the Saudi Embassy.
- Valid US/Non US passport which must be signed and have two blank, adjacent pages AND six months validity.
- Non-US citizens must send proof of status in the USA, i.e., green card copy, H1B1, alien registration card, student visa, etc.
- One completed and signed application signed in blue/black ink (**enclosed**).
- One signed “Declaration of Saudi Laws” (**enclosed**).
- One passport style photo with dimensions 2” x 2” with a white background.
- An official invitation letter from the Kingdom of Saudi Arabia. This invite can be faxed or emailed to enjaz@travelvisapro.com for translations and verification prior to sending your documents.
- A business letter from your US Company written on the company’s letterhead. It must explain the purpose of trip, dates, and a financial guarantee. This letter must be signed by someone than the applicant UNLESS you are the owner of the company. Lastly, the letter must specify the number of entries and validity requested (**sample enclosed**).
- Proof of airline tickets or itinerary (case by case).

Visa Validity, number of entries, and length of stay will be dictated by the letter from Saudi Arabia

***** Please see next page for pricing guidelines*****

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
la@travelvisapro.com

In Seattle:
600 First Ave, Ste 425
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

Fees/Processing times:

For US Citizens:

Processing Time	Consular Fee	Enjaz Fee	Service Fee	Total
next day	\$108	\$30	\$399	\$537
2-3 days	\$108	\$30	\$199	\$337
5 days	\$108	\$30	\$169	\$307
6-8 days	\$108	\$30	\$119	\$257

For Non-US Citizens Single:

Processing Time	Consular Fee	Enjaz Fee	Service Fee	Total
next day	\$54	\$30	\$399	\$483
2-3 days	\$54	\$30	\$199	\$283
5 days	\$54	\$30	\$169	\$253
6-8 days	\$54	\$30	\$119	\$203

For Non-US Citizens Multiple:

Processing Time	Consular Fee	Enjaz Fee	Service Fee	Total
next day	\$134	\$30	\$399	\$563
2-3 days	\$134	\$30	\$199	\$363
5 days	\$134	\$30	\$169	\$333
6-8 days	\$134	\$30	\$119	\$283

Shipping your documents:

Please ship all documents to:
Travel Visa Pro
Saudi Arabian Visa Department
1802 Vernon ST NW
Washington, DC 20009

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
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Local: (206) 855-5185
seattle@travelvisapro.com



www.TravelVisaPro.com

Saudi Arabia Visa Order Form

Thank you for considering Travel Visa Pro to process your Saudi Arabia Visa. At this point, you should already have your invitation letter from KSA. If you have any questions about this or the rest of the process, please call us at 202-684-7150.

TRAVELER(S) INFORMATION:

- 1. Dates of trip: ENTRY ___/___/___ EXIT ___/___/___
2. Date passports are needed back: ___/___/___ 3. Number of Travelers: ___
4. Travelers' names (first and last): _____
5. Please specify the nationalities of all travelers: _____

SERVICES REQUESTED:

- Business Visa Family Visit Visa Government Visa Employment Visa* Escort Visa
Residence Visa Enjaz only Attestations/Authentications 72 hour Transit Visa Work Visit
Other (please explain): _____

PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel,do.index.

*employment visas come included with all necessary authentications; processing time is set at a tentative 5-10 business days

PROCESSING TIME REQUESTED*:

- Next day‡ 2-3 days 5 day 6-8 days

* Certain visa types have fixed processing times
‡ Next day processing is not available for all cases. Please call us to discuss your case.

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____
Address: _____ City: _____ State: _____ Zip: _____
E-mail: _____ Signature Required for Delivery? YES NO
Phone: (____) _____ Cell: (____) _____ Fax: (____) _____

Shipping Method :

- \$0 (will include my own postage) \$39 FedEx Standard Overnight to states of HI, AK, or PR
\$15 FedEx Express Saver \$39 SATURDAY FedEx Overnight
\$20 FedEx Standard Overnight
\$25 FedEx Priority Overnight from \$39 for International FedEx

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: \$ _____

PAID BY Credit Card Money Order Check #: _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to cancelled orders. Orders cannot be cancelled once documents are submitted to the embassy.

Name on Card: _____ Signature: _____
Credit Card #: _____ Expiration Date: ___/___/___ Security Code: _____
Billing Address: Same as Shipping Other: _____

Thank you and have a safe trip!

Table with 6 columns: In San Francisco, In Washington DC, In New York, In Los Angeles, In Houston, In Seattle. Each column contains address, phone, and email information for the respective office.



سفارة المملكة العربية السعودية

القسم القنصلي في مدينة: _____

Royal Embassy of Saudi Arabia

Consular Section in _____
(city)

NOTICE ON SAUDI LAWS AND REGULATIONS

I hereby undertake to give my fingerprints and my eye iris pattern images and comply with the laws of the Kingdom of Saudi Arabia.

I, the undersigned, hereby agree to have my fingerprint and iris data (biometrics) captured as part of the application procedure for an entry visa to the Kingdom of Saudi Arabia. I further agree and declare as follows:

1. If granted the visa, I shall abide by all the laws and regulations of the Kingdom of Saudi Arabia and respect the Islamic customs and traditions of its people;
2. I am aware that all alcoholic beverages, narcotics and other illegal drugs, pornographic materials or publications that violate the social norms of decency and all other publications that are disrespectful of any religious belief or political orientation are prohibited and shall not be brought into the Kingdom of Saudi Arabia;
3. I am also fully aware that the crime of smuggling narcotics and other illegal drugs into the Kingdom of Saudi Arabia is punishable by the death penalty;
4. I have never been removed, excluded or deported from the Kingdom of Saudi Arabia or from any other Gulf Cooperation Council member state or charged with violation of any law or regulation thereof;
5. I agree to depart the Kingdom of Saudi Arabia on or before the expiration date of my visa. I am well aware that any violation of the laws and regulations of the Kingdom or any engagement in prohibited activities, such as the activities mentioned herein or in the entry visa documentation, are subject to the penalties described in the "Dealing with Persons on Entry Visas" statute, as enacted by Royal Decree No. 42, dated 10/18/1404 H;
6. I acknowledge and reaffirm my declaration that this application and the evidence submitted with it are all true and correct. I also understand that if I submit any false information or if my name was found to be listed as banned from entry into the Kingdom of Saudi Arabia, my application will be denied or my visa, if already granted, revoked. Moreover, I may be turned back from any Saudi port of entry at my own expense, while I shall have no right to demand compensation.

Name (Please print): _____

Signature: _____

Date: _____



سفارة المملكة العربية السعودية
واشنطن
القسم القنصلي

Royal Embassy of Saudi Arabia
Washington
Consular Section

First Name:	Middle Name:	Last Name:	الإسم الكامل:
Mother's Name:	إسم الأم:		
Date of Birth:	تاريخ الولادة:	Place of Birth:	محل الولادة:
Previous Nationality:	الجنسية السابقة:	Present Nationality:	الجنسية الحالية:
Place of Issue:	محل الإصدار:	Passport No:	رقم الجواز:
Expiration Date:	تاريخ انتهاء صلاحية الجواز:	Date of Issue:	تاريخ الإصدار:
Sex:	الجنس:	Marital Status:	الحالة الاجتماعية:
Female Male	أنثى ذكر	Married Single	عازب متزوج
Religion:	الديانة:		
Profession:	المؤهل العلمي:	Qualification:	المهنة:
Home Address and Telephone No.:			عنوان المنزل ورقم التلفون:

E-mail Address:	البريد الإلكتروني:
Business Address and Telephone No:	عنوان الشركة (المؤسسة) ورقم التلفون:

Purpose of Travel:	الغاية من السفر:
عمل <input type="checkbox"/> إقامة <input type="checkbox"/> دراسية <input type="checkbox"/> عمرة <input type="checkbox"/> حج <input type="checkbox"/> دبلوماسية <input type="checkbox"/> خاصة <input type="checkbox"/> شخصية <input type="checkbox"/>	Employment <input type="checkbox"/> Residence <input type="checkbox"/> Student <input type="checkbox"/> Umrah <input type="checkbox"/> Hajj <input type="checkbox"/> Diplomat <input type="checkbox"/> Special <input type="checkbox"/> Personnel <input type="checkbox"/>
تمديد عودة <input type="checkbox"/> مرور <input type="checkbox"/> سياحة <input type="checkbox"/> تجارية <input type="checkbox"/> رجال اعمال <input type="checkbox"/> حكومية <input type="checkbox"/> زيارة عمل <input type="checkbox"/> زيارة عائلة <input type="checkbox"/>	Re-Entry <input type="checkbox"/> Transit <input type="checkbox"/> Tourism <input type="checkbox"/> Commerce <input type="checkbox"/> Businessmen <input type="checkbox"/> Government <input type="checkbox"/> Work Visit <input type="checkbox"/> Family Visit <input type="checkbox"/>
	أخرى <input type="checkbox"/> مرافق <input type="checkbox"/>
	Others <input type="checkbox"/> Companion <input type="checkbox"/>

Method of Payment:	By enjaz Only	طريقة الدفع:	عن طريق انجاز فقط
Name and Address of Company or Individual invitee in the Kingdom:		اسم وعنوان الشركة أو اسم الشخص الداعي وعنوانه بالمملكة:	

Travel Information:			معلومات السفر
Date of arrival in Saudi Arabia:	Via Airline:	Flight No:	
City of Embarkation:	Port of Entry:		
Duration of Stay in the Kingdom:			

Name of traveling companion:	اسم المحرم:
Relationship of the person traveling with:	صلته:

*** Application must be filed out in its entirety ***

I, the undersigned, hereby certify that:

- I agree to have my fingerprints taken and my Iris scanned. أنا الموقع أدناه وافق على اخذ بصمة الاصابع وقزحية العين
- All the information provided is correct. I will abide by the laws of the Kingdom during the period of my residence. أقر بأن كل المعلومات التي دونتها صحيحة وسأكون ملتزماً بقوانين المملكة أثناء فترة وجودي بها.

التاريخ:

التوقيع:

الإسم:

Name:	Signature:	Date:
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<<<YOUR COMPANY'S LETTERHEAD>>>

To: Consulate General of <<Country>>

<<DATE>>

Dear Consul General:

This letter is to confirm that Mr./ Mrs. <<Your First and Last Names>> is one of our employees who is engaged as a(n) <<Position>> for <<Your Company Name>>. Mr./ Mrs. <<Your Last Name>> has been with << Your Company>> for the last <<#>> years, and will be traveling to <<city>>, <<country>> from <<date of entry>> to <<date of exit>> for total of <<#>> of days to conduct the following business activities:

1. <<Detail as much as possible the business to be conducted>>
2. <<more details>>
3. <<more details>>

While in your country, Mr./Mrs. <<Your Last Name>> will visit <<Person name>>, <<Person Title>>, <<Visiting Company's Name, Address, and Phone Number>>.

Mr./Mrs. <<Your Last Name>> will be staying at <<hotel name, address, and phone number>> during the trip. <<Company Name>> hereby guarantees sufficient funds for Mr./ Mrs. << Your First and Last Names >> Stay, as well as accommodation, round trip air transportation, and full medical insurance coverage.

Therefore, I kindly ask to issue Mr./ Mrs. << Your First and Last Names >> <<type (e.g. Business 1year, multi-entry)>> visa at your earliest convenience. Thank you for your assistance. Please contact me should you have any questions.

Sincerely,

<<Supervisor's signature>>

<<Supervisor's Name and Last Name

<<Title>>

<<Phone Number>>