

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

Tel: 613-777-0408



Saudi Arabia Work visa Application for citizens of Algeria 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 work visa checklist

- ☐ **Filled out and signed Saudi Arabia work visa application form.** The form is enclosed.
- ☐ **Original, signed Algeria passport.** Passport must be undamaged and have 6 months of remaining validity.
- ☐ **2 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.

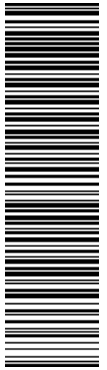
If you wish to prepay return shipping, please add the shipping fee to the total and provide return address:

- | | |
|---|---|
| <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: <input type="text"/> |

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

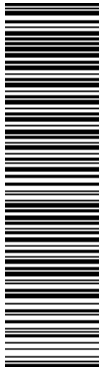
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- ☐ **Proof of Status.** Copy of the front and back of valid Permanent Resident Card.
- ☐ **Itinerary.** Copy of round trip tickets or itinerary.
- ☐ **Police Report.** Police report or Certificate of Good Conduct from applicant's local police station.
- ☐ **Employment Contract.** Copy of the employment contract, signed by both the prospective employer in Saudi Arabia and the applicant. Contract **must be stamped by the Saudi Ministry of Foreign Affairs and the Chamber of Commerce.**
- ☐ **Employment invitation letter.** A letter from the sponsoring company in Saudi Arabia. The letter should be printed on company letterhead stationery, addressed to "The Consulate of Saudi Arabia, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The letter must adhere to the following guidelines:
 - Briefly introduce the applicant.
 - State the nature of the position being offered, salary structure, and duration of the contract.
 - Specify the type and desired validity of the visa (ie. a one year multiple entry employment visa).The company in Saudi Arabia will also need to provide a copy of its business registration certificate.
- ☐ **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.
- ☐ **Education.** Canadian degree/Diploma, and all transcripts certified by **Canadian Ministry of Foreign Affairs** and must also be stamped by the **Saudi Arabian Cultural Bureau.**
- ☐ **Letter(s) of experience.** A completed letter(s) from a previous employer certified by Canadian MOFA. Foreign degrees must be stamped by the embassy of Saudi Arabia in the country of issue or by embassy in Canada and Canadian MOFA.
- ☐ **Medical report.** Original copy is required : The Report must be completed by the Doctor (make sure before you leave his office that the form is fully completed, answer with a check mark only ✓ near each test depending on the result). The medical report must be stamped by the college of physicians. Please ask your Dr. about the address of the college of physician he is registered at and send them the report to have it stamped. Attach to the medical report a copy of all medical test results (make sure before you leave the doctor's office that you have copies of all the test results), you also must have the following test results - hep B/hep C/ VDRL/HIV . In case you have one of the tests positive ask the Dr. to give you a note explaining about the positive result. This form is available here.
- ☐ **A statement of religion or proof.** You can write the statement by yourself.
- ☐ **CV form.** This form is available here.

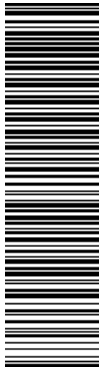
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- ☐ **Notification to all agents and all applicants.** This form is available here.
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- ☐ **Inviting Company's Business Registration Certificate.** The company in Saudi Arabia must also provide a copy of its valid Business Registration Certificate.
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The Saudi Arabian embassy will only be accepting single entry visas within 30 days of their departure date from Saudi Arabia. IMPORTANT: The passport MUST contain two blank visa pages side by side in order for the visa to be issued.

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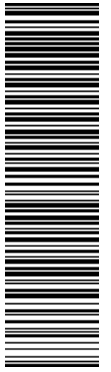


Saudi Arabia work visa fees for citizens of Algeria living in Alberta

	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	\$125.00	\$244.20	\$10.00	\$12.21	\$391.41

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

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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#: _____

Photo الصورة		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		Qualifications المؤهل العلمي		Place of issue مكان الإصدار	
Profession المهنة		Home Address and Telephone No in Canada عنوان المنزل ورقم الهاتف في كندا			
E-mail Address		البريد الإلكتروني			
Business Address and Telephone no in Canada		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"/> Businessman رجل أعمال <input type="checkbox"/> Special خاصة <input type="checkbox"/> Residence إقامة <input type="checkbox"/> Work visit زيارة عمل <input type="checkbox"/> Personal شخصية <input type="checkbox"/> Government حكومية <input type="checkbox"/> Student دراسية <input type="checkbox"/> Commercial تجارية <input type="checkbox"/> Transit مرور <input type="checkbox"/> Investor مستثمر <input type="checkbox"/>					
Name , Address , telephone number of the Company or Sponsor in Saudi Arabia إسم وعنوان وهاتف الشركة أو الكفيل وعنوانه في المملكة					
Have you previously been issued a visa to Saudi Arabia? هل سبق لك أن حصلت على تأشيرة دخول إلى المملكة Yes نعم <input type="checkbox"/> NO لا <input type="checkbox"/> Type ما نوعها When تاريخها Where مكان الإصدار					
Arrival in Saudi Arabia Date Airline Flight		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>