

Saudi Arabia Visa Checklist

USCCC can process Business Visas. A Business Visa is issued to a person who is invited to Saudi Arabia for business. Saudi Arabia does not currently issue tourist visas.

Please call us before sending the documents. Once we have confirmed that you have all documents, assemble all of the following documents and send it to our office at:

ATTN: Mai Hoang
U.S.-China Chamber of Commerce
55 W. Monroe Street, Suite 630
Chicago, IL 60603
Phone: (312) 368-9911

For Business Visa:

- Valid Passport
 - The expiration date must be greater than six months from the date of entry for the visa you are applying for
 - There must be at least three blank pages

- Completed and Signed Application Form
 - Complete all fields of the application

- Two recent passport-style color photos, with full face, front view, no hat, and against a plain white background.
 - It should be about 2x2 inches
 - It must be on glossy photo paper
 - Go to your local CVS, Walgreens, or Kinko's to get your picture taken

- Travel Itinerary or a Copy of a Round Trip Plane Ticket

- Business Letter from Applicant's Company in US (see sample)
 - The letter should be written on company letterhead
 - Must include the Name and Title of the applicant
 - Provide a description of the purpose of the visit, probable duration of stay, state the validity of the visa applied for, organization and places visited, indicate who will be financially responsible for the applicant, and provide contact information in Saudi Arabia.
 - An executive of the company or human resources must sign the letter
 - The type of visa applied for must match the visa applied for on the application and on the invitation letter from Saudi Arabia
 - **This must be an original letter**

- Notice on Saudi Laws & Regulations

- Official Electronic Invitation Letter from the Saudi Ministry of Foreign Affairs
 - It must show the Saudi company seal and the seal of the Saudi Chamber of Commerce. If the invitation is issued by a government company, a Chamber of Commerce certification is not needed
 - The invitation letter must include:
 - The inviting company's address and phone number
 - The applicant's name, nationality, position in the company, length of the visa, purpose of the trip, and the number of entries requested
 - The length of the visa and number of entries of the visa requested should match the business letter
 - A faxed or emailed copy is acceptable

- Enjazit Online Registration
 - We **highly** recommend that we apply for the Enjaz on your behalf to ensure that the registration form is accurate and complete.
 - If you decide to complete the Enjaz Online Registration Form by yourself, you can apply online at <https://enjazit.com.sa/>
 - Select "English" at the top of the page, click on Individuals, then click on "Applications for Visa from Saudi Missions abroad."
 - Accept the terms and conditions.
 - After filling in the registration form exactly as written on your visa application form, import a scanned photo of you. If your photo does not appear after you upload it, you should still be able to continue.
 - Click "Submit" and continue to the next page where you will make a payment of \$10.50. **Before submitting payment, write down or print your application number and transaction number.**
 - Print a copy of the registration and payment confirmation pages and include it with your application.
 - Record the reference number at the top right-hand corner of the application form for future reference.

Enjaz Registration Release Form

- Fee Schedule
 - Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

Non-U.S. Passport Holders Must Include:

A copy of a green card or valid US visa

Female Travelers

If you are a female traveling *without* a male relative, you must submit a special MOFA (Ministry of Foreign Affairs) approval.

صورة

Photo



سفارة المملكة العربية السعودية
واشنطن
القسم القنصلي

Royal Embassy of Saudi Arabia
Washington
Consular Section

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

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

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

طريقة الدفع:	Method of Payment: Company Check: [] Money Order: []
اسم وعنوان الشركة أو اسم الشخص الداعي وعنوانه بالمملكة:	Name and Address of Company or Individual invitee in the Kingdom:

معلومات السفر:	Travel Information:
Date of arrival in Saudi Arabia: <input type="text"/> Via Airline: <input type="text"/> Flight No: <input type="text"/>	
City of Embarkation: <input type="text"/> Port of Entry: <input type="text"/>	
Duration of Stay in the Kingdom: <input type="text"/>	

اسم المحرم:	اسم المحرم:
Relationship of the person traveling with:	Name of traveling companion: <input type="text"/>

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

I, the undersigned, hereby certify that:

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

التاريخ:

التوقيع:

الإسم:

Name:	Signature:	Date:
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PRINT ON COMPANY LETTERHEAD

(Date)

Consulate General of Saudi Arabia

Dear Sir/Madam:

On behalf of (Full Name of Applicant), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (multiple entry or single entry) Business Visa for (applicant) since (Mr./Ms.) (Applicant's Last Name) (state reason for applying for visa such as "will be returning to Saudi Arabia for business meetings"). (Mr./Ms.) (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to Saudi Arabia to (state purpose of visit and detailed information such as "to attend business meetings with suppliers"). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in Saudi Arabia for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

While in Saudi Arabia, (he/she) will be contacting (applicant's name of contact in India), (contact's title in Saudi Arabia) of (contact's company in India). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in Saudi Arabia)

(Applicant's company) guarantees that (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of Saudi Arabia in any way during the course of (his/her) visit.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)

Enjaz Registration Release Form

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 & 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, which violate the social norms of decency and all other publications, which 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, which are described in the "Dealing with Persons on Entry Visas" statute as enacted by Royal Decree No. 42, dated 10/18/1404AH.
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 entering 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 :

Signature :

Date :



سفارة المملكة العربية السعودية
واشنطن
القسم القنصلي
Royal Embassy of Saudi Arabia
Washington
Consular Section

NOTICE ON SAUDI LAWS AND REGULATIONS

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Name (Please print): _____

Signature: _____

Date: _____



中美總商會

UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Saudi Arabia Visa Application Fee Schedule

Name (First, Middle, Last) _____

Company _____

Return Address* _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email _____

Type of Address: Residential Commercial/Industrial

For Residential Delivery – Signature Required**: Yes No

* FedEx and UPS cannot deliver to a P.O. Box address.

** Unless otherwise requested, adult signature is required. A person needs to be present to receive the package. Additional charges may apply.

Visa Type and Fee	Quantity	Unit Price	Amount
Consular (Third Party)			
Business Visa			
Multiple Entry Visa and Enjaz Processing		\$332.00	
USCCC			
Processing Fee		125.00	
Shipping***			
<input type="checkbox"/> Company/Applicant Shipping Account			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account Number: _____			
<input type="checkbox"/> USCCC Account****		32.50	
Photo (if applicable)*****		3.50	
Sub Total			
Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)		4.9%	
Total			

*** Additional shipping fees will be charged in order to ship to the Royal Embassy of Saudi Arabia.

**** \$32.50 is an estimate of domestic shipping fees. Shipping fees may be higher. Contact USCCC with any questions about shipping.

***** If photo is not enclosed, please email a high resolution passport style photo to info@usccc.org for printing.

Payment Information: Check enclosed for: _____ Credit Card

Type of Credit Card: Visa MasterCard American Express

Name as Appears on Credit Card _____

Credit Card Number _____ Exp Date (mm/yyyy) _____