



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **SAUDI ARABIA WORK VISA N/A VISA FOR UNITED KINGDOM NATIONALS**

- Visa Form
  - No handwritten changes.
  - In block capitals only.
  - Black ink only.
  - Fully filled.
  - You will find this form in our document pack.
  - You must answer all questions including Previous Nationality (even if the previous nationality is the same as the current), Current Nationality & Religion.
- Passport
  - Have at least two blank visa pages opposite each other.
  - Must be valid six months after the visa expires.
- 2 photographs
  - Be of photo booth quality on a off whitish background. It can be stapled on both sides of the face and to the visa form.
- Complete the Monkey Pox Declaration form, declaring the applicant does not have Monkey Pox.
  - You will find one in our downloadable pack.
- Copy of Visa Block
  - This has the Nationality and the Job title that can be applied for.
- Copy of Employment Contract stamped by the Saudi Chamber of Commerce & the Saudi Ministry of Foreign Affairs.
- Copy of C.V.
- Attestation of qualifications needed for the job role. Kindly supply all documents necessary.
  - Original qualifications
  - Copies of your academic qualification(s) which have been attested by the Saudi Bureau in Chiswick.
  - The attested qualification(s) then needs to be stamped by a solicitor and apostilised by the British Foreign & Commonwealth.
  - Finally the copies must be legalised by the Saudi Embassy.
  - Regent Visas can organise getting your qualification(s) attested and legalised for you.
  - Please note that for some job titles the Embassy the applicants qualification(s) may not need attesting. Kindly contact Regent Visas to find out.
- An Electronic Power of Attorney from the Saudi Ministry of Foreign Affairs. This should have either the applicants name or Regent visas on it.
- Copy of a letter addressed to the Embassy from the Arabic company, written in Arabic include the following points:
  - Applicants name.
  - Passport number.
  - The Visa number and the date of issuance of the Visa number
- If the applicants passport contains a live Saudi visa, then supply a cancellation request letter from the company that invited him/her addressed to the Embassy.
- For applicants over 18 years supply an original Police report. It must not be older than 1 month.
  - You can obtain the report by clicking here: [View form](#)
  - It needs to be apostilised by the British Foreign and Commonwealth office.

## **SAUDI ARABIA WORK VISA N/A VISA FOR UNITED KINGDOM NATIONALS**

- Regent Visas can organise getting the police report apostilised for you.
- Police reports obtained outside the UK will need to be authenticated by the Saudi Embassy in the country where it was issued.
- Saudi Medical not older than 3 months, obtained from a UK Doctor.
  - It must then be apostilised by the British Foreign and Commonwealth office prior to the visa application.
  - Saudi Medicals and Apostilisations can be organised by Regent Visas.
- Complete the Saudi E-number form.
  - You will find one in our downloadable pack.
  - The E-number will be created by Regent visas and this is included in the visa fee.
- Complete the Saudi Medical application form.
  - You find this in our downloadable pack.
  - You will find one in our downloadable pack.
- Applicants for Saudi Visas must be present in the UK during the time their documents are submitted at the Embassy.
  - To ensure this supply a copy of the Flight ticket.
  - This must show the traveller is departing from the UK and arriving in Saudi Arabia
- Regent Visas Order Form
  - You will find this form in our document pack.
- Important information:
  - Work visas are valid 1-3 months from date of issue.
  - The cut off time for our Express service is 9.00am on the day you want your application lodged.
  - Saudi visas are currently taking from 24 hours to issue.
  - If you have a valid Saudi visa then you cannot apply for a new visa unless there are just 2 days left to before it expires.
  - Kindly note the Embassy are open for lodging and collecting visas Monday to Thursday only.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Saudi Arabia Work Visa"/>	<input type="text" value="n/a"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE