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Visa #1. Saudi Arabia Commercial/ Business VISA (with letter of invitation or authorization), form the embassy of Saudi Arabia Ottawa, Canada

SAUDI VISA REQUIREMENTS CHECKLIST- OTTAWA, CANADA

1. An original applicant's passport with the following:
 - A. Valid for at least **6 months** from expected arrival date into KSA.
 - B. Showing the place of birth.
 - C. Two side by side blank pages.
 - D. Showing at least first and last name.
2. A fully completed Visa application "Form B" **including page 2 "NOTIFICATION TO ALL AGENTS AND ALL APPLICANTS"**.
3. One recent photograph (No more than a month old) on a plain white background.
4. The applicant's sponsor / business partner in Saudi Arabia must provide:
 - A. A valid electronic copy of the invitation letter from the KSA Company approved by The KSA Ministry of Foreign Affairs and addressed to Ottawa. An invitation is considered valid if it has been issued within the last 3 months.
 - B. A copy of the company's registration certificate.
5. The applicant's Canadian Employer must provide:
 - A. A letterhead from a registered company or firm based in Canada **(the name of the Canadian company and job title for the applicant must be the same as the one mentioned in the invitation letter from KSA)**. This letter has to be addressed to the Consular Section and **must include the following**: full name of the applicant, religion, nationality, passport number, occupation, name of the Saudi Arabian company, purpose of the trip, length of stay and number of entries and complete financial responsibility, **Further, the letter must be:**
 - **Signed** - original ink only, not an electronic signature - by an authorized signatory at the company, other than the applicant himself or herself.
 - Stamped with the **company's stamp/seal**.

Saudi Arabian commercial/business visa requirements
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- Stamped and signed by **Canadian Chamber of Commerce** in Ottawa (preferable) or Board of Trade where the company is located (in this case you may need to provide additional info such as an original letter from this Chamber of commerce with its list of the authorized signatories).
- Stamped by the Canadian foreign/**Global affairs authentication section** at The Department of Foreign Affairs, Trade and Development of Canada (DFATD).
- **Note:**
 - If the Canadian employer is a university or a college, please submit an original letterhead introducing the applicant. This letter must be stamped by:
 - I. The university or the college and signed - original ink, not an electronic signature- by an officer other than the applicant himself or herself and stamped with the collage/ university or faculty's stamp/seal.
 - II. A notary Public.
 - III. Department of Foreign Affairs Trade and Development Canada (DFATD).
 - For an independent applicant or applicant not representing any entity (please send a notarized letter stating your position, in addition to your qualifications and experience which must be matching with your business trip activities and sponsor Saudi company). The embassy may require this letter to be stamped by Department of Foreign Affairs Trade and Development Canada (DFATD).
- B. A copy of the Canadian company's Certificate of Incorporation (Business Registration).
- 🔒 6. Applicant applying with Non-Canadian passport:
 - With a letter of invitation, applicant must submit a copy of legal status in Canada, such as a valid residency permit (PR card- copy of front and back), study or work visa/permit.
 - With an authorization, a copy of applicant's PR card is not required.
- 🔒 7. A photocopy of applicant's airline reservation. Note that the port of entry to KSA must be same or the closest airport to the city of the sponsor. If the sponsor invited the applicant to conduct business/visit in a different city than the one displayed in the company's registration, the sponsor must provide a letter explaining the reason. This can be for conducting business in another branch/location of the company for example.
- 🔒 8. Copy of applicant's passport.
- 🔒 9. NOTIFICATION TO ALL AGENTS AND ALL APPLICANTS "Second page of Form" B".
- 🔒 10. Fees and Applicant information sheet "Form A".