

Serving you better in the embassy neighbourhood

**Visa #14 EXTEND RETURN FOR SAUDI ARABIAN VISA (EXIT RE-RETURN VISA)
(LOST PASSPORT WITH RE-ENTRY) 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 **"NOTIFICATION TO ALL AGENTS AND ALL APPLICANTS" page 2**.
- 3. Two recent **photographs (not more than a month old)** on a plain white background.
- 4. A **copy of residency permit (IQAMA)**
- 5. A **copy of the lost passport**.
- 6 .A certificate **print out** issued by the passport office TRAVEL SECTION in Saudi Arabia which include information about the latest exit re-entry visa issued to you.
- 7. **A letter from the Saudi sponsor (Kafeel) requesting** the extension of the visa and **confirming** the employment, job title, residency permit number and the expiry date, the loss of the passport and to issue a visa to the applicant to resume work or residence in Saudi. **This letter must be stamped by Saudi Ministry of Foreign Affairs**. (Scanned copy or original, both will work at the moment) **(New requirement)**
- 8 .**Police report or letter** from the issuing authority of the new passport revealing the reason for issuing new passport (Original & one copy).
- 9. A photocopy of applicant's **airline reservation**. Must be signed and dated by the applicant, 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 work 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/work in another branch/location of the company for example.

- 10. "NOTIFICATION TO ALL AGENTS AND ALL APPLICANTS" Form "B" page 2
- 11. *Copy of applicant's passport.*
- 12. Fees and Applicant information sheet "**Form A**".