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**Visa #2 SAUDI ARABIAN VISAS with an authorization other than commercial visit
(Government/ escort/visiting organization and diplomatic mission/personal)**

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. A copy of a valid visa authorization slip approved by the Saudi Arabian Ministry of Foreign Affairs and addressed to the Consular Section at Saudi embassy in Ottawa. The authorization is considered valid if it has been issued within the last 3 months.
5. The applicant's Canadian Employer must provide:
 - **A letterhead 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**.
 - **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 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.
 - 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 Arabian commercial/business visa requirements
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Saudi company). The embassy may require this letter to be stamped by Department of Foreign Affairs Trade and Development Canada (DFATD).

6. Applicant applying with Non-Canadian passport 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. If applicant is traveling with family and they are on the visa authorization slip, ensure existence of proof of relationship to applicant (marriage certificate for the spouse, and a birth certificate for children, brothers, and sisters, indicating name of parents) (original or a notarized copy by Canadian Notary Public and the Canadian Global Affairs required)
9. Copy of applicant's passport.
10. NOTIFICATION TO ALL AGENTS AND ALL APPLICANTS "Second page of Form" B".
11. Fees and Applicant information sheet "Form A".