

**Visa #4. EMPLOYMENT / WORK VISA 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. Two recent **photographs (No more than a month old)** on a plain white background.
4. One of the following:
  - A. Tafweed, if the sponsor is a private business/company** , a copy of **an approved electronic Power of Attorney (Tafweed)** with the following information: full name of the applicant (future employee) and his/her job title, POA number and date, the employer's company name.( Not in the name of the approved agent).
  - B. An original** letter of sponsorship, **if the sponsor is a Saudi government entity** with the same above mentioned information.
  - C. Visa slip:** A copy of visa slip (the approval from MOFA), **if the sponsor is organization and diplomatic mission.**
  - D. Authorization letter issued by** the Cultural Bureau (if applicable) **if the KSA sponsor is under the Ministry of Education (MOE)**such as a **government university or MOE 's entity:** The letter has to mention the visa number, the profession applied for and **if a family is coming along too.**  
(Visaenterprise can obtain this document from SCB in your behalf)
5. The **work contract signed by** both parties **and stamped from the Saudi Ministry of foreign affairs.**

- 6. Copy of Saudi **company's registration** certificate.
- 7. **A copy of your Canadian Degree / Diploma. MUST match or be related** to your job title **and must be certified by:**
  - A- The issuing institution or by a Notary Public
  - B - The Department of Foreign Affairs, Trade and Development of Canada (DFATD).
  - C – The Saudi Cultural Bureau in Ottawa (SCB).

The SCB requires a set of original transcripts in an envelope sealed by the issuing institution in order to certify the degree. The transcripts must match the copy of the degree/diploma you are submitting for the visa application.

- 8. **A second set of original transcripts matching the submitted degree must be certified by the issuing institution or by a Notary as well as authenticated by DFATD.**
- 9. If the applicant with **no degree**, then a **letter of experience** from previous or current Canadian employer **notarized by a Notary Public** as well as **authenticated by DFATD**  
**If the issuing institution** is based in a country other than Canada, the letter of experience **MUST be certified by the Saudi Arabian Embassy in that country.**
- 10. Foreign Degrees must be **certified** by the Saudi Embassy/ Saudi cultural mission in the country of issue.
- 11. **A Completely filled out medical report form that MUST BE:**
  - a) **Valid**, less than **three months** from the date of issue.
  - b) The physician used a **CHECK MARK (✓)** for POSITIVE RESULTS OR NEGATIVE RESULTS only.
  - c) The report certified by **college of physicians** of the issuing province (Original Only).
  - d) Copy of **all required test results**.
  - e) (**HIV, Syphilis, Hepatitis B and C** - please attach copy of these test results **after** the medical report right away).
  - f) If any of the above 4 results are positive+, the doctor must provide a typed **explanation** of why they are positive.
  - g) If medical report is done **outside of Canada**, it **must be** authenticated by the KSA Embassy in that country.
  - h) If the medical report is **issued in KSA** it must be authenticated **by MOFA**.

- 12. **An original valid Canadian Police Records Check.** (Less than three months from the issuing date – you can obtain this certificate **simply by NAME SEARCH** only and no need for fingerprint processing).
- 13. If applicant previously worked in Saudi Arabia, a letter of release must be attached or a final exit from KSA. (Copy).
- 14. 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.
- 15. Completed "**additional form (C)**" for employment visa.
- 16. "NOTIFICATION TO ALL AGENTS AND ALL APPLICANTS" **form.**
- 17. Copy of **applicant's passport.**
- 18. Fees and Applicant information sheet "**Form A**".