



#3 WORKING VISIT VISA for Saudi Arabia with letter of invitation or an authorization  
(It's a type of business visa for a professionals and technical business activities)

#### CHECKLIST

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 copy of the company's registration certificate
  - B. One of the following:
    - i. A copy of the visa authorization slip.
    - ii. A valid electronic copy of the invitation letter from the Saudi company approved by The Saudi Arabian Ministry of Foreign Affairs and addressed to the Consular Section in Ottawa. Alternatively, you can provide the invitation number and the Sponsor's Civil Registration number. An invitation is considered valid if it has been issued within the last 3 months.
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 must be same as the one mentioned in the invitation 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, The letter must be signed by an authorized signatory at the company then stamped by a Canadian Chamber of Commerce or Board of Trade. The Saudi embassy will accept the stamp of The Canadian Chamber of Commerce in Ottawa with no question asked. For Chambers of Commerce in other cities, the embassy may request additional information and documentations.
  - b) A copy of the Canadian company's Article of Incorporation (Registration).
6. A copy of a service agreement between the company in KSA and the applicant's Canadian company.
7. A copy of the applicant's Degree/ Diploma / Certificate matching with the job title as per applicant's invitation.
8. Applicant applying with Non-Canadian passport must submit a copy of legal status in Canada, such as a valid residency permit (PR card), study or work visa/permit (copy of front and back of the PR card).
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 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.
10. Copy of applicant's passport.
11. Fees and Applicant information sheet "Form A".