



#4. EMPLOYMENT VISA form the embassy of Saudi Arabia Ottawa, Canada

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".
3. Two recent photographs (No more than a month old) on a plain white background.
4. One of the following:
 - a) A copy of approved an electronic Power of Attorney (Tafweed) with the following information: POA number and date, the employer's company name, full name of the applicant (future employee) and his/her job title.
 - b) An original letter of sponsorship from the Saudi company with the same above mentioned information. This original letter must be certified by a Saudi Chamber of Commerce and the Saudi Ministry of Foreign Affairs if the company is a non-government entity.
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). (New requirement)

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.