



#1 SAUDI ARABIAN COMMERCIAL VISA (with a letter of invitation)

Check List

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 valid electronic copy of the invitation letter from the KSA Company approved by The KSA Ministry of Foreign Affairs and addressed to Ottawa. An invitation is considered valid if it has been issued within the last 3 months.

b) A copy of the company's registration certificate.

5. The applicant's Canadian Employer must provide:

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 Certificate of Incorporation (Business Registration).

6. Applicant applying with Non-Canadian passport must submit a copy of legal status in Canada, such as a valid residency permit (PR card- copy of front and back), study or work visa/permit.