

*Thank you for choosing GAN Visa Service to handle your application.*

**We will help to get your visa in 3 easy steps;**

**First step:**

Submit your original documents and forms to GAN Visa using Royal Mail Special Delivery or Courier to the following address.

**GAN Visa Services**

Southbank House  
Black Prince Road  
London  
SE1 7SJ  
United Kingdom

**Second step:**

Once we receive your documents, we will check them, process the application and forward it to the embassy.

**Third step:**

When your visa is issued we will collect your passport from the embassy and send it directly to your address.

# Saudi Work Visa Requirements

	Documents Checklist	✓
1.	Passport must be valid for more than six months beyond post entry date and have 2 blank pages opposite each other.	<input type="checkbox"/>
2.	Saudi visa application form, (the form is found in this pack).	<input type="checkbox"/>
3.	Two recent colour photographs taken against a white background and printed on high quality photo paper.	<input type="checkbox"/>
4.	An online visa application, we will complete this on your behalf.	<input type="checkbox"/>
5.	A work visa approval issued by the Saudi Arabia Ministry of Foreign Affairs, (Copy is sufficient).	<input type="checkbox"/>
6.	A copy of E-Wakala / Tafoyeed ( E-power of attorney)	<input type="checkbox"/>
7.	A copy of employment contract signed by both parties the Employer and the employee.	<input type="checkbox"/>
8.	Medical report legalised by FCO. We can arrange medical examination and the FCO Legalisation for the report.	<input type="checkbox"/>
9.	A copy of applicant's CV.	<input type="checkbox"/>
10.	A copy of legalised Academic Qualification. Degree/Certificate needs to be legalised by the Saudi Cultural Attaché prior to applying for the work visa.	<input type="checkbox"/>
11.	GAN Visa Order Form	<input type="checkbox"/>

## Saudi Embassy Visa and E-Number fee

Single Entry £20

## Process time and handling fee

We charge a handling fee additional to the Saudi embassy visa fee, for our validation service to ensure all of your documents are in order. We will also generate the E-number, as well as covering the courier fees for submitting & collecting the visa application from the Saudi embassy in London.

- ❖ Express takes around 3 working days £120 plus vat.
- ❖ Standard takes 5 working days £90 plus vat .
- ❖ Medical examination takes 3 working day £280.
- ❖ Medical report legalisation in 1 working day by FCO £75 plus our handling fee £50 plus vat.
- ❖ Royal Mail Special Delivery £9.
- ❖ Saudi Cultural Attaché legalisation takes from 3 working weeks, there is no time frame for the legalisation as it depends on many factors. Fees £105 plus vat.

## Note

- ❖ Saudi Visas issued in the UK are valid for entry by air only.

PHOTO



سفارة المملكة العربية السعودية  
القسم القنصلي - لندن

**EMBASSY OF THE KINGDOM OF SAUDI ARABIA  
CONSULAR SECTION**

30 Charles Street, Mayfair, London W1X 8LP  
Telephone : (0207) 917 3000 / Fax : (0207) 917 3255

طلب تأشيرة عمل

**WORK VISA APPLICATION**

FOR OFFICIAL USE ONLY

Full Name :		الاسم الكامل :	
Family Name :		الاسم العائلي :	
Date of Birth :	تاريخ الولادة :	Place of Birth :	محل الولادة :
Previous Nationality :	الجنسية السابقة :	Present Nationality :	الجنسية الحالية :
Sex :	<input type="checkbox"/> أنثى Female <input type="checkbox"/> ذكر Male	Profession :	المهنة :
Marital Status :		الحالة الاجتماعية :	
Sect :	المنهج :	Mother's Name :	الديانة :
Permanent Address & Telephone Number in the UK of Applicant :		العنوان الدائم ورقم التليفون في بريطانيا لمقدم الطلب :	

Name & Business Address of Employing Company in Saudi Arabia : إسم وعنوان الشركة (المؤسسة) التي ستعمل معها في المملكة العربية السعودية :

Date of Issue :	تاريخ الإصدار :	Job Title :	مسمى الوظيفة :
Academic Degrees :		المؤهل العلمي :	
Previous Employment :		الوظائف السابقة :	
Countries you worked in :		البلاد التي عملت بها :	
Passport Number & Place of Issue :		رقم الجواز ومحل الاصدار :	
Date of Issue :	تاريخ الإصدار :	Expiry Date :	إنهاء الصلاحية :

I, the undersigned, hereby certify that all the information I have provided is correct and I will abide by the laws of Saudi Arabia during the period of my residence in it. أنا الموقع أدناه أقر بأن كل المعلومات التي بونتها صحيحة وسأكون ملتزماً بقوانين المملكة العربية السعودية أثناء فترة وجودي بها.

Applicant's Signature : توقيع مقدم الطلب : Date : التاريخ :

**For Official Use Only :**

رقم التأشيرة	مدة الإقامة
تاريخها	المدقق
صلاحيتها	المختص

**IMPORTANT : THIS SECTION MUST BE COMPLETED FULLY**

Full Name :	Point of entry into Saudi Arabia :
Company Name and Address in The UK :	Nationality :
Name & Address of Government Dept. or company being visited in Saudi Arabia :	Tel No. :
What is your Profession :	Proposed Departure Date :
Length of stay :	Via Airline :
City of Embarkation :	

تحذير : الإعدام هو عقوبة من يقوم بنشر المخدرات أو تهريبها أو ترويجها في المملكة العربية السعودية.

**WARNING: Capital punishment is the penalty for smuggling, promoting or circulating illegal drugs and Narcotics in Saudi Arabia.**

GAN Visa Services  
Southbank House  
Black Prince Road  
London  
SE1 7SJ UK  
[info@gan-visa.co.uk](mailto:info@gan-visa.co.uk)  
+44 (0)20 7061 6463

**GAN VISA**  Travel and Legalisation

Services Agency

## Visa Order Form

<b>Contact Details</b>	Name	
	Phone	
	Email	

<b>Applicants Details</b>	Full Name	Nationality	Passport Number	Date of Travel

<b>Visa Details</b>	Destination			
	Propose of visit	Business <input type="checkbox"/> Tourist <input type="checkbox"/> Work <input type="checkbox"/> Transit <input type="checkbox"/> Government <input type="checkbox"/> Study <input type="checkbox"/> Working visit <input type="checkbox"/> Umrah <input type="checkbox"/> Extension <input type="checkbox"/> Private <input type="checkbox"/>		
	Visa Entry Type	Single <input type="checkbox"/> Double <input type="checkbox"/> Multi 6M <input type="checkbox"/> Multi 1Yr <input type="checkbox"/>		
	Date passport must be in you possession:        /        /			

<b>Service Type</b>	Express	3 Working Days <input type="checkbox"/>
	Standard	5 Working Days <input type="checkbox"/>
	7 Working Days	7 Working Days <input type="checkbox"/>

<b>Delivery Method</b>	Special Delivery Pre paid envelop <input type="checkbox"/>	Return address
	Special Delivery £9 <input type="checkbox"/>	
	International Courier <input type="checkbox"/>	
	Special instruction	Post code

<b>Payment Method</b>	Bank transfer <input type="checkbox"/>	Please use your name as the paying in reference.
	Cheque <input type="checkbox"/>	

I Authorise GAN Visa to check and lodge my documents/visa applications to the relevant embassy on my behalf. GAN visa will not held liable for any delays or losses incurred by a third parties ( Embassy, Royal Mail, Courier ...etc)I have read and agree with GAN Visa Terms and Conditions, provided on the Website.

**Print Name**

**Signature:**

**Date:**