



## EXIT RE-ENTRY VISA (WITH A VALID IQAMA)

### Requirements

YOUR IQAMA MUST BE VALID AND YOU MUST APPLY TWO WEEKS BEFORE THE EXPIRY DATE OF YOUR EXIT RE-ENTRY VISA AND.

#### **Please submit:**

- Visa application form (Typed out or block letter written)
- An original AND a photocopy of the applicant's passport. It must also be valid for at least six months from the application date and include the place of birth and two side by side blank pages.
- One recent passport size photograph on a plain white background (write name, signature and stamp date on back).
  
- Applicant's valid residency permit (iqama).
  
- The latest exit re-entry visa. OR
  
- A print out of the latest exit re-entry visa issued by the passport office TRAVEL SECTION in Saudi Arabia you can visit their website: [www.eserve.com.sa/VVSWeb](http://www.eserve.com.sa/VVSWeb)
- If applicant or family of a person working in KSA, a letter from the Saudi employer (Kafeel) requesting the extension of the visa.
- **Flight Itinerary must be provided with consideration of the following points:**

Must be signed and dated by the applicant.

The KSA Embassy has advised that no ticket should be purchased before issuance of the visa.

The KSA Embassy in Ottawa can issue visas that allow travelers to enter KSA by air exclusively.  
No Entry By Land.

#### **For students & accompanying mothers:**

- **(a)** A declaration of enrollment from the school, college or university.
- **(b)** Copies of sponsor's valid residency permit (iqama).
- **(c)** A letter from the parents in KSA addressed to the embassy requesting the extension of their child's re-entry visa.

#### **In case of a work residence:**



**(a)** If your length of stay outside the kingdom exceeded 7 months you must obtain an authorization from the Ministry of Foreign Affairs in the kingdom (include copy of the visa slip).

**(b)** A fax copy of the letter from the company sponsoring revealing details of years of employment, job title, residency permit issuance and validity.

If applicant is applying with a new passport, please make sure to include the old one.

### **THE PROCESS ADOPTED FOR EXTENDING THE EXIT RE-ENTRY VISA**

#### **For students & accompanying mothers in Canada:**

**(a)** The length of stay outside the Kingdom is calculated starting from the date of your departure from the Kingdom

**(b)** A declaration of enrollment from the school OR university / college must be included.

The consular section can extend your exit re-entry visa for a maximum of 30 days only if your stay outside the Kingdom does not exceed 12 months. If your stay outside the Kingdom exceeds 12 months, your sponsor must obtain an authorization to extend your exit re-entry visa from the proper authorities in Saudi Arabia ( make sure that the authorization has no condition ). You must include a copy of the visa slip with your application.

#### **For applicants on work visa:**

1. **(a)** The length of stay outside the Kingdom is calculated starting from the date of your departure from the Kingdom

2. **(b)** For multiple entry visa, it is calculated from the first exit from the Kingdom

The consular section can extend your exit re-entry visa for a maximum of 30 days only if your stay outside the Kingdom does not exceed 7 months. If your stay outside the Kingdom exceeds 7 months, your sponsor must obtain an authorization to extend your exit re-entry visa from the proper authorities in Saudi Arabia. You must include a copy of the visa slip with your application.