



WORK VISA (for IQAMA)

INSTRUCTIONS

The sponsor in Saudi Arabia must apply for a visa authorization through the Ministry of Labour and Ministry of Foreign Affairs. Once the application is approved, it will appear in the MOFA and MOL systems. The sponsor must provide the applicant with a copy of an electronic Power of Attorney (also known as Tafweed- must be in the name of the applicant only and no agent name).

Police Certificate

- The police clearance report (basic report) is valid for only 6 months from the date of issue.

Medical Report

- The report is valid for only 6 months from the date of issue.

- You MUST confirm with your doctor that you have all required test results INCLUDING (HIV, Syphilis, Hepatitis B and C).

- If the medical report is processed outside of Canada, it has to be identical to the medical form at the bottom of this page and testified by the Saudi Arabian Embassy IN THE COUNTRY OF ISSUE.

Authentication of medical report

- The purpose of the attestation of the College of Physicians and Surgeons is to confirm that the physician is licensed in that province or in that territory. The College of physicians and Surgeons does not attest the test results.

College of Physicians and Surgeons-address :80 College ST Toronto, ON M5G 2E2 (416) 967-2600

REQUIREMENTS

1-Visa application form (Typed out or hand written in block letters)

2-Two recent passport size photograph on a plain white background (write name, signature and stamp date on back).

3-The passport validity should correspond with the duration of the contract, and include the place of birth and two blank pages side by side. (Original Only)



- 4- One of the following:
- Tafweed, if the sponsor is a private business/company , a copy of an approved electronic Power of Attorney (Tafweed) with the following information: full name of the applicant (future employee) and his/her job title, POA number and date, the employer's company name.(**Not in the name of the approved agent**).
 - **Authorization letter** : The letter from the Cultural Bureau (if applicable) . The letter has to mention the visa number and if a family is coming along too, and the profession applied for.

5-A copy of the work contract signed by both parties and stamped from the Saudi Ministry of Foreign Affairs.

6-Degree /diploma certifications: A copy of your Canadian university or college Degree / Diploma (certificates do not need an authentication by The Saudi Cultural Bureau). MUST match or be related to your job title and must be certified by:

The issuing institution or by a Notary Public

The Department of Foreign Affairs, Trade and Development of Canada (DFATD).

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.

A second set of original transcripts in an envelope sealed matching the submitted degree must be certified by SCB. (New requirement)

Foreign Degrees must be certified by Saudi Cultural bureau in the country of issue.

7-A letter of experience from previous or current Canadian employer

8-A Completely filled out medical report form that MUST BE:

Valid, less than 6 months from the date of issue.

The physician used a CHECK MARK (✓) for POSITIVE RESULTS OR NEGATIVE RESULTS only.

The report certified by college of physicians of the issuing province (Original Only).



Copy of all required test results.

(HIV, Syphilis, Hepatitis B and C - please attach copy of these test results after the medical report right away).

If any of the above 4 results are positive +, then your Doctor must provide a typed explanation of why they are positive. On the other hand, If the results are expressed in a numerical value, then your Doctor must provide a typed explanation that the results are interpreted as Negative and that you do not have the disease. The Doctor's note must be typed on the Clinic's letterhead and stamped by their official seal or stamp as well as signed by the Doctor, with their license number appearing beside the signature.

If medical report is done outside of Canada, it must be authenticated by the KSA Embassy in that country.

If the medical report is issued in KSA it must be authenticated by MOFA

9-Police clearance report. (Original Only).

10-If applicant previously worked in Saudi Arabia, a letter of release must be attached. (Original & one copy)

11-Non-Canadian applicants must submit a copy of valid residency permit (permanent resident card). (Send only copy of front and back of the PR card)

12-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.