



# KING TRAVEL



## **WORKING VISIT VISA** **(With letter of invitation and authorization)**

### **Requirements**

This is a type of visa applies to an applicant who works for a company registered in Canada, which is involved in a business relationship ( in technical field ) with a company in Saudi Arabia and wants to represent the Canadian company.

- 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.
- Visa application form (Typed out or hand written in block letters)
- One recent passport size photographs on a plain white background (write name, signature and stamp date on back).
- Non-Canadian applicants must submit a copy of their valid residency permit (permanent resident card). (Send only copy of front and back of the PR card)
- **The applicant's sponsor / business partner in Saudi Arabia must provide:**

A copy of the company's registration certificate.

A copy of the visa authorization slip OR

An electronic copy of the invitation letter from the Saudi company, approved by The Saudi Arabian Ministry of Foreign Affairs and addressed to the Consular Section in Ottawa. Alternatively, you can provide the invitation number and the Sponsor's Civil Registration number.

- **The applicant's Canadian Employer must provide:**

An original letter of support from a registered company or firm based in Canada (the name of the Canadian company must be the same as the one mentioned in the invitation letter from KSA). This letter has to be under the Canadian company's letterhead and addressed to the Consular Section. The letter of support 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. (TEMPLATE IS AVAILABLE ON REQUEST)

Stamped and signed by Canadian Chamber of Commerce or Board of Trade where the company is located

A service agreement between the Saudi company and the Canadian company or the applicant.

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- **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.

Please ensure that your entry airport is the closest to your sponsor's location. The port of entry to KSA must be the same or the closest airport to the location of the sponsor. If the sponsor invited the applicant to conduct business/visit in a different city other than the one displayed in the company's Registration Certificate, the sponsor must provide a letter in Arabic explaining the reason for this. An example can be for conducting business in a another branch/location of the company.

**Additional Requirments:**

A copy of the applicant's Degree/ Diploma / Certificate matching with the job title as per applicant's invitation.

**NOTE:** An invitation/authorization is valid for 3 months from the date of issuance