



مجلس الأعمال السعودي الأمريكي
U.S.-Saudi Arabian Business Council



SAUDI EMPLOYMENT VISA PROCEDURE

Facilitating Your Trip to Saudi Arabia

May 1, 2019

Housekeeping: How to Participate in Today's Webinar



Please mute your phones!



Questions will be taken by the Chat feature, please send in questions often



Council Members and registered non-member participants will receive the recorded presentation and slides by email



For our non-members who didn't register, a downloadable presentation will be available for purchase at our website, www.us-sabc.org



About the Council

Overview

Membership-based organization that has informed, counseled and connected thousands of U.S. and Saudi companies over our 25-year history to increase cross-border trade and investment.

- **250+** member companies in Saudi Arabia & U.S.
- Our members are part of our **extensive network** of business entities with access to:
 - ✓ Market intelligence
 - ✓ Member-to-member connections
 - ✓ Logistical support
 - ✓ Visa Services and more

Trade and Investment



Events and Services



Council Programs and Services



Programs

Exclusive networking events on industry-specific opportunities in the Kingdom:

- Business Development missions
- Sector-Focused Conferences
- Business Opportunities Forums

Publications

Information products on recent developments and business opportunities in U.S. and Saudi markets:

- Industry Sector Reports
- Weekly Market Briefs
- Monthly Business Bulletin

Business Advisory Services

Customized quality business advice and support to U.S. and Saudi companies:

- Market Entry Strategy
- Partner Identification and Introduction
- In-country Appointments

Webinar Speakers

Moderator



Lisa Leander
Capture Manager

***U.S.-Saudi Arabian
Business Council***

Speaker



Sahar Nadri
Manager, Visa Services

***U.S.-Saudi Arabian
Business Council***



Visas the USSABC Can Facilitate

- Business / Commerce
- **Employment**
- Resident
- Work Visit
- Extend Return
- Government
- Personal
- Family Visit



Who Needs an Employment Visa to Saudi Arabia?



- Executives



- Investors



- Managers

- Sales, production, & administrative



- Sales Representatives



- Accountants



- Consultants



- Other Representatives

- Companies, institutions, & organizations

Important Questions to Ask Before Proceeding

The following applicants are ineligible to obtain Employment visas to Saudi Arabia:

- Applicants who attended a university that is not Accredited (only applicable to those requiring college degrees)
- Applicants who received 20%+ of their degrees online (only applicable to those requiring college degrees)
- Applicants with infectious/contagious diseases
- Applicants with a criminal record

Employment Visa Requirements

1. Passport
2. 4 2x2 Passport Photographs
3. Saudi Visa Application and Fingerprint Form
4. Visa Block Number/Authorization Letter
5. Electronic Tafweed
6. Training Certificate/College Degrees
7. Work Contract/Job Offer
8. Medical Report
9. Police Clearance
10. Enjaz Online Application and Visa Payment
11. Final Submission to the Saudi Consulate



1-3: Passport, Photos, Application and Fingerprint forms

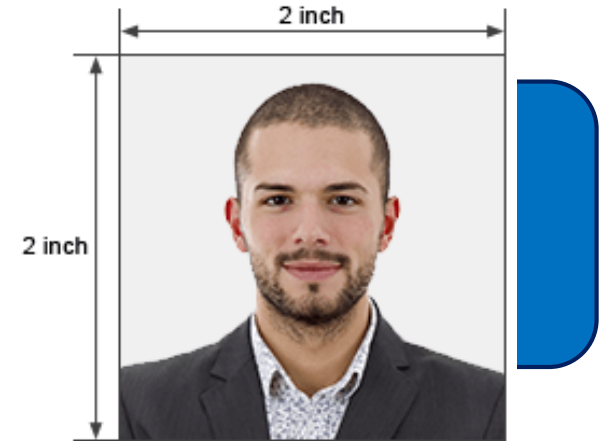
1. Legal Status Document

- a) **U.S. Citizens:** Passport valid for the length of the employment contract
- b) **U.S. Non-Citizens:** Passport and a copy of Green Card or proof of legal status in the U.S.

2. 4 recent, passport-sized photograph

- a) Must be in color with a white background
- b) Must be facing forward; profiles will not be accepted

- ## 3. Completed, typed visa application form, and signed fingerprint form: www.saudiembassy.net



Visa Application Form

صورة
Photo



سفارة المملكة العربية السعودية
واشنطن
القسم القنصلي
Royal Embassy of Saudi Arabia
Washington
Consular Section

الإسم الكامل:	الاسم الكامل:	First Name:	Middle Name:	Last Name:
إسم الأم:	اسم الأم:	Mother's Name:		
محل الولادة:	Place of Birth:	Date of Birth:	تاريخ الولادة:	تاريخ الولادة:
الجنسية الحالية:	Present Nationality:	Previous Nationality:	الجنسية السابقة:	الجنسية السابقة:
رقم الجواز:	Passport No:	Place of Issue:	محل الإصدار:	محل الإصدار:
تاريخ الإصدار:	Date of Issue:	Expiration Date:	تاريخ انتهاء صلاحية الجواز:	تاريخ انتهاء صلاحية الجواز:
الحالة الاجتماعية:	Marital Status:	Sex:	الجنس:	الجنس:
متزوج <input type="checkbox"/> عازب <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/>	Female <input type="checkbox"/> Male <input type="checkbox"/>	أنثى <input type="checkbox"/> ذكر <input type="checkbox"/>	أنثى <input type="checkbox"/> ذكر <input type="checkbox"/>
الديانة:	Religion:			
المهنة:	Qualification:	Profession:	المؤهل العلمي:	المهنة:
عنوان المنزل ورقم الهاتف:	Home Address and Telephone No.:			
البريد الإلكتروني:	E-mail Address:			
عنوان الشركة (المؤسسة) ورقم الهاتف:	Business Address and Telephone No.:			
الغاية من السفر:	Purpose of Travel:			
شخصية <input type="checkbox"/> خاصة <input type="checkbox"/> دبلوماسية <input type="checkbox"/> حج <input type="checkbox"/> عمرة <input type="checkbox"/> دراسة <input type="checkbox"/> إقامة <input type="checkbox"/> عمل <input type="checkbox"/>	Personnel <input type="checkbox"/> Special <input type="checkbox"/> Diplomat <input type="checkbox"/> Hajj <input type="checkbox"/> Umrah <input type="checkbox"/> Student <input type="checkbox"/> Residence <input type="checkbox"/> Employment <input type="checkbox"/>			
زيارة عائلية <input type="checkbox"/> زيارة عمل <input type="checkbox"/> حكومية <input type="checkbox"/> رجال أعمال <input type="checkbox"/> تجارية <input type="checkbox"/> مرور <input type="checkbox"/> تمديد عودة <input type="checkbox"/>	Family Visit <input type="checkbox"/> Work Visit <input type="checkbox"/> Government <input type="checkbox"/> Businessmen <input type="checkbox"/> Commerce <input type="checkbox"/> Re-Entry <input type="checkbox"/> Transit <input type="checkbox"/> Tourism <input type="checkbox"/>			
مرافق <input type="checkbox"/> أخرى <input type="checkbox"/>	Companion <input type="checkbox"/> Others <input type="checkbox"/>			
طريقة الدفع:	عن طريق أجاز فقط	Method of Payment:	By enjaz Only	طريقة الدفع:
اسم وعنوان الشركة أو اسم الشخص الداعي وعنوانه بالملكة:	Name and Address of Company or Individual invitee in the Kingdom:			
معلومات السفر:	Travel Information:			
تاريخ الوصول في السعودية:	Date of arrival in Saudi Arabia:	Via Airline:	Via Airline:	Flight No:
مدينة embarkation:	City of Embarkation:	Port of Entry:	Port of Entry:	Port of Entry:
مدة الإقامة في المملكة:	Duration of Stay in the Kingdom:			
اسم المرافق:	اسم المرافق:	Name of traveling companion:	Relationship of the person traveling with:	Relationship of the person traveling with:
*** Application must be filed out in its entirety ***				
I, the undersigned, hereby certify that:				
• أنا الموقع أدناه أوافق على أخذ بصمة الأصابع وقزحية العين				
• I agree to have my fingerprints taken and my Iris scanned.				
• أقر بأن كل المعلومات التي دونتها صحيحة وساكون ملتزماً بقوانين المملكة أثناء فترة وجودي بها.				
• All the information provided is correct. I will abide by the laws of the Kingdom during the period of my residence.				
التوقيع:	التوقيع:	التاريخ:	التاريخ:	التاريخ:
Name:	Signature:	Date:	Date:	Date:

601 New Hampshire Ave, N.W. Washington, D.C. 20037. • Telephone (202) 944-3126 • Fax (202) 337-4084 • www.saudiembassy.net



4: Visa Block Number and Authorization Letter from Saudi Employer

– Applicants must have one of two things:

1. A reference note showing the number and the date of the employment visa issued from the **Ministry of Foreign Affairs**.

وزارة العمل
المملكة العربية السعودية

رقم الصادر: ٢١٠١٥٩٢٦١٠
التاريخ: ١٤٣٩/٠١/١٣

مكتب عمل الدمام

جامعة الملك فهد للبترول والمعادن
رقم الملف: ٣٤٠٠٠٠٠٠٠٢

حيث تقرر الموافقة على طلب
رقم صاحب العمل: ٧٣٥٥-٧-٠٠٠٠٦

العدد	المهنة	الجنسية	جهة التقديم
٣	مدرسين لغات	المملكة المتحدة	لندن
٥	مدرسين لغات	الولايات المتحدة	واشنطن
٥	مدرسين لغات	كندا	تورنتو و أونتاريو

ملحوظة : تأمل وزارة الخارجية مراجعة الممثلات المعنية بعد ثلاثة ايام من تاريخه.

صورة الملف رقم ()

4: Visa Block Number and Authorization Letter from Saudi Employer

2. A letter from the Saudi employer that includes the visa block number, the applicant's name and job title. This letter should be certified by the local Chamber of Commerce.

Appendix A: Contract Specific Terms & Conditions of Employment
 ملحوظة: شروط وأحكام التوظيف الخاصة

Contract Item	English	عربي
Contract No.	KA0222	KA0222
Employee ID	KA0222	KA0222
Employee Name	Ashraf Alsharif Alsharif	أشرف نجاد كثر
Nationality	American	أمريكي
Email	ashraf.alsharif@krotos.com	ashraf.alsharif@gmail.com
Phone Number	USA +1(970) 290-0959	USA -1(970) 290-0959
Passport / ID Number	488438528	488438528
Passport / ID Issuance Date	May 22, 2013	22 مايو 2013
Passport / ID Issuance Authority	United States Department of State	United States Department of State
Employee's Country of Residence	United States of America (U.S.A)	الولايات المتحدة الأمريكية
Position	Training Specialist	أخصائي لتدريب
Project / Department/ Location	RSNFSS- TO2	RSNFSS- TO2
Contract Start Date	10 March 2019	10 مارس 2019
Contract End Date	9 March 2020	9 مارس 2020
Contract Period	12 Months	12 شهر
Total Monthly Compensation (Remuneration)	4,163 SAR	4,163 ريال سعودي
a. Basic Salary	4,163 SAR	4,163 ريال سعودي
b. Housing	Provided By the Company	مؤمن من قبل الشركة
c. Transportation	Provided By the Company	مؤمن من قبل الشركة
Contract Status	Non-Accompanied	بدون تابع
No. of Annual Leave Days	15 Business Days	15 يوم عمل
Annual leave Ticket&Class	Provided By the Company	مؤمن من قبل الشركة

Employee (الموظف)
 I have read and understood the Standard Terms & Conditions of my Employment Contract, which are incorporated into this contract. I agree to read and accept all the Standard and Specific Terms & Conditions of my employment.
 لقد قرأت وافهممت شروط وأحكام التوظيف الخاصة بي، والتي هي متضمنة في هذا العقد. أوافق على قراءة وقبول جميع الشروط والأحكام القياسية والخاصة بالتوظيف الخاصة بي.

Employer (صاحب العمل)
 شركة كراتوس الـ
 Krotos Arabia Ltd.

Signature: خالد عازي الحمادي
 Date: 10/03/2019

1010-43512

6: Training or Experience Certificate Authentication

Training certificates should:

- Be notarized by any local notary public
- Follow local state procedures for authentication
- Be authenticated by the U.S. State Department
 - **The fee for the State Department document should be paid by a certified agent before submission to the Saudi Consulate. The USSABC is a certified agent, and we can facilitate this service**
- Be Submitted to the Saudi Consulate according to your geographic location. To determine which consulate can assist you please follow the link below.
 - [https://www.saudiembassy.net/files/PDF/Geographical Distribution of Consular Services July 2012.pdf](https://www.saudiembassy.net/files/PDF/Geographical%20Distribution%20of%20Consular%20Services%20July%202012.pdf)

College Degree Authentication

- **PLEASE NOTE: Before starting the process of your degree verification, make sure to visit the Ministry of Higher Education's website to ensure that your school is one on the 1,300 accredited universities.**
- This website is only available in Arabic. Should you need assistance, please contact the USSABC.

<https://ru.mohe.gov.sa/Search>

College Degree Authentication

Required Documents for Submission to Saudi Arabian Cultural Mission (SACM):

1. Copy of applicant passport
2. Copy of the employment contract/job offer
3. Updated official transcript in a sealed envelope
4. Signed authorization letter (Consent Form). *This letter will be provided by the USSABC.*
5. Copy of college/university degree.

College Degree Authentication

6. Verification from the **National Student Clearinghouse**.
 - Receive this verification by visiting www.degreeverify.com. *If this information is verified, print out a copy using the "transaction ID number."*
 - If the college/university **does not participate** in the National Student Clearinghouse, then please contact the **college's registrar office** for a verification letter. This letter must be in a sealed envelope.
7. Applicants must provide the email address and phone number of their school's registrars office in order for SACM to contact your school for verification. **This step is not required for applicants who graduated before 1990.**
8. Make payment through the Ministry of Foreign Affairs' Enjaz online system and submit to the Saudi Consulate for authentication.
9. Nurses and physicians are required to provide a copy of their practice license and the email and telephone number of the clinic for confirmation of the validity of the license.
- **Please note:** Diploma and/or certificate(s) issued by an institution outside the U.S. should be signed and stamped by the Saudi Embassy/Consulate of the issuing country.

7: Work Contract and Job Offer

Employment contract signed by both the applicant and the Saudi sponsor and should be stamped by the local Chamber of Commerce.



8: Medical Reports

- Applicant needs to provide the consulate with **3 Medical reports** and lab works, along with **3 passport size color photographs** with white background.
- *The medical report must be issued by a licensed physician certifying that the applicant is free of any contagious diseases.*
- The physician must **sign and stamp** each copy of the medical report.
 - The physician's license number (DEA number) and address should appear on each copy of the medical form.
- Medical reports are valid for three months from the date of issuance.
- If any of the lab test results is marked positive/abnormal you must have an original letter of explanation from the doctor. The explanation of the abnormality must be neatly written or typed on clinic/office letterhead in English and signed by the physician.

The letter needs to address the following:

- What lab test came back abnormal?
 - Explain why the test came back abnormal?
 - How the abnormality can be controlled or treated?
 - Is the abnormality transferable to another person?
 - Will the abnormality affect your ability to live and work in Saudi Arabia?
- *Children under the age of sixteen do not need a medical report.*

Saudi Medical Report Form

9: Police Clearance

A police report issued within six months with detailed information about applicant's criminal record, if any.

10: Enjaz Online Application

- All applicants or travelers to Saudi Arabia should submit an Enjaz online application. This application must be submitted on your behalf by a certified agent.
- The Business Council is a certified agent, and we will facilitate the employment visa for all **member companies**.
- **For Nonmembers**, applicants should contact me at snadri@us-sabc.org and email their information. We can process both their employment visa and Enjaz online application.

Common Reasons for Rejection

1. Job Title and College Degree

- Job title must be related to or match college degree

2. Over 60 Years Old

- Letter from Saudi employer addressed to the Saudi Consulate explaining the necessity of the employee. Notarized by local Chamber of Commerce in Saudi Arabia

3. Previous Saudi Employment Visa Holders

- Applicant needs final exit letter from immigration in Saudi Arabia AND a no objection letter from previous employer

4. Medical Reports

- Stamp and doctor signature required, licensed DEA number

Final Step: Submission

Please make sure you have all necessary documents in the following order:

- 1. Saudi Visa Application and Fingerprint Form & 1 photos**
- 2. Visa Block Number or Authorization Letter**
- 3. Electronic Tafweed**
- 4. Two copies of Work Contract/Job Offer**
- 5. College Degrees that have been verified by SACM and authenticated by the Saudi Consulate**
- 6. Original Police Clearance**
- 7. Three original Medical Reports with passport photos**
- 8. Enjaz Online Application and Visa Payment**

The certified agent is responsible for submitting your final application package to the Saudi Consulate indicated in the Visa Block Number by the Ministry of Foreign Affairs.

Visa Processing Timeline

The visa processing time, after gathering and collecting all materials, can take 3-4 business days with the USSABC facilitation. *This statement is true only if all documents submitted are complete and accepted by the Saudi Consulate.*



Saudi Consulate Address and Information

Saudi Consulate Offices in the U.S.

Washington, DC
601 New Hampshire Ave
Washington, DC 20047
Tel: 202-944-3126

New York
866 Second Ave., Fifth floor
New York, NY 10017
Tel: 212-752-2740

Houston
5718 Westheimer, Suite 1500
Houston, TX 77057
Tel: 713-785-5577

Los Angeles
2045 Sawtelle Blvd.
Los Angeles, CA 90025
Tel: 310-479-6000



Q&A

Please send in your questions to the Panelists
via the Chat Function.

Moderator



Lisa Leander
Capture Manager

***U.S.-Saudi Arabian
Business Council***

Speaker



Sahar Nadri
Manager, Visa Services

***U.S.-Saudi Arabian
Business Council***



Thank You!

Sahar Nadri

Manager - Visa Services

8081 Wolftrap Road, Suite 300

Vienna, VA 22182

Tel: (703) 962-9283

Mobile: (703) 627-5030

Fax: (703) 204-0332

Email: snadri@us-sabc.org

www.us-sabc.org

U.S. Office

8081 Wolftrap Road

Vienna, VA 22182

Tel: 1-703-962-9300

Saudi Office

Urouba Street

Riyadh 12334

Tel: 966-11-474-3555



مجلس الأعمال السعودي الأمريكي

U.S.-Saudi Arabian Business Council