



Thank you for choosing GAN Visa Services to handle your application

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

First step:

Submit your original documents and forms in person to GAN Visa or by using Royal Mail Special Delivery or Courier to the following address;

GAN Visa Services

26 Dover Street

Mayfair

London

W1S 4LY

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 Stamped by Saudi MOFA and 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.	ACRO Police Certificate Legalised by the FCO . We can arrange FCO Legalisation as fast as 4 Hours.	<input type="checkbox"/>
11.	Academic Qualification, Degree/Certificate needs to be legalised by the Saudi Cultural Attaché, Solicitor, FCO, and Saudi Embassy prior to applying for the work visa.	<input type="checkbox"/>
12.	GAN Visa Order Form	<input type="checkbox"/>

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.

- ❖ Premium Service; 2 working days £420.
- ❖ Express Service; 3 working days 380.
- ❖ Standard Service; 5 working days £182.
- ❖ Medical examination in 40 Minutes and report ready in the same day £332 or within 24 to 32 Hours £288.
- ❖ Medical report legalisation/ACRO in 1 working day by FCO £75 plus our handling fee £50.
Or Standard in 5 working days £42 Plus our handling fees £22.
- ❖ Royal Mail Special Delivery £10.
- ❖ Saudi Cultural Attaché legalisation takes from 3 working weeks, there is no time frame for the legalisation as it depends on many factors. Fees £104.
- ❖ VAT applies to the above fees.

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 : _____ الأسم الكامل :

Family Name : _____ الأسم العائلي :

Date of Birth : _____ تاريخ الولادة : Place of Birth : _____ محل الولادة :

Previous Nationality : _____ الجنسية السابقة : Present Nationality : _____ الجنسية الحالية :

Sex : أنثى Female ذكر Male الجنس : Profession : _____ المهنة :

Marital Status : _____ الحالة الاجتماعية :

Sect : _____ المذهب : Mother's Name : _____ أسم الأم : Religion : _____ 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 : _____ مسمي 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 : _____ إنتهاء 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 دونتها 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

Point of entry into Saudi Arabia : _____

Full Name : _____ Nationality : _____

Company Name and Address in The UK : _____ Tel No. : _____

Name & Address of Government Dept. or company being visited in Saudi Arabia : _____ Proposed Departure Date : _____

What is your Profession : _____ Length of stay : _____ City of Embarkation : _____ Via Airline : _____

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
26 Dover Street
Mayfair
London
W1S 4LY

GAN VISA *A* Travel and Legalisation
Services

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United Kingdom

+44 (0)20 3488 0987

VAT Number: 247089483

+44 (0)207 846 0082

Visa Order Form

Contact Details	Name	
	Phone	
	Email	

Applicants Details	Full Name	Nationality	Passport Number	Date of Travel

Visa Details	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 your possession: / /	

Service Type	Premium	1 Working Day <input type="checkbox"/>
	Express	3 Working Days <input type="checkbox"/>
	Standard	5 Working Days <input type="checkbox"/> / 7 Working Days <input type="checkbox"/>

Delivery Method	Collection from our office or Pre paid envelop <input type="checkbox"/>	Current Address
	Special Delivery £10 <input type="checkbox"/>	Post code:
	International Courier £49 <input type="checkbox"/>	Special Instruction:
	UK Courier <input type="checkbox"/>	Airport Courier <input type="checkbox"/>

Payment Method	Bank Transfer <input type="checkbox"/>	Paying in reference:	
	Card Payment <input type="checkbox"/>	Debit Card + 2.6 % fee <input type="checkbox"/>	Credit Card + 3.9 % fee <input type="checkbox"/>

I Authorise GAN Visa Services and it's affiliated partners to check and lodge my documents/visa applications to the relevant embassy on my behalf. GAN Visa Services will not held liable for any delays or losses incurred by a third parties (Embassy, Royal Mail. Courier ...etc) And I also Authorise GAN Visa to charge the cost of its professional services to my credit/debit card. I have read and agree with GAN Visa Terms and Conditions, provided on the Website.

Print Name

Signature:

Date: