



**Vantage**  
Travel International

# TRAVEL & VISA SERVICES

NEW YORK | CAIRO | SYDNEY | AUCKLAND

## SAUDI ARABIA • BUSINESS VISA

### ORDER FORM

- \* Please complete the full order form in order for us to begin any process
- \* Remember to indicate whether you will pick up your passport/documents or have it return couriered to your address provided.

### PASSPORT

- \* Your passport must not contain any current and valid Saudi Arabian visas when applying for a new visa
- \* Ensure that your passport is valid for at least 6 months from the application date
- \* Non-New Zealand passport holders must submit a valid New Zealand visa

### PHOTOS

- \* Passport sized photos against a white or very light background
- \* Face must be clearly visible

### APPLICATION

- \* Complete the full application as the example provided
- \* No not cross out and amend any information - *complete a new form instead*
- \* Always use **CAPITAL** letters throughout
- \* Sign the application after printing (wet signature) - **no digital signature accepted**
- \* Fully write out "**Not Applicable**" wherever necessary
- \* Religious field: Choose between "Muslim", "Non-Muslim", or "Not Applicable"
- \* Be sure to include the name, Po Box, and contact number of your sponsor in Saudi Arabia

9 Huron Street • Takapuna • Auckland • 0622 • New Zealand

toll free 0800 331 110 mobile +64 219 672 73 phone +64 921 255 77 email [ksa@vantagevisaservices.co.nz](mailto:ksa@vantagevisaservices.co.nz)

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## VISA AUTHORISATION / LETTER OF INVITATION

- \* The visa authorisation form should be arranged by your sponsor in Saudi Arabia and emailed to us as soon as possible
- \* Ensure all names are spelled correctly
- \* **For work and business visas:** Ensure your profession on the authorisation matches your application, company letter, and any other related documents

## SAUDI COMPANY REGISTRATION

- \* This is a requirement when applying with a letter of invitation instead of a visa authorisation
- \* The certificate is easily available online and can be provided by the KSA company

## TRAVEL HISTORY

- \* Complete the Travel History form with the **full dates** and countries where you have travelled within the last **5 years**, including your reason for travel

## MEDICAL INSURANCE

- \* All applicants must complete the medical insurance form as per the example given
- \* Ensure the expected entry date **matches** that of your **application**
- \* The address provided **MUST** contain the PO Box, district, and area code of your address in Saudi Arabia

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## LETTER OF INTRODUCTION

- \* Your NZ employer must provide a letter similar to the example provided
- \* The letter must contain:
  - Applicant's full name
  - Passport number
  - Position
  - Duration of Stay
  - Purpose of Visit
  - Saudi Company
- \* Ensure all details (dates, duration, and position) matches the application
- \* Letter must state that the company will cover all cost
- \* The letter needs to be stamped by the NZ Business Chamber

*Our office can assist with the procedure if required*

## DECLARATION FORM

- \* After your application has been lodged online, we will email a Saudi declaration form for you to sign
- \* Please read through all the regulations carefully, then name, date, and sign the form
- \* Email the signed form back as soon as possible in order to submit all documents to the embassy

## EMBASSY VISA & INSURANCE FEES

- \* The visa and insurance fees are subject to change without notice based on the USD exchange rate on the day of submission
- \* Approximate visa fees:
  - Work Visa - US\$20
  - Others - US\$90
- \* The Medical Insurance fee is approximately US\$30, however this varies depending on nationality and visa type

## PROCESSING TIME

- \* Once all documents are ready to submit to the embassy, visa processing may take 2-3 working days in Auckland
- \* Wellington processing times may take a week or more due to courier times