



SAUDI ARABIA • FAMILY 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
- * Do 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



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VISA AUTHORISATION

- * 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

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

PROOF OF RELATIONSHIP

- * A proof of relationship can be either a **birth** or **marriage** certificate, or combination of both, confirming your relationship to the sponsor
- * Non-Arabic certificates must be translated and authenticated by The Department of Internal Affairs with an apostille

Our office can complete the procedure if required

SPONSOR IQAMA & PASSPORT

- * Please provide copies of your sponsor's IQAMA and passport to confirm their identity

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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 & 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