



SAUDI ARABIA • WORK 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

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

POWER OF ATTORNEY

- * This is issued by your Saudi employer to authorise the designated visa agency (Vantage Travel International) to manage all visa procedures with the Saudi embassy in New Zealand
- * Ensure all names and company details are spelled correctly

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 REPORT

- * Applicants aged **16 and over** must complete a medical examination by a registered New Zealand doctor
- * Any registered NZ doctor may perform the exam
- * The report has to be notarised and authenticated through an apostille by the Department of Internal Affairs
- * **Applicants are responsible for booking their own medical exam**

Our office can complete the procedure if required

CRIMINAL RECORD CHECK

- * Applicants aged **16 and over** requires a Criminal Record Check
- * The report needs to be authenticated with an apostille by the Department of Internal Affairs
- * Please visit <https://www.criminalrecords.govt.nz/#> to complete the check yourself

Our office can complete the procedure if required

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

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DEGREE

- * Ensure your qualification is relevant to your Saudi work contract
 - * For New Zealand Degrees: Obtain access to your certificate on **MyEquals**
 - * Please visit <https://www.myequals.ac.nz/> for more information
 - * The certificate requires translation into Arabic and has to be authenticated by The Department of Internal Affairs with an apostille
 - * If you cannot get your degree on MyEquals, the **original** certificate has to be translated, notarised, and authenticated (apostille)
 - * **For Non-New Zealand degrees:** Your degree needs to be legalised/authenticated in the country of issue
- Our office can complete the procedure if required*

LETTER OF EXPERIENCE

- * A letter from a previous employer where you have had at least 2 years' experience
 - * The work must be relevant to the new position
 - * The letter must be stamped by the Business Chamber, notarised, and authenticated through an apostille by The Department of Internal Affairs
- Our office can assist with the procedure if required*

PROFESSIONAL ACCREDITATION

- * The Professional Accreditation Program is an extension of the Kingdom's efforts to create a solid labor market that responds to external variables as part of the package of labor programs in Saudi Arabia, which aims to verify the qualifications and skills of foreign workers of all categories, in addition to regulating their entry into the Kingdom.
- * Please visit <https://pacc.sa/> to register and verify your qualification

WORK CONTRACT

- * Must be signed by both parties
- * Must be stamped by the Saudi Chamber of Commerce



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LETTER OF NO OBJECTION

- * A letter form your previous employer in Saudi Arabia
- * Only required if you have previously been employed in Saudi Arabia
- * The letter must be stamped by the Saudi Chamber of Commerce

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

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