

Please observe the following upon submitting passports:

- Labeling stickers on the passport containing the following information:

AT THE BACK

- 1) Name of the company and its address
- 2) Name of employer in the Kingdom (in Arabic preferred)
- 3) Tel. number of the employer in the Kingdom
- 4) Accreditation filing box number of the Agency with Saudi Embassy
- 5) Date of submitting the application

Please note the following:

Day of Filing	Color of the sticker
Monday	White
Tuesday	Blue
Wednesday	Green
Thursday	Yellow
Friday	Red

In front

Indicating the label of E-Code # in order by color of the day

For cancellation filing, must label CANCELLATION on sticker in order by color of the day.

Working Hours

Monday to Friday

9:00 a.m. to 3:30 p.m.

Consulate receiving and releasing hours over the counter

8:45 until 9:30 a.m.

3:15 until 04:00 p.m.

Re: Liaison Officer (L.O.) standard access cards

Be advised that the new format of standard access cards should be used for all accepted representatives approved by file on consular records. All agencies must provide the new standard cards, for the approval by the consulate, and should be presented with bio data information of L.O. & clearance record together with a copy of a valid ID.

Cards should be signed and sealed by the agency's authorized signatory. Further information on the shared link – LO-access card form (standard)

Re: Filing procedures for all accredited agencies filing documents – passports

Agencies are advised that the Embassy Counter will only accept documents - passports during receiving time with the new standard filing form that will be attached together with the submission providing 3 copies each which should be filled out with the standard information of filing matters.

-First copy of filing form / receiving

-Second copy of filing form / record

*-Third copy of filing form / collecting from L.O. on releasing
"as replacement of stubs"*

All three copies should be filled out with the same information on the date of filing submit / receive copy

Further information on the shared link – download file form (standard)

Re: Filing procedures for all accredited agencies filing transmittals over documents – passports

Advisory on filing the standard transmittal form over documents – passports. The Embassy Counter will only be accepting the new standard transmittal form on attachments together with each passport individually with the filing, each application indicating the information for each passport together with the standard filing form.

For group filing, each passport must contain its own transmittal form for each application grouped in maximum up to 8 passports on bundle with same sponsor visa as well as only same category which is applicable for group bundle. If different category / visa it should be in another group or stated individually,

Per filing under the cover letterhead of the agency stating the filing information together with the standard filing form.

Further information on the shared link – download transmittal form (standard)

Re: Filing guidelines for all accredited agencies filing attachments over documents – passports

Please be advised to provide all required attachment on filing by presenting the original documents of qualifications such as Diplomas or Islam certificates, ,Contracts, Overseas Employment Certificate (OEC), Driver's License issued by Land Transportation Office (LTO) etc. In addition, a copy of all attachments is required on filing; and both should be labeled with the agency sticker on submission.

Advisory on Received Documents – Passports

Liaison Officers (L.O.s) must check the received documents – passports counted released for such as belonging to the authorized agency through their representatives. In case of mis-attached passports belonging to another agency, the L.O. is advised to turn them over to the window counter immediately before leaving. The Embassy will no longer be held responsible once the passports are released to and received by the L.O.

Guidelines for Filling out the Online Application

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(enjazit.com.sa) for a Saudi Visa

Note: entering an application must be final and correct before submitting if wrong or no longer requires a process for a visa and application is submitted with settled payments it's no longer refunded.

Settling payments through e-wallet must use special payment password **"e-wallet pin"** (create your personal pin no. not less than eight digits for first time access)

In case of any problems on payments or e-wallet acc. of banking transaction you may contact ANB (Arab National Bank)

Mubeer / COG / MOFA Operations – Corporate Banking Phone:

00966014029000 Ext. 3903

Call Center: 00966920000478

Fax: 0096612769282

Email: Mubeer@anb.com.sa

Email: solutions@anb.com.sa

- Enter all required information in CAPITAL LETTERS, and exactly as it appears on the passport.
- Name on passport must be ternary First Name , Middle Name, and Last Name as "Given name", **With Middle Name** and "Surname" on passport and entered on application.
- In the religion section, enter either Muslim or Non-Muslim.
- Photograph must be clear and the same size as requested by the application on the enjazit website.
- Please check every passport thoroughly before bringing it to the Consulate to ensure that there are not any previous valid Saudi visas.
- Follow the visa authorization number from the Ministry of Foreign Affairs when choosing between single or multiple entries.

IF YOU DO NOT FULFILL ALL OF THESE REQUIREMENTS, THE VISA APPLICATION WILL BE REJECTED.