



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **SAUDI ARABIA GOVERNMENT VISA N/A VISA FOR UNITED KINGDOM NATIONALS**

- From November 6th 2023 applicants must attend an appointment at the Saudi Visa Centre, and have their bio metrics taken.
  - Our process remains the same, in which we will check your documents, book the appointment, and assist you at the visa centre on the day.
  - Applicants must pay for their applications at the visa centre. Regent visas will bring their card just in case.
- Passport
  - Must be valid at least six months from date of lodging, and have no Israeli stamps.
  - Have at least two blank visa pages opposite each other.
- Supply your Marital Status and Religion
- 2 Passport sized photos
  - Be of photo booth quality on an off whitish background. These can be stapled either side of the face to the visa form.
- Copy of a pre-approved visa from the Saudi Ministry of Foreign Affairs.
- An Original UK Company Letter, containing the following information. It must be in the exact same format as the UK letter template in our pack.
  - Be on company headed paper, stamped, dated and signed by the head of department in accordance with the following:
  - Be addressed to the Embassy.
  - Include the following line: The company (enter your company name) registered in Britain under registration number (enter number here), whose activities are in (state the industry you are in) requests a visa to be granted for their company's employee:
  - State the name of the company being visited, and its address.
  - State the number of entries required (Single, Double or Multiple).
  - State the name of the applicant as written in their passport.
  - Type of Visa.
  - Travel Date.
  - Applicants job title.
  - Duration of visit.
  - Reason for travel.
  - Start date at the company.
  - Applicants Nationality.
  - Passport number.
  - State the UK company is financially responsible for the applicant.
  - The Employers letter can only ever be from abroad if the applicant is the sole representative of that company here in the UK. In which case the letter must include the following sentence: 'The applicant is the sole representative of the company in the UK, and therefore can only supply this letter from the country where it is registered.' Also in these cases you must also supply a letter from HM Revenue & Customs stating that the company pays taxes in the UK.
  - The date of travel in the letter must be at least 10 calendar days after the appointment date.
- Complete the Saudi E-number form.
  - You will find one in our downloadable pack.
  - The E-number will be created by Regent visas and this is included in the visa fee.
- Authorisation Form
  - You must complete this form to allow Regent visas to collect your visa when ready.
  - You will find one in our downloadable pack.

## **SAUDI ARABIA GOVERNMENT VISA N/A VISA FOR UNITED KINGDOM NATIONALS**

- Complete the Saudi Medical application form.
  - You find this in our downloadable pack.
- Applicants for Saudi Visas must be present in the UK during the time their documents are submitted at the Embassy.
  - To ensure this supply a copy of the Flight ticket.
  - This must show the traveller is departing from the UK and arriving in Saudi Arabia
- Regent Visas Order Form
  - You will find this form in our document pack.
- Important note:
  - Kindly note that depending on the time of year, some nationals might be requested to apply with a pre-approved invite.
  - Government visas are valid for 5 days to 6 months.
  - If you have a valid Saudi visa then you cannot apply for a new visa unless there are just 2 days left to before it expires.

# REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

EMAIL ADDRESS

ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Saudi Arabia Government Visa"/>	<input type="text" value="n/a"/>	<input type="text"/>	<input type="text"/>

DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

CARD NO.

SECURITY CODE:

CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

VALID FROM DATE:

EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE