



## 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 STUDENT/EDUCATION 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.
- Visa Form
  - No handwritten changes.
  - In block capitals only.
  - Black ink only.
  - Fully filled.
  - You will find this form in our document pack.
  - You must answer all questions including Previous Nationality (even if the previous nationality is the same as the current), Current Nationality & Religion.
- Passport
  - Have at least two blank visa pages opposite each other.
  - Must be valid six months after the visa expires.
- 2 photographs
  - Be of photo booth quality on a off whitish background. It can be stapled on both sides of the face and to the visa form.
- Copy of Visa Block
  - This has the Universitys Registration number on it
- Copy of Employment Contract stamped by the Saudi Chamber of Commerce & the Saudi Ministry of Foreign Affairs.
- Copy of C.V.
- Attestation of qualifications needed for the job role. Kindly supply all documents necessary.
  - Original qualifications
  - Copies of your academic qualification(s) which have been attested by the Saudi Bureau in Chiswick. You will need to organise this yourself.
  - The attested qualification(s) then needs to be stamped by a solicitor and apostilised by the British Foreign & Commonwealth.
  - Finally the copies must be legalised by the Saudi Embassy.
  - Regent Visas can organise getting your qualification(s) stamped by a solicitor and the FCO.
- An Electronic Power of Attorney from the Saudi Ministry of Foreign Affairs. This should have either the applicants name or Regent visas on it.
- Copy of a letter addressed to the Embassy from the Arabic company, written in Arabic include the following points:
  - Applicants name.
  - Passport number.
  - The Visa number and the date of issuance of the Visa number
- If the applicants passport contains a live Saudi visa, then supply a cancellation request letter from the company that invited him/her addressed to the Embassy.
- Original Criminal Record issued by the competent agency UK (not older than 6 months).
  - Supply an original DBS check. This does not need to be legalised by the FCO.
- Saudi Medical not older than 3 months, obtained by a UK Doctor. It must then be legalised by both the British Foreign and Commonwealth office, and Saudi Embassy prior to the visa application. Saudi Medicals and legalisations can be organised by Regent Visas.

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

- Additionally HIV, HCV and Hepatitis B test results must be supplied in both original and a copy
  - These separate tests do not need to be stamped by the FCO.
  - These tests are included in the Saudi Medical fee.
- Regent Visas Order Form
  - You will find this form in our document pack.
- Original Birth certificate
  - Only needed if the applicant does not have a British passport.
  - This will need to be stamped by the FCO. Regent visas can organise this for you.

# 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"/> Saudi Arabia Student/Education	<input type="text"/> 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