



## 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 MEDICAL PRO WORK NORMAL SUBMISSION VISA FOR UNITED KINGDOM NATIONALS**

- 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 Employment Contract stamped by the Saudi Chamber of Commerce & the Saudi Ministry of Foreign Affairs.
  - This has the Nationality and the Job title that can be applied for.
- Online request number
  - This is obtained from the Saudi Embassy website.
- Attestation of qualifications needed for the job role. Kindly supply all documents necessary.
  - Original qualification(s)
  - Copies of your academic qualification(s) which have been attested by the Saudi Bureau in Chiswick.
  - 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) attested and legalised for you.
- 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.
- For applicants over 18 years supply an original Police report. It must not be older than 1 month.
  - You can obtain the report by clicking here: [View form](#)
  - It needs to be legalised by the British Foreign and Commonwealth office.
  - Regent Visas can organise getting the police report legalised for you.
  - Police reports obtained outside the UK will need to be authenticated by the Saudi Embassy in the country where it was issued.
- Saudi Medical not older than 3 months, obtained by a UK Doctor. It must then be legalised by the British Foreign and Commonwealth office prior to the visa application. Saudi Medicals and legalisations can be organised by Regent Visas.
  - Medicals obtained outside the UK will need to be authenticated by the Saudi Embassy in the country where it was issued.
- 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.
- Saudi Health Declaration form

## **SAUDI ARABIA MEDICAL PRO WORK NORMAL SUBMISSION VISA FOR UNITED KINGDOM NATIONALS**

- Complete and sign
- You will find one 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 information:
  - Work visas are valid 1-3 months from date of issue.
  - The cut off time for our Express service is 9.00am on the day you want your application lodged.
  - Saudi visas are currently taking from 24 hours to issue.
  - 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.
  - Kindly note the Embassy are open for lodging visas Monday to Thursday only.
  - Kindly note the Embassy are open for collecting visas Monday to Friday only.

# 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.

## 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 Medical Pro Work"/>	<input type="text" value="Normal Submission"/>	<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