



الشركة السعودية لسياحة المؤتمرات والحوافز
Saudi Conference & Incentive Tours Co.

VISA THROUGH INVITATION

Request for visa Information of Applicant	
Passport Number	
Full Name	
Nationality	
Date of Birth	
Place of Birth	
Date of Issue	
Date of Expiry	
Religion	
Sex	
Designation	
City of Stamping in the applicant's home country	
Type of visa	
Company Name	
Company Activity	

DOCUMENTS REQUIRED

- Scanned copies (clear and coloured) of the passport main page and address page

IMPORTANT INSTRUCTIONS

- For Saudi business / Conference visa, the process laid down by Saudi government is that first we need to secure your electronic visa in Saudi through this form. Upon getting necessary approvals (may take 15/20 days), we shall send you a copy of your electronic visa, copy of sponsor identity from Saudi and CR copy of entity which has issued the visa. You will then need to approach a local agent with duly filled visa form from local embassy, visa fee (check from agent or embassy website), passport size photograph and other necessary documents as required (check from agent or embassy website).
Stamping visa on your passport may take another 01/02 weeks.
- Visa procurement is a lengthy process. Therefore, please apply minimum 02/03 months in advance
- This form doesn't guarantee a visa as visa issuance is the subject matter of Saudi Government
- Visa processing charge is different from visa fee & is non-refundable. Visa fee (if applicable, check from agent or embassy website) will need to be paid at the local Saudi embassy in your city where you apply to stamp the visa
- Visa Facilitation Fees is 500 SAR + tax & is NON- REFUNDABLE.
- Any fee that charged by the local Saudi Embassy at the time of getting the visa printed in the home country are to be bared by the visa applicant