

## Applying for a Visa at the Saudi Embassy

NEA/ARP is happy to help, but I just want to make you aware that **applying for a Saudi visa is now a two-step process that usually takes two working days**. The Saudis now requires an on-line visa application via a Ministry of Foreign Affairs web site before a physical visa application can be made at the Saudi Embassy. The on-line application generates an authorization from the MFA, and the Saudi Embassy cannot physically issue a visa without the MFA authorization. The sequence that we are now recommending is that visa applicants submit the on-line application the day before they go to the Saudi Embassy--that way we are sure that the MFA authorization is at the Embassy at the time of the actual application.

- Go to <http://visa.mofa.gov.sa>
- Select the English option at the top left of the screen under the header
- Scroll to the bottom of the page and select the option "Visa Request from Embassies and Consulates Abroad (For Companies Authorized by Embassies and Consulates Abroad)". NOTE. You must/must use this option for official visa requests. Failing to do so will delay you case.
- In the log-in box, enter the State log-in: ST
- In the log-in box, enter the State password: 123
- At the top of the log-in box, there is an eight digit alphanumeric. Enter this into the space marked "Key". Select "Enter" at the bottom of the log-in box.
- On the "KSA Visa Application" screen, above the Visa Kind box, click the "English" option. If you don't the application form will appear in Arabic. In the Visa Kind field:
  - If you have a diplomatic passport, select "Diplomatic"
  - If you have an official passport, select "Special"
  - If you have a regular tourist passport, select the last entry—all in Arabic—at the bottom of the drop down menu
- Fill out all required information in the Visa Request Form. Enter all personal data exactly as it appears in your passport. Use the "father" field for your middle name. Leave the field "Grandfather" blank.
- In the passport field, enter "Diplomatic" for diplomatic passports, "Special" for official passports, and "Normal" for tourist passports.
- Do not use the companions field. Each person must make an individual application.
- When finished, click "Submit."
- You will be given an nine-digit confirmation number, E followed by 8 numbers. **WRITE THIS CONFIRMATION NUMBER DOWN**, you will need it later. If you do not get a confirmation number, your application was not processed. Unfortunately, this means you have to resubmit the request from the beginning. Sometimes three or four attempts may be necessary.
- The next working day, submit a physical visa application package to the Saudi Embassy before 1230. This package should include:
  - Completed visa application form with the confirmation number from the on-line application written clearly at the top of the form. Visa applications are available in NEA/ARP or at the Saudi Embassy website, <http://www.saudiembassy.net/Travel/VisaReq-Diplomatic.asp>, look for the link to

the form at the bottom of the web page. (NOTE. The form does not/not have to be typed. You may fill it out by hand.)

- One photo of the appropriate size.
- A copy of your itinerary or other document showing your travel
- A cover letter from NEA/ARP
- Your passport