

TRAVCOUR (UK) LTD ORDER FORM



Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB
 Tel: 020 85431846 (9.00am to 7.00pm)
 e-mail: info@travcour.com Website: www.travcour.com
 Open Hours: (Mon – Sat) 9.00am to 7.00pm

SERVICES FOR SAUDI ARABIA WORK VISAS (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please insert dates of travel & tick the service you are applying for.

<input checked="" type="checkbox"/>	Saudi Arabia Work Visas	Embassy Visa fee	Travcour service charge
	Work visa	Determined on submission	75.00
	Notary & FCO stamps for certificate, medical & police report	345.00	100.00

A mandatory travel insurance is included with your visa. Prices for this vary upon age, nationality & work performed. Visa fees can therefore not be provided in advance but vary between £50.00 to £100.00

Please select the type of return you need us to use for your documents. Post & International fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

<input checked="" type="checkbox"/>	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit www.royalmail.com
	DHL International Ltd	40.00	For terms & conditions please visit www.dhl.co.uk
	Travcour courier hand delivery	POA	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	Personal collection	N/A	Please await our call to advise your documents are ready
	Own prepaid envelope	N/A	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

<input type="text"/>							
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Expiry:/..... 3 digit SCN

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd
 Account number: 60960055
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr./Mrs./Miss: First NamesSurname.....

Address

.....Postcode

Telephone NumberEmail

If you require your documents by a certain time, please indicate the latest date you would like them returned to you:/...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature(passport holder or legal guardian) Date/...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement as detailed at www.travcour.com. Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

DOCUMENT CHECKLIST

SAUDI ARABIA VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 7-10 working days

Express service – N/A

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

The first step to applying for this visa is to apply for your Academic or training certificate to be legalised by the Saudi Cultural Brureau. You must apply at <http://attestation.uksacb.org>. As this process can take 2-3 months to complete, please do not apply for the medical or police reports until this has been received or they will not be valid for the visa purpose. Travcour UK Ltd will have the documents notarised, attested at the FCO and finally legalised by the embassy only if this has been selected on our order form above.

- Order form fully completed and signed**
- Visa application fully completed & signed with medical insurance and declaration forms.**
- 2 x passport photos - professional photos only on pale grey background**
- Passport**
- Invitation, contract and POA from Saudi host. The POA (Power of Attorney) document should be made in the applicants name.**
- Original legalised Medical report form attached completed by your GP or medical facility. The document must have been issued within the same month of application submission. The document must be legalised before sending to us if the service is not selected above.**
- Original legalised Police report (applications can be made at https://www.acro.police.uk/police_certificates.aspx). The document must have been issued within the same month of application submission. The document must be legalised before sending to us if the service is not selected above.**
- Curriculum Vitae**
- Non British passport holders will need to supply evidence of UK residence – bank statement for EU nationals or UK resident card for all other nationals.**

If you have selected legalisation services, please supply an addressed, signed letter with the following statement: I authorise Travcour UK Ltd to act on my behalf for Notary services.

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

PHOTO

FOR OFFICIAL USE ONLY



سفارة المملكة العربية السعودية
القسم القنصلي- لندن

**EMBASSY OF THE KINGDOM OF SAUDI ARABIA
CONSULAR SECTION**

30 Charles Street, Mayfair, London W1J 5DZ
Telephone: 020 7917 3000 Fax: 020 7917 3255

طلب تأشيرة عمل

WORK VISA APPLICATION

Full Name :				الأسم الكامل :
Family Name :				الأسم العائلي :
Date of Birth :	تاريخ الولادة :	Place of Birth :	محل الولادة :	
Previous Nationality :	الجنسية اسابقة :	Present Nationality :	الجنسية الحالية :	
Sex :	<input type="checkbox"/> أنثي Female	<input type="checkbox"/> ذكر Male	Profession :	المهنة :
	الجنس :		Marital Status :	الحالة الاجتماعية :
Sect :	المذهب :	Mother's Name :	اسم الأم :	Religion :
Permanent Address & Telephone Number in the UK of Applicant :			العنوان الدائم ورقم التليفون في بريطانيا لمقدم الطلب :	

Name, & Business Address of Employing Company In Saudi Arabia : اسم وعنوان الشركة (المؤسسة) التي ستعمل معها في المملكة العربية السعودية :

Date of Issue :	تاريخ الإصدار :	Job Title :	مسمى الوظيفة :
Academic Degrees :	المؤهل العلمي :		
Previous Employment :	الوظائف السابقة :		
Countries you worked in :	البلاد التي عملت بها :		
Passport Number & Place of Issue :	رقم الجواز ومحل الاصدار :		
Date of Issue :	تاريخ الإصدار :	Expiry Date :	إنتهاء الصلاحية :

I, the undersigned, hereby certify that all the information I have provided is correct and I will abide by the laws of Saudi Arabia during the period of my residence in it. أنا الموقع أدناه أقر بأن كل المعلومات التي دونتها صحيحة وسأكون ملتزماً بقوانين المملكة العربية السعودية أثناء فترة وجودي بها.

Applicant's Signature : توقيع مقدم الطلب : Date : التاريخ :

For Official Use Only :

رقم التأشيرة	مدة الإقامة
تاريخها	المدقق
صلاحيتها	المختص

IMPORTANT : THIS SECTION MUST BE COMPLETED FULLY

Full Name :	Point of entry into Saudi Arabia :
Company Name and Address in UK :	Nationality :
Name & Address of Government Dept. or company being visited in Saudi Arabia:	Tel No. :
What is your Profession :	Proposed Departure Date :
Length of stay :	City of Embarkation :
	Via Airline :

تحذير: الإعدام هو عقوبة من يقوم بنشر المخدرات أو تهريبها أو ترويجها في المملكة العربية السعودية.

WARNING: Capital punishment is the penalty for smuggling,

The embassy require a mandatory Saudi health insurance policy is applied for when we register your application. This policy cannot be exchanged for any other private policy that you may have. The policy will be sent back to you with your passport. Please complete the following information;

Medical insurance information for visit and transit visas

Application Data

Passport Number

Gender :

Date of Birth :

Expected Entry Date

Saudi inviting party details

P.O Box

City

Zip Code

E-mail Address

Mobile Number

Please answer the following questions

- 1 - Are you currently admitted to hospital or receiving emergency medical treatment ?
- 2 - Have you been in accident that caused permanent injury or disability ?
- 3 - Do you have any congenital disorders ?

I, the undersigned, hereby agree to have my fingerprint & iris data (biometrics) captured as part of the application procedure for an entry visa to the Kingdom of Saudi Arabia. I further agree and declare as follows:

- 1- I acknowledge that all of the information I provided are true and reliable. In addition, I pledge to abide the laws and rules of the Kingdom of Saudi Arabia, and respect the customs and Islamic traditions of its people during my stay. I acknowledge my understanding that the specialized authorities in the Kingdom of Saudi Arabia have the right to deny my entry and to send me back to where I came from if I did not comply with the rules and laws, or if the information under which I received my visa proven to be incorrect.**

2- I am fully aware that all intoxicating substances, narcotic drugs, indecent materials and publications, as well as publications related to any religious beliefs or political tendencies that contradict with Islam are prohibited in the Kingdom of Saudi Arabia.

3- I am fully aware of the procedures and controls regarding the batch-release and clearance of medicines, containing narcotic or psychotropic substances that are possessed for personal use by patients arriving and departing from The Kingdom , such procedures and controls are provided in the link below:

I am also aware that if these regulations and controls are transgressed, I shall will be subjected to sanction and penalties provided for in the Law of Combating Narcotics and Psychotropic Substances and its implementing regulations.

4- I have never been deported from The Kingdom of Saudi Arabia or any other GCC countries, nor that I have violated their rules.

5- I pledge to stick to the kind of visa I was provided with and to its terms and duration, and I shall leave the country before the stay specified in the visa expires. I am also fully aware of my violation to the rules in the Kingdom or entry visa shall subject me to a penalty and the application of punishments stipulated by the laws regulating the process of handling people coming to the Kingdom with visas for Hajj or Umrah and others issued by Royal Decree No (m / 42) , on 18 / 10 / 1404 H and amended by Royal Decree No (m/9) on 1/5/1420 H, as well as sanctions on violators of residency and work regulations promulgated by the Council of Ministers resolution No (140) on 6/5/1434 H. .

6- I acknowledge the right of Saudi authorities to repatriate me from the port of entry at my own expense or deport the Saudi territory after entering it, and I acknowledge the right of the Saudi authorities to apply the penalties provided by Law if proven that after I got my visa or residence permit , I have submitted incorrect papers or documents or provided false statements to any Saudi competent authority at home or abroad in order to obtain for myself or for someone else a visa for entry or residence permit or any other official visa or being a contributor or partner in providing such information or documents that do not match the truth.

7- I acknowledge that drug dealing or smuggling drugs into the Kingdom is a crime punishable by death penalty.

8- I acknowledge and pledge again that all written information shall be correct and I take full responsibility for it, and if it is proven otherwise -or my name appears to be included in a list specifying the prohibited people - , then my request shall be rejected, or my visa shall be canceled automatically if it is granted, or I shall not be allowed to enter the Kingdom of Saudi Arabia if I had a valid visa . Moreover, I acknowledge the right of Saudi authorities to deport me back to the port of entry at my own expense and I shall not have the right to claim compensation.
- 2. I am aware that all alcoholic beverages, narcotics and other illegal drugs, pornographic materials or publications, which violate the social norms of decency and all other publications, which are disrespectful of any religious belief or political orientation, are prohibited and shall not be brought into the Kingdom of Saudi Arabia**
- 3. i am aware of the clearance procedure and regulation of narcotics and psychotropic substances for patient that visiting or departing the kingdom obvious in the electronic link :**

, i am well aware that any violation of the laws in force in the kingdom will eposes me to

penalties provided for in the fight against drugs, psychotropic substances and its implementing regulation system. < br/> 4. I am also fully aware that the crime of smuggling narcotics and other illegal drugs into the Kingdom of Saudi Arabia is punishable by the death penalty.

5. I have never been removed, excluded or deported from the Kingdom of Saudi Arabia or from any other Gulf Cooperation Council member state or charged with violation of any law or regulation thereof.

6. I agree to depart the Kingdom of Saudi Arabia on or before the expiration date of my visa. I am well aware that any violation of the laws and regulations of the Kingdom or any engagement in prohibited activities such as the activities mentioned herein or in the entry visa documentation are subject to the penalties, which are described in the "Dealing with Persons on Entry Visas" statute as enacted by Royal Decree No. 42, dated 10/18/1404AH.

7. I acknowledge and reaffirm my declaration that this application and the evidence submitted with it are all true and correct. I also understand that if I submit any false information or if my name was found to be listed as banned from entering the Kingdom of Saudi Arabia my application will be denied or my visa, if already granted, revoked. Moreover, I may be turned back from any Saudi port of entry at my own expense while I shall have no right to demand compensation.

Full Name:

Signature:

Date:

