



### STEP ONE: G3 Prepares Your Saudi Visa Application

Due to the complexity of the Saudi visa process, G3's Concierge Service is included in all Saudi visa requests; a G3 associate will complete the Saudi visa application and email it back to you for signature.

Email the following documents to [Saudi@g3visas.com](mailto:Saudi@g3visas.com):

- Completed Saudi Visa Questionnaire (attached). You may save your answers on this file and email directly to G3. All questions must be answered in full in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid signed passport, plus scans of any previous Saudi visas in your passport.
- Your completed Visa Order Form (attached).
- A digital version of your passport-style photograph (JPG format). The photo must have been taken within the last six months, and must be 2"x2", with a plain white background. A hard copy of this photo must be submitted in Step Two.
- A scan of your official invitation from Saudi Arabia. See page 5 for more information about official invitations.
- Business or Flight Crew applicants must also send a scan of your US business letter.

### Your Sponsor in Saudi Arabia Must Send the Following:

- The below information must be forwarded to [Saudi@g3visas.com](mailto:Saudi@g3visas.com) (it is highly recommended that your Saudi sponsor provide these details to you by completing the required information in the table to be emailed to you by the Saudi team):
  - Sponsor's name in both English and Arabic
  - Applicant's name in English and Arabic
  - Sponsor's address in both English and Arabic
  - Sponsor's ID number
  - Sponsor's telephone number

**G3 will email you a PDF of your completed application to print and sign. Please allow three business days for your application to be completed after all information is received. Rush Concierge Service (one business day) is available.**

### STEP TWO: Send the Following Documents to G3

- Your completed Enjaz form, sent to you by G3, printed and signed with a pen-to-paper signature in blue or black ink. Make sure the signature matches the signature in your passport.
- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry. (G3 can assist with expedited passport renewals and additional passport pages.)
- Non-U.S. Citizens must also send a copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- One passport-style (2"x2") photograph taken within the last 6 months (must be in color, on photo paper, and have a plain white background). This must be the same photograph submitted in Step One.
- Your official invitation from the Kingdom of Saudi Arabia; faxed or scanned copies are acceptable (sample attached).
- Copy of flight itinerary or flight plan, showing your name and entry and exit dates.

### Additional Requirements for Business and Flight Crew Applicants:

- A business letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must bear the original pen-to-paper signature of a senior manager other than the applicant. A sample letter is attached.

### Additional Requirements for Family Visit Applicants:

- Proof of kinship to the person to be visited: for spouses, a copy of the marriage certificate; for children, a copy of the birth certificate.
- If the person to be visited is a Saudi citizen, submit a copy of the first page of the host's Saudi passport or other proof of citizenship.
- If the person to be visited is not a Saudi citizen, submit a copy of the host's Saudi visa and the first page of their passport.

*The consulate reserves the right to request additional documentation from any applicant.*



EssentialInfo

*There is No Substitute for Experience.*

### Concierge Service

**G3's Concierge Service includes the following benefits:**

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

**Application Creation:** Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

**Accelerated Processing:** G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

**Expert Advice:** Call our dedicated Concierge Service phone number: 202.600.4257, or email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a quick response from the experts.

**Real-Time Status Updates:** Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

**Upgraded Delivery Service:** Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

**Emergency Support:** You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

### VISA NOTES

- Non-US citizens are required to purchase medical insurance as part of the visa application; your final consular fee will vary according to the medical insurance fee levied when your application is filed. Fees vary according to multiple factors including age and nationality, and total fees may be as much as \$800 to \$2,000.
- For multiple entry visa requests, the official invitation from Saudi Arabia must specify multiple entries.
- Your official invitation from Saudi Arabia will be directed to a specific consulate; this will determine which G3 Operations Center will process your request.
- Female visa applicants traveling to Saudi Arabia without a male relative (i.e. husband, brother, or father) must submit a Ministry of Foreign Affairs approval obtained by their contact in Saudi Arabia.
- The Embassy in Washington, DC will only issue visas with Air as the mode of transportation. Travelers must enter Saudi Arabia via air.
- G3 is unable to assist with Hajj or Umrah visas.
- If you are in need of a Work or Residency visa, please email [Saudi@g3visas.com](mailto:Saudi@g3visas.com).
- If you have any questions about Saudi visa processing, please email [Saudi@g3visas.com](mailto:Saudi@g3visas.com).

### PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service.
- Consular Fees include a \$5 Money Order Fee. Consular Fees may vary for Non-US Citizens.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Visa Department  
 919 18th Street NW, Suite 230  
 Washington, DC 20006  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**SAUDI ARABIA**

Applicable Fees

| Concierge Service (Required)  |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Concierge Service<br>Application Completed and Emailed<br>Within 3 Business Days | \$225.00  | <input type="checkbox"/> RUSH Concierge Service<br>Application Completed and Emailed<br>Next Business Day           | \$325.00  |
| Consular Fees for Visa Processing   |   |   |   |
| Visa Type   | Mission Critical 4 Business Days                              | Priority 7 Business Days  | Expedited 10 Business Days                                    |
| Single Entry<br>Business or Flight Crew   | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary   | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary |
| Multiple Entry<br>Business or Flight Crew   | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary   | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary |
| Family Visit  | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary   | <input type="checkbox"/> \$175.00<br>Non-US Citizen Fees Vary |
| G3 Service Fees   |   |   |   |
| Business  | <input type="checkbox"/> \$219.00                             | <input type="checkbox"/> \$169.00   | <input type="checkbox"/> \$99.00                              |
| Flight Crew   | <input type="checkbox"/> \$219.00                             | <input type="checkbox"/> \$169.00   | <input type="checkbox"/> \$99.00                              |
| Family Visit  | <input type="checkbox"/> \$219.00                             | <input type="checkbox"/> \$169.00   | <input type="checkbox"/> \$99.00                              |
| Return Delivery Fees  |   |   |   |
| <input type="checkbox"/> FedEx Standard Overnight<br>Delivery Next Business Day by 3PM                    | \$35.00   | <input type="checkbox"/> FedEx First Overnight*<br>Delivery Next Business Day by 8:30AM                             | \$85.00   |
| <input type="checkbox"/> FedEx Priority Overnight<br>Delivery Next Business Day by 10:30AM                | \$45.00   | <input type="checkbox"/> FedEx Saturday Delivery*<br>Delivery by 3PM  | \$55.00   |
| <input type="checkbox"/> Same Day Delivery*<br>Delivery by FedEx or<br>Commercial Airline                 | Please Call   | <input type="checkbox"/> FedEx International Delivery**<br>including Puerto Rico<br>Delivery Times Vary by Location | Please Call   |
| <input type="checkbox"/> FedEx or UPS Account Number Provided<br><input type="text"/>                     | \$5.00  | <input type="checkbox"/> FedEx or UPS Return Airbill Included<br><input type="text"/>                               | No Charge   |
| <i>**These services may not be available for all delivery locations.</i>                                  |   |   |   |

**Send Completed Order Form and All Required Documents To:**  
**G3 Global Services, Attn: Visa Department, 919 18th Street NW, Suite 230, Washington, DC 20006**  
 888.883.8472 Toll Free | WashingtonDC@g3visas.com  
[www.g3visas.com](http://www.g3visas.com)



Send to: G3 Global Services  
 Attn: Visa Department  
 919 18th Street NW, Suite 230  
 Washington, DC 20006  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**SAUDI ARABIA**

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

**Concierge Service Required**

- Concierge Service, \$225.00**  
Application Completed in 3 Business Days
- Rush Concierge Service, \$325.00**  
Application Completed in 1 Business Day

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

|                          | FEE                  | # Travelers                            | TOTAL                  |
|--------------------------|----------------------|--|------------------------|
| Concierge Service Fee    | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
| Consular Fee             | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
| G3 Service Fee           | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
| Passport Protection Plan | <input type="text"/> | X <input type="text"/>                 | = <input type="text"/> |
|                          |                      | Return Delivery Fee                    | <input type="text"/>   |
|                          |                      | Subtotal                               | <input type="text"/>   |
|                          |                      | Add 5% for credit card convenience fee | <input type="text"/>   |
|                          |                      | Total Payment Enclosed                 | <input type="text"/>   |

**Traveler Names**

|   |                      |   |                      |
|---|----------------------|---|----------------------|
| 1 | <input type="text"/> | 3 | <input type="text"/> |
| 2 | <input type="text"/> | 4 | <input type="text"/> |

**Visa Service**

Visa Type:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Processing Speed:  Mission Critical  Priority  Expedited

**Travel Details**

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:



# VISA QUESTIONNAIRE SAUDI ARABIA

### Email the following to [Saudi@g3visas.com](mailto:Saudi@g3visas.com):

- This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid passport.
- A scan of your official invitation from Saudi Arabia.
- A passport-style digital photo, in color with a plain white background. (A hard copy of this photograph must be submitted in Step Two of the visa process.)
- Your completed Visa Order Form.
- If you have previously visited Saudi Arabia, send scans of all Saudi visas in your passport.

*This document is for G3 use only and is not the official application.*

### YOUR PERSONAL INFORMATION:

Full Name (*in English, as written in your passport*): \_\_\_\_\_

Your Mother's Full Name (*maiden name*): \_\_\_\_\_

Passport Number: \_\_\_\_\_

Issuing Authority/Place of Issue:  US Department of State  Other: \_\_\_\_\_

Date of Issue: \_\_\_/\_\_\_/\_\_\_ / \_\_\_/\_\_\_/\_\_\_ / \_\_\_/\_\_\_/\_\_\_      Date of Expiry: \_\_\_/\_\_\_/\_\_\_ / \_\_\_/\_\_\_/\_\_\_ / \_\_\_/\_\_\_/\_\_\_  
Day      Month      Year      Day      Month      Year

Country of Birth:  USA  Other: \_\_\_\_\_

Place of Birth: City: \_\_\_\_\_ State: \_\_\_\_\_

Country of Citizenship:  USA  Other: \_\_\_\_\_

Previous Citizenship:  None  Other: \_\_\_\_\_

Religion:  Muslim  Other: \_\_\_\_\_

Gender:  Male  Female

Marital Status:  Single  Married  Divorced  Widowed

Your Job Title: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Highest Degree or Professional Certification Held: \_\_\_\_\_

Degree/Certification Issued By (*School/Institution Name*): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

visaquestionnaire



# VISA QUESTIONNAIRE SAUDI ARABIA

## YOUR TRAVEL TO SAUDI ARABIA:

Provide the contact information for your sponsor in Saudi Arabia. All fields below must be completed and must match the official invitation. Incorrect details will result in delays and additional fees.

Name of Sponsoring Organization or Individual: \_\_\_\_\_

ID Number of Sponsor: \_\_\_\_\_

Sponsor's Address: \_\_\_\_\_

Sponsor's Telephone Number: \_\_\_\_\_

Visa to be Issued by Consulate in:

- Washington, DC
- Los Angeles

- Houston
- New York

Type of Visa:

- Business
- Flight Crew
- Other: \_\_\_\_\_

- Temporary Work Permit
- Family Visit

Number of Entries:

- Single Entry
- Multiple Entries

Departing from (US City): \_\_\_\_\_

Port of Entry to Saudi Arabia (City): \_\_\_\_\_

Mode of Travel into Saudi Arabia:

- Air, via Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_
- Other: \_\_\_\_\_

Date of Entry: \_\_\_ / \_\_\_ / \_\_\_  
Day Month Year

Date of Exit: \_\_\_ / \_\_\_ / \_\_\_  
Day Month Year

Duration of Stay in Saudi Arabia: \_\_\_\_\_

If you are traveling with someone, provide their full name: \_\_\_\_\_

Their relationship to you: \_\_\_\_\_

Your official Saudi invitation will resemble one of these samples.

Your Saudi invitation will specify which consulate must process your visa request. Your G3 associate will conduct a thorough review of your invitation to determine which G3 Operations Center will process your visa request.



المملكة العربية السعودية  
وزارة الخارجية

(( طلب خطاب الدعوة ))  
إلى ممثلة خادم الحرمين في : واشنطن  
رقم خطاب الدعوة : ( 1234567 ) بتاريخ : 20122345

|                            |             |                               |                                       |
|----------------------------|-------------|-------------------------------|---------------------------------------|
| العرض                      | زيرة تجارية | اسم ( الشركة / صاحب العمل )   | الشركة الوطنية للخدمات الجوية ناس     |
| رقم الجواز                 | 2100000     | رقم التسجيل المدني            | 1000123401                            |
| رقم الهاتف                 | 2100000     | عنوان ( الشركة / صاحب العمل ) | الرياض شارع الأمير محمد بن عبد العزيز |
| نوع الشركة                 | سعودية      | نشاط ( الشركة / صاحب العمل )  | نقل جوي                               |
| الولايات المتحدة الأمريكية | الجنسية     | الولايات المتحدة الأمريكية    | الجنسية                               |
| واشنطن                     | وجه القدوم  | مفرد المبيعات التنفيذي        | مفرد المبيعات التنفيذي                |
| عدد مرات الدخول            | سفرة واحدة  | عدد مرات الدخول               | سفرة واحدة                            |
| النوع                      | نكر         | النوع                         | نكر                                   |
| مدة الاقامة                | 7 يوم       | مدة الاقامة                   | 7 يوم                                 |
| اسم الشركة الاجنبية        | US Company  | اسم الشركة الاجنبية           | US Company                            |
| نشاط الشركة الاجنبية       | Industry    | نشاط الشركة الاجنبية          | Industry                              |

تم التصديق على خطاب الدعوة : ( 1234567 ) بتاريخ : 20123456 ( غرفة الرياض )

يتم إرسال خطاب الدعوة ( أو رقم خطاب الدعوة ) إلى الم ستفيد في الدولة المضيفة وذلك لتقديمه إلى الممثلة مع مسوغات التأشيرة ، علم ا بأن ه ذا الخطاب يعتبر موافقة إلكترونية من الجهة الطالبة للزيارة ولا يهني مدح التأشيرة،،،



المملكة العربية السعودية  
وزارة الخارجية

KINGDOM OF SAUDI ARABIA  
MINISTRY OF FOREIGN AFFAIRS

**الإدارة العامة للتأشيرات**

**الرجاء طباعة هذا المستند ومراجعة سفارة المملكة لإصدار تأشيرة الدخول**

---

اسم طالب التأشيرة : شركة إس إيه أي السعودية رقمه : 7000667886 رقم الطلب : 1986917  
رقم الملف : 0 تاريخ الموافقة : 2010/01/20  
تأشيرة رقم : 7000665146 تاريخ التأشيرة : 14310205

| النوع    | جهة القدوم | الجنسية                    | المهنة                | المدى              | العدد | الإسم           |
|----------|------------|----------------------------|-----------------------|--------------------|-------|-----------------|
| عمل مؤقت | واشنطن     | الولايات المتحدة الأمريكية | استشاري تقنية اتصالات | 90 -<br>عدة سفارات | 1     | TRAVELER'S NAME |



## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter





## Sample Business Letter for Flight Crew

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 11, 2016      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016      Date of Departure #2: *(if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter