WORKING VISIT – REQUIREMENT

CHECKLIST

NO	SUBJECT	NOTE
1.	CALLING VISA / INVITATION LETTER FROM SPONSOR	A VISA REFERRAL NOTE, INDICATING THE NUMBER AND DATE OF VISA, ISSUED BY THE SAUDI MINISTRY OF FOREIGN AFFAIRS.
2.	POWER OF ATTORNEY	ELECTRONIC POWER OF ATTORNEY FROM THE SAUDI EMPLOYER GENERATED BY THE SAUDI MINISTRY OF FOREIGN AFFAIRS WITH OUR COMPANY NAME ON IT.
3.	EMPLOYMENT CONTRACT	ORIGINAL EMPLOYMENT CONTRACT SIGNED BY THE SPONSOR AND THE APPLICANT AND CERTIFIED BY THE SAUDI CHAMBER OF COMMERCE AND THE MINISTRY OF FOREIGN AFFAIRS.
4.	ORIGINAL PASSPORT	VALID FOR NO LESS THAN SIX (6) MONTHS FOR THOSE WHO ARE APPLYING FOR A SINGLE ENTRY AND VALID FOR NOT LESS THAN ONE (1) YEAR FOR THOSE WHO ARE APPLYING FOR MULTIPLE ENTRIES WITH AT LEAST TWO (2) SUCCESSIVE EMPTY VISAS PAGES.
5.	VALID VISA IN MALAYSIA	FOR NON MALAYSIAN, MUST PROVIDE A VALID VISA OF STAY, RESIDENCE, EMPLOYMENT OR STUDENT STATUS, OR OTHER VALID CERTIFICATES OF LEGAL STAYING PROVIDED BY THE RELEVANT AUTHORITIES OF THE COUNTRY.
6.	VISA FORM	A COMPLETED APPLICATION FORM WAS FILLED OUT. VISA FORM WILL BE PROVIDED BY OUR COMPANY.
7.	PASSPORT PHOTO	TWO (2) RECENT PASSPORT SIZE COLOR PHOTOGRAPHS WITH A WHITE BACKGROUND. PHOTOGRAPH (S) MUST BE FULL-FACE IN WHICH THE APPLICANT IS FACING THE CAMERA DIRECTLY. SIDE OR ANGLED VIEWS ARE **NOT ACCEPTED**
8.	MEDICAL REPORT & LETTER OF GOOD CONDUCT	A MEDICAL REPORT MUST BE ISSUED BY ANY KPJ HOSPITAL/PRINCE COURT/BP HEALTH IN MALAYSIA. LETTER OF GOOD CONDUCT CAN BE APPLY ONLINE THROUGH https://ekonsular.kln.gov.my/. BOTH DOCUMENTS MUST BE NO MORE THAN (3) MONTHS PAST THE DATE OF ISSUANCE.
9.	APPLICANT'S UNIVERSITY CERTIFICATE	YOU MUST AUTHENTICATE YOUR CERTIFICATE FROM SAUDI EMBASSY. CERTIFICATES ISSUED BY ACADEMIC INSTITUTIONS OUTSIDE MALAYSIA MUST BE CERTIFIED BY THE SAUDI ARABIAN CULTURAL MISSION AND THE SAUDI ARABIAN EMBASSY IN THE ISSUING COUNTRY.