



1. VISA SERVICE PROCESS

Receiving a visa is a two-step process normally taking up to two weeks to complete. The first step is getting your Letter of Invitation (LOInvite) from AEI in Saudi Arabia and the second step is submitting your visa paperwork and LOInvite to the Royal Saudi Embassy / Consulate in your country of application.

1.1. Letter of Invitation (LOInvite)

The first step (getting an LOInvite) is done in the Kingdom by AEI. It usually takes about 3 working days and the following documents must be provided:

- **Passport Scan:** You must have a passport with at least 6 months remaining validity. AEI will need a copy of the photo page of this passport.
- **Employment Details:** Your employment details will be needed; Name of your company, description of the company activity, your job title and the purpose of your visit.
- **Visa Type:** You must decide on what type of visit visa you want. There are two types of visits: Commercial/Business and Work. The duration of visa requested also needs to be put on the LOI though we default to 6 month requests. Note: Regardless what we request ultimately what is issued is the decision of the Royal Saudi Embassy or Consulate in the country of your application.
- **Residence Permit:** If you are not applying in your home country then you must possess a residence permit for the country of application and we need a copy of this.

1.2. Letter of Introduction (LOIntro)

The Letter of Introduction is a cover letter from your company for the visa application. It introduces you and your company to the Royal Saudi Embassy/Consulate and requests a visa be granted. A template of this document can be provided by AEI. It needs to be completed with all the required details and then printed on your company's letterhead and submitted with your visa application.

1.3. Applying for the visa

This part of the process is not the responsibility of AEI. However we will provide as much assistance as we can to help. In most countries, the Royal Saudi Embassy/Consulate accepts visa applications only through an authorised agent. Hence you need to contact an authorised visa agent in your country, send them the LOInvite, LOIntro Cover Letter, your Passport & 2 passport size photographs of yourself to the agent. The agent submits the visa application to the local Royal Saudi Embassy/Consulate. It takes anything from 5 to 10 working days for a visa to be processed.

1.4. Duration & Stay

Visa validity starts from the date it was issued. Typical maximum validity of visas is 180 days (c. 6 months), except for US Nationals where it is possible to get 1800 day (c. 5 years). You cannot enter the Kingdom outside of this validity. The maximum duration of any one stay is 30 days and you must exit the country within these 30 days with your next arrival marking the start of another 30 day stay. You are solely responsible for charges incurred for overstaying a visa. AEI must be kept apprised of the result of your visa application, your planned entry and exit from the Kingdom and any security issues faced during your stay.