



Traveler data / Angaben zum Reisenden

| | | |
|-------------------------------------|---|---|
| Country to Visit/Reiseland * | Numbre of Entries/Anzahl Einreisen * | Business - Tourist - Technical * |
| | | |
| Last Name/Nachname * | First Name/Vorname * | Nationality * |
| | | |
| Email * | Phone / Telefon * | |
| | | |

Assistant data / Angaben AssistentIn

| | | |
|---------------------------|---------------------------|-------------------------|
| Last Name/Nachname | First Name/Vorname | |
| | | |
| Email | Phone / Telefon | Cell phone/Handy |
| | | |

Billing address / Rechnungsadresse

| | |
|--|-------------------------------|
| Company / Firmenname * | Attention of / z.Hd. * |
| | |
| Exact address / Genaue Adresse * | |
| | |
| | |
| PO-Number/Cost Center/Auftragsnummer/Kostenstelle | |
| | |

Passport return address / Rückversandadr. Pass

| | |
|---|-----------------------------|
| Company / Firmenname | Attention of / z.Hd. |
| | |
| Exact address / Genaue Adresse | |
| | |
| | |
| Return address for passport/Rücksendung Pass * | |
| <input type="radio"/> Send Passport to Billing address/Passversand wie Rechnungsadresse | |

*For administrative reasons we require credit card payment for private persons.
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

Payment/Zahlung *

- Invoice/Rechnung
- Credit Card

Credit Card Number with Expiry Date MM/YY

| | |
|--------|-------------|
| Number | Expiry Date |
| | |

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

Required Shipping / Gewünschte Versandart:

- Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00
- DHL Courier Standard next working day (Monday-Friday) - CHF 18,50
- Courier SAME DAY - price on request

- Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00
- DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50
- Courier international - price on request



Consular Service Fly

Visa and Consular Service
Bern - Geneva

Benötigte Dokumente: Saudi Arabien - Business

Visumgültigkeit:

1 Jahr

Max. Dauer des Aufenthaltes:

90 Tage

Erlaubte Einreisen:

mehrfach

- Unser Visum Auftragsformular
- Antragsformular Antragsformular PDF - bitte füllen Sie das Antragsformular aus
- Scan des Reisepasses mit mind. 6 Monate Gültigkeit, gute Qualität, farbig
- Einladungsbrief: mit Firmenstempel, Unterschrift, Angabe des Ortes der Tätigkeit - Kopie/Scan ausreichend (farbig, gute Qualität) - erforderliche Sprache: englisch
- Arbeitgeberbrief (Entsendungsschreiben mit Kostenübernahme und Anstellungsbestätigung) - mit Original-Unterschrift beglaubigt durch Handelskammer (kann auf Wunsch von uns beglaubigt werden) - erforderliche Sprache: englisch
- Handelsregisterauszug: Auszug Firma Arbeitgeber und Auszug der einladenden Firma
- Ausgefülltes Vollmachtsformular für die Passabholung

Einreichungsprozess: Der Antragsteller muss generell persönlich beim Visacenter/Botschaft erscheinen. Der Termin wird von uns gebucht. Der Pass mit fertigem Visum wird von uns abgeholt. Senden Sie uns vorab alle Dokumente zur Prüfung per Email.

Bearbeitungszeit Standard-Antrag 1 Arbeitswoche

Bearbeitungszeit Express-Antrag nicht verfügbar

Bearbeitungszeit Urgent-Antrag nicht verfügbar

Kommentar/Anmerkungen

Für den Termin benötigen Sie:

- Original-Pass
- Kopie der ersten Pass-Doppelseite

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.
We are not liable for any delay or loss of documents posted on time.*

• info@consular-service.ch • www.consular-service.ch •

Office Bern

Postadresse: Postfach 9008, 3001 Bern

Domizil: Murtenstrasse 114, 3202 Frauenkappelen

Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1

Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



Consular Service Fly

Visa and Consular Service
Bern - Geneva

- Kopie Ausländerausweis
- farbiges Passfoto von guter Qualität 4,5 x 3,5 cm
- Original schweizer ID oder Original Ausländerausweis

Das Visum wird ab Januar 2024 nur noch als PDF zugestellt und wird nicht mehr in den Pass geklebt.

Consular Service FLY

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For more information please visit: www.mofa.gov.sa
Please attach 2 passport size photos to this application form.
Fill in this application form in Arabic if you hold a passport
issued by an Arab country, and in English if otherwise.

المزيد من المعلومات الرجاء زيارة الموقع: www.mofa.gov.sa
يرفق صورتين (٢) شمسيان لهذا الطلب
يعبا هذا الطلب حامل جواز سفر صادر من دولة عربية باللغة العربية

| استمارة طلب تأشيرة VISA APPLICATION FORM | | | | | |
|--|---------------------|------------------------|--|--|---------------------|
| Application number (https://enjazit.com.sa) : | | | رقم الطلب (https://enjazit.com.sa) : | | |
| 1. First name: | ١. الاسم الشخصي: | | 3. Father's name: | ٣. اسم الأب: | |
| 2. Family name: | ٢. اسم العائلة: | | 4. Mother's name: | ٤. اسم الأم: | |
| 5. Nationality of Origin: | ٥. الجنسية الأصلية: | | 6. Present Nationality: | ٦. الجنسية الحالية: | |
| 7. Religion: | ٧. الديانة: | | 8. Date of birth: | ٨. تاريخ الميلاد: | |
| 9. Gender: | MALE | FEMALE | ٩. الجنس: | ذكر | أنثى |
| 11. Profession: | | | ١١. المهنة: | | |
| 13. Permanent Address in Switzerland: | | | ١٣. عنوان الإقامة في سويسرا: | | |
| 14. Type of passport: | عادي Ordinary | دبلوماسي Diplomatic | خاص Service | وثيقة سفر Travel document | ١٤. نوع جواز السفر: |
| 15. Passport number: | | | ١٥. رقم الجواز: | | |
| 16. Date of issue: | | | ١٦. تاريخ إصدار الجواز: | | |
| 17. Place of issue: | | | ١٧. مكان إصدار الجواز: | | |
| 18. Date of expiry: | | | ١٨. تاريخ انتهاء صلاحية الجواز: | | |
| 19. Countries visited in the last 10 years: | | | ١٩. البلدان التي سبق لك زيارتها خلال العشر سنوات الماضية: | | |
| 20. Reason for travel (detailed): | | | ٢٠. الغرض من الزيارة (بالتفصيل): | | |
| 21. Date of arrival: | | | ٢١. تاريخ الوصول: | | |
| 22. Port of arrival: | | | ٢٢. جهة الوصول: | | |
| 23. Duration of stay: | | 24. Flight N: | | 25. Airline: | |
| ٢٣. مدة الإقامة: | | ٢٤. رقم الرحلة: | | ٢٥. شركة الطيران الناقلة: | |
| 26. Address in Saudi Arabia (list all if traveling to different cities): | | | ٢٦. عنوان الإقامة في السعودية (توضح جميع عناوين الإقامة إذا كان هناك أكثر من مدينة): | | |
| 27. References in Saudi Arabia: | | | ٢٧. المرجع في السعودية: | | |
| 28. References in Switzerland: | | | ٢٨. المرجع في سويسرا: | | |
| أقر بأن المعلومات المدونة في هذه الاستمارة صحيحة وبأنني سوف ألتزم خلال إقامتي في المملكة العربية السعودية بكافة قوانينها وأنظمتها، كما أنني على علم تام بأن المواد المسكرة والعقاقير المخدرة والمطبووعات المخلة بالآداب العامة وجميع المطبوعات الدينية والسياسية ممنوعة منعاً باتاً من دخول المملكة العربية السعودية سواء كانت للاستعمال شخصي أو خلافه، وأن مخالفتي لذلك ولقوانين وأنظمة المملكة العربية السعودية ستعرضني للجزاء. | | | | | |
| I declare that all the above information is true. I will respect the customs and abide by the law in Saudi Arabia during the length of my entire stay in the Kingdom. I am informed that it is strictly forbidden to carry alcoholic drinks, religious publications of whatever nature, pornography, drugs or narcotics either for distribution or personal use. If these rules are not respected I am aware that I will be subject to the current law in the Kingdom. | | | | | |
| Signature: | | | التوقيع: | | Date: |
| | | | | | التاريخ: |
| Official Use 1 | | | | | |
| Visa office reception date: | | By: | | ○ CH letter ○ Invitation ○ Enjazit ○ Residence ○ Com. Reg. | |
| Official Use 2 | | | | | |
| | | تاريخ إصدار التأشيرة: | | المكتب: | |
| الموظف: | | نوع ورقم التأشيرة: | | الرسوم: | |

يرجى استعمال الصفحة الخلفية في حال عدم توفر المساحات الكافية في الاستمارة
Please use the back side of this form if more writing space is required.

AUTHORIZATION LETTER

For Collection of Passport and/or Travel Documents from the Tasheer Visa Services Center

TO WHOMSOEVER IT MAY CONCERN

I, Mr./ Miss/ Mrs. _____ (Applicant Name), with Enjaz No. _____ hereby authorize Mr./ Miss/ Mrs. (Authorized Representative Name), having the identification proof as mentioned below, to collect my passport and/ or travel documents from the Tasheer Visa Services Center.

Mr. / Miss / Mrs. _____ (Authorized Representative Name) will carry along with him/ her, the below documents for collection of my passport:

1. Original Invoice Cum Receipt (ICR) provided by the Visa Services Center during visa application submission.
2. Original, Signed Copy of this Authorization Letter.
3. Original Photo and Signature Identification Proof with the below details:
 - a. Identification Proof Type (Only Government Issued Photo and Signature Identity Card):

b. Identification Proof Document/ Card Number: _____

Applicant Name:

Authorized Representative Name:

Applicant Signature:

Authorized Representative Signature:

Notes:

- For security purposes, an identity check will be conducted at the Tasheer Visa Services Center with the above-mentioned documents.
- This authorization letter is applicable for collection of the passport and/ or documents only of the Applicant Name and Enjaz No. combination mentioned above.
- In case you have applied as a Family or Group, kindly fill in the authorization letter for each member of the Family or Group.
- The Applicant signature on this Authorization Letter should be the same as available on the Invoice Cum Receipt.
- The Authorized Representative should carry the proof of identity as mentioned in this Authorization Letter.
- The Authorized Representative signature should be the same as available in the Identity Proof document mentioned above.

