



Citizen's Charter

VISA SECTION Window 3

Telephone number: (966) 12-6696303 local 121 e-Mail: consular@pcgjeddah.org

AVAILABILITY OF SERVICES

Sunday – Thursday: 8:00 am to 12:00 pm

WHO MAY AVAIL

Foreign Nationals

NON-IMMIGRANT VISAS

9(a) TEMPORARY VISITOR'S VISA

Pleasure

1. Personal Appearance
2. Duly accomplished visa application form (FA Form no. 2)
3. Original Passport valid for at least six (6) months beyond the applicant's contemplated stay in the Philippines and copies of the relevant pages of the passport (i.e. data page, expiration date)
4. Recent passport size colored Photo taken within the last six (6) months
5. Copy of Iqama
6. Copy of Saudi Exit and Re-entry visa (for non-Saudis)
7. Copy of Airline Booking with flight details indicating the inbound (arrival) and outbound (return) journey to the country of origin or to the next country of destination, and a valid visa to that country, if one is required
8. Copy of Hotel Booking or Letter of Invitation from the reference in the Philippines with complete name, address and telephone number
9. Report of Bank Statement (in English) or photocopies of Traveler's Cheque or bank cards
10. Letter from Applicant's company (in English) duly stamped by the Saudi Chamber of Commerce, requesting the grant of visa, also stating the applicant's position, salary and purpose of travel to the Philippines

9(a) TEMPORARY VISITOR'S VISA

Business

1. Personal Appearance
2. Duly accomplished Visa Application form (FA Form no. 2)
3. Original Passport valid for at least six (6) months beyond the applicant's contemplated stay in the

- Philippines and copies of the relevant pages of the passport (i.e. data page, expiration date)
4. Recent passport size colored Photo take within the last six (6) months
 5. Copy of Iqama
 6. Copy of Saudi Exit and Re-entry visa (for non-Saudis)
 7. Copy of Airline Booking with flight details indicating the inbound (arrival) and outbound (return) journey to the country of origin or to the next country of destination, and a valid visa to that country, if one is required
 8. Copy of Hotel Booking
 9. Report of Bank Statement (in English) or photocopies of Traveler's Cheque or bank cards
 10. Letter from applicant's company (in English) duly stamped by the Saudi Chamber of Commerce
 11. Letter of Invitation from the host or inviting company in the Philippines
 12. Copy of Demand Letter duly verified by Philippine Overseas Labor Office (POLO)-Jeddah, stating the number of workers to be hired, position, salary, etc.

ADDITIONAL REQUIREMENTS

for NON-WORKING or STUDENT APPLICANTS

1. Letter of Sponsorship from parents or
2. Letter of "No Objection" from their respective Consulate
3. Copy of Passport and Iqama of either parent
4. Bank Statement (in English) of the sponsoring parent

for MINOR APPLICANTS AND THOSE MARRIED TO FILIPINO CITIZENS

1. Original and copy of the Marriage Contract
2. Copies of parents' passports
3. Letter of Consent, if father is not joining
4. Other supporting documents that may be required by the Consular Officer after evaluation of the application

* **Nationals** from the following countries will have to wait for five (5) working days before they can be issued visa:

- | | |
|---------------|------------------|
| 1. Algeria | 10. Lebanon |
| 2. Azerbaijan | 11. Libya |
| 3. Bangladesh | 12. Pakistan |
| 4. Egypt | 13. Sudan |
| 5. Iran | 14. Syria |
| 6. Iraq | 15. Tajikistan |
| 7. Jordan | 16. Turkmenistan |
| 8. Kazakhstan | 17. Uzbekistan |
| 9. Kyrgyzstan | 18. Yemen |

Applicants who are holders of **TRAVEL DOCUMENTS** (*Document de Voyage*) will have to wait for approval/clearance from DFA-Manila before they can be issued visas to the Philippines.

VISA FEES:

Single Entry/3 months validity	SR 120 / *SR 160
Multiple Entry/6 months validity	SR 240 / *SR 320
Multiple Entry/1 year validity	SR 360 / *SR 480
Notarial	SR 100
Expedite	SR 40

REMINDERS:

A visa serves as a pre-entry clearance. Visa holders are still subject to standard immigration controls at ports of entry into the Philippines. Airport immigration officers have the authority to deny or restrict/limit the entry of a foreigner, as may be warranted by circumstances.

The Consulate General reserves the right to require the submission of additional supporting documents when necessary.

For Visits falling under other Visa Categories – Please consult the officials of the Consulate General

HOW TO AVAIL OF THE SERVICE:

PROCEDURE

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Window 3	- Proceed to Window 3 to get Visa Application Form and submit requirements and original passport for evaluation	- Check if all documents are in order - Process and issue receipt to approved applicants - For * NATIONALS from countries mentioned above, advise to return after five (5) working days or upon receipt of approval from DFA-Manila	10 minutes	Visa Officer /Processor	n/a	Visa Application Form
2	Cashier Area	- Proceed to the Cashier for payment	- Accept payment and machine validate official receipt	2 minutes	Collecting Officer	SR. 100 SR. 160	Official Receipt
3	Window 3	- Submit duplicate copy of machine validated official receipt of payment of notarial and/or visa fee	- Accept duplicate copy of validated official receipt to be attached to applicant's processed visa application - Advise applicant on the date of release of visa	1 minute	Visa Officer /Processor	n/a	Validated Official Receipt

RELEASING OF VISA

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Window 3	Applicant to present official receipt and wait for his/her name to be called	- Receive official receipt and locate visa - Request applicant to sign in the acknowledgement receipt of visa	2 minutes	Visa Officer /Processor	n/a	New Visa