

ATTENTION:

The Saudi Embassy in Washington is currently asking that the applicant provide both the police letter from their local police department along with an FBI clearance letter. VIP can assist with the processing of your FBI clearance letter. If you would like our office to do so, just [click here](#) for the instructions.

To all applicants who wish to apply for an employment visa for Saudi Arabia and are accepting an engineering Degree'd position , you will be required to pre-register on the Platform of the Saudi Council of Engineers before coming to the Kingdom through the Electronic link listed below [Foreign Registration \(saudieng.sa\)](#)

If you are accepting any other position that requires your degree then you must register your degree on the website listed: <http://qvp.pacc.sa/home>

If the Applicant is traveling to Saudi Arabia to work under a Medical profession visa, you will be required to have your medical degree authenticated by the Department of State which is currently taking 2-3 weeks to be processed.

The Saudi Arabia Government has recently changed how the visas are issued, and now the visa is issued on a separate piece of paper that will need to be carried with the passport when you travel. The visa is no longer placed inside of the passport.

Thank you,

VIP Passport Services, Inc.

REVISED: 11-7-2024 (EL)



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO:

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET

TO EMAIL YOUR
DOCUMENTS TO OUR
OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION ☐ (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION ☐ (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL

METHOD OF PAYMENT

☐ CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

☐ MONEY ORDER

☐ CASHIER'S CHECK

☐ COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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SAUDI ARABIA WORK (BLOCK) VISA U.S. PASSPORT HOLDER

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED
ABOVE

ESTIMATED PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$275.00
ONLINE APPLICATION FEE:	\$10.50
MONEY ORDER:	\$6.00
TEXAS APOSTILLE OF THE US QUALIFICATION LETTER OR COPY OF THE DEGREE:	\$236.00
☐ TALENTWISE BACKGROUND CHECK (HOUSTON CONSULATE ONLY)	
☐ SPECIAL HANDLING FEE: (LESS THAN 5 DAY RUSH PROCESS)	
OTHER FEES: _____	
RETURN SHIPPING FEE:(SEE * BELOW)	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$57.50
☐ 3-DAY	\$47.50
☐ SATURDAY	\$95.00
☐ 1 ST OVERNIGHT	CALL

REGULAR
PROCESS TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).

THE PROCESSING TIME STARTS AFTER THE APOSTILLE HAS BEEN COMPLETED AND SUBMITTED TO THE CONSULATE/EMBASSY.

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES. ALL SHIPPING FEES ARE SUBJECT TO CHANGE WITH OUT NOTICE.

COMMENTS: THERE WILL BE AN ADDITIONAL \$125.00 FEDEX (TO/FROM) FEE IF THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS. WE OFFER A LOCAL P/UP & RETURN DELIVERY IF LOCATED IN HOUSTON.

REVISED: 9-23-2025 (EL)

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SAUDI ARABIA WORK (BLOCK) VISA

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1.) SIGNED U.S. PASSPORT

- MUST BE VALID FOR LENGTH OF EMPLOYMENT CONTRACT, OR AT LEAST 12 MONTHS IF CONTRACT DOES NOT SPECIFY
- MUST HAVE TWO SIDE BY SIDE BLANK VISA PAGES

2.) FOUR PASSPORT-TYPE PHOTOGRAPHS (2x2)

- TAKEN WITHIN THE LAST 6 MONTHS
- WHITE BACKGROUND
- DARK SHIRT (TO SHOW CONTRAST)

3.) ONE COMPLETED APPLICATION (IF THE HARD COPY OF THE APPLICATION IS NOT COMPLETED IN ITS ENTIRETY, IT COULD CAUSE A DELAY IN THE VISA PROCESS) *THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS WITH WHITE-OUT OR OTHER HAND-MADE CORRECTIONS.* IF A HANDWRITTEN APPLICATION RECEIVED IS NOT COMPLETE, IT WILL BE COMPLETED ON THE APPLICANT'S BEHALF (IF ALL NECESSARY INFORMATION IS AVAILABLE) FOR AN ADDITIONAL \$25.00 FEE. *PLEASE BE SURE TO USE OUR TIPS ON COMPLETING THE APPLICATION TO HELP ENSURE THERE ARE NO DELAYS IN SUBMISSION AND/OR PROCESSING. PLEASE REFER TO THE NEXT PAGES FOR THE APPLICABLE FORMS FOR EACH EMBASSY/CONSULATE LOCATION.*

4.) SIGNED DECLARATION (PAGE 2 OF THE APPLICATION)

5.) **COPY OF THE ONLINE CONFIRMATION- DUE TO THE *EXTREME* SENSITIVITY OF THE CONSULATE AS TO HOW THE ONLINE APPLICATION IS COMPLETED, VIP WILL COMPLETE THIS PROCESS ON THE APPLICANT'S BEHALF (ADDITIONAL \$50.00 SERVICE FEE IN ADDITION TO THE \$10.50 ONLINE APPLICATION FEE)

6.) VISA ADVICE SLIP - THE COPY OF THE OFFICIAL BLOCK VISA ADVICE SLIP SHOWING AVAILABLE POSITIONS TO BE FILLED ON THE BLOCK (ISSUED BY THE MINISTRY OF FOREIGN AFFAIRS IN SAUDI).

7.) THE ORIGINAL EMPLOYMENT CONTRACT FROM SPONSORING COMPANY IN SAUDI ARABIA THAT HAS BEEN STAMPED BY THE CHAMBER OF COMMERCE AND BY THE MINISTRY OF FOREIGN AFFAIRS, SIGNED BY BOTH PARTIES. THE POSITION MENTIONED IN THE CONTRACT SHOULD MATCH THE POSITION MENTIONED IN THE BLOCK VISA ADVICE SLIP

8.) COPY OF COMPANY REGISTRATION CERTIFICATE OF INVITING COMPANY (IN SAUDI ARABIA)

CONTINUED →



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9.) QUALIFICATION CREDENTIALS -THE CONSULATE/EMBASSY WILL REQUIRE THAT YOU SUBMIT CERTIFIED COPIES OF YOUR CREDENTIALS SHOWING YOU ARE QUALIFIED TO ACCEPT THE POSITION AS LISTED IN YOUR CONTRACT. YOU WILL NEED TO SUBMIT THE FOLLOWING DOCUMENTS:

- IF YOU HAVE ACCEPTED A DEGREED POSITION YOU WILL NEED TO SUBMIT A COPY OF YOUR COLLEGE DEGREE/DIPLOMA THAT HAS BEEN AUTHENTICATED/CERTIFIED BY THE SAUDI ARABIAN CULTURAL MISSION. **PLEASE [CLICK HERE](#) FOR THE INSTRUCTIONS AND THE FEES.**
- IF YOU HAVE ACCEPTED A NON-DEGREED POSITION, YOU WILL NEED TO SUBMIT A QUALIFICATION LETTER FROM THE US COMPANY (NOTARIZED) AND AN ADDITIONAL LETTER FROM THE SAUDI COMPANY (WHICH MUST BEAR THE STAMP FROM MOFA, COMPANY SEAL, & CHAMBER OF COMMERCE SEAL) STATING THE SPECIAL SKILLS THAT YOU POSSESS IN ADDITION TO A COPY OF YOUR JOB TRAINING CERTIFICATES AND/OR TECHNICAL DIPLOMA(S) – *SEE BELOW FOR THE EXAMPLE OF THE COVER LETTER*. THE CONSULATE WILL REQUIRE THESE DOCUMENTS TO BE AUTHENTICATED/LLEGALIZED AND WE WILL HAVE THIS PROCESS COMPLETED FOR YOU (ADDITIONAL FEES WILL APPLY AND PROCESSING TIME WILL VARY PER STATE).

10.) LETTER OF SPONSORSHIP: ORIGINAL LETTER FROM THE COMPANY IN SAUDI ARABIA SPONSORING THE APPLICANT, CERTIFIED BOTH BY THE SAUDI CHAMBER OF COMMERCE AND BY THE MINISTRY OF FOREIGN AFFAIRS. THIS LETTER MUST INDICATE THE BLOCK VISA NUMBER AND DATE AS WELL AS THE POSITION AND NAME OF THE APPLICANT. ATTACHED TO THE LETTER SHOULD BE AN AUTHORIZATION FROM THE COMPANY ALLOWING THE AGENCY (VIP PASSPORT SERVICES) TO FINALIZE ALL THE REQUIREMENTS TO OBTAIN THE VISA, BLOCK VISA NUMBER, AND DATE.

- APPLICATIONS BEING PROCESSED IN THE WASHINGTON D.C. WILL ALSO NEED TO SUBMIT A COPY OF THE WAKALA OR THE TAFWEED (THIS IS THE ELECTRONIC POWER OF ATTORNEY AUTHORIZING APPLICANTS NAME TO PROCESS THE APPLICATION). IF THE APPROVAL WAS SENT TO WASHINGTON, DC THEN YOU WILL NEED AN ADDITIONAL WASHINGTON, DC POWER OF ATTORNEY (SEE BELOW).

CONTINUED →



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- 11.) **MEDICAL REPORT** - THE MEDICAL REPORT MUST BE ISSUED BY A LICENSED PHYSICIAN WHO MUST SIGN AND CERTIFY THE APPLICANT IS FREE OF ANY CONTAGIOUS DISEASE-THE LICENSE NUMBER AND THE ADDRESS AND PHONE SHOULD BE PRESENT. PLEASE BE SURE THAT THE FORM IS COMPLETED AND RUBBER-STAMPED ON THE BOTTOM RIGHT CORNER (*STAMP MUST HAVE FULL NAME OF DOCTOR AND/OR FACILITY, ADDRESS, AND PHONE NUMBER*). THE MEDICAL REPORT MUST BE USED WITHIN THREE (3) MONTHS FROM THE DATE OF ISSUANCE. A COPY IS ACCEPTED HOWEVER IT MUST BE A CLEAR COPY FREE OF ANY BLEMISHES.
- 12.) **MONKEY POX** – ALL APPLICANTS REGARDLESS OF AGE ARE REQUIRED TO BE TESTED AGAINST MONKEY POX. YOU CAN EITHER GET A LETTER FROM THE DOCTOR SAYING YOU HAVE BEEN CLEARED OF HAVING MONKEY POX OR YOU CAN GET AN IMMUNIZATION SHOWING YOU BEEN VACCINATED AGAINST MONKEY POX. MUST BE ISSUED WITHIN 20 DAYS OF VISA SUBMISSION.
- 13.) **LAB REPORT** - REQUESTED BY THE DOCTOR TO ENABLE HIM TO COMPLETE THE MEDICAL REPORT (*HIV, SYPHILIS, AND HEPATITIS A/B/C RESULTS MUST SHOW A NEGATIVE OR NON-REACTIVE RESULT. HEPATITIS A AND SYPHILIS IS ONLY REQUIRED WHEN THE VISA IS BEING PROCESSED THROUGH THE EMBASSY IN WASHINGTON D.C.*). THE COPY OF THE LAB REPORT MUST BE A CLEAR COPY FREE OF ANY BLEMISHES.
- 14.) **BACKGROUND CHECK REQUEST FORM (HOUSTON CONSULATE)** - THE CONSULATE IN HOUSTON REQUIRES A CRIMINAL BACKGROUND CHECK THROUGH TALENTWISE. (ADDITIONAL FEE OF \$120.00 WHICH CONSISTS OF \$65.00 TALENTWISE FEE + \$55.00 VIP PROCESSING FEE)
- NEW YORK CONSULATE OR DC EMBASSY** – APPLICANT MUST SUBMIT A RECENT FBI CLEARANCE LETTER AND A POLICE BACK GROUND CLEARANCE LETTER LISTING IN DETAIL THE APPLICANT'S CRIMINAL RECORD (*IF ANY*) ISSUED BY THE LOCAL POLICE DEPARTMENT THAT HAS JURISDICTION OVER THE ADDRESS LISTED ON THE APPLICANTS DRIVER'S LICENSE. THE LETTER SHOULD BE PRINTED ON THE LETTERHEAD OF THE ISSUING POLICE DEPARTMENT AND SIGNED BY THE OFFICER IN CHARGE (*ORIGINAL SIGNATURE*) WITHIN 90 DAYS FROM THE DATE OF ISSUE. IF YOU WOULD LIKE FOR OUR OFFICE TO HELP WITH OBTAINING THE FBI LETTER, PLEASE [click here](#) FOR THE INSTRUCTIONS.

CONTINUED →



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15.) COPY OF THE TRAVEL ITINERARY (IF AVAILABLE)

VALIDITY: ONCE THE CONSULATE OR EMBASSY ISSUES THE WORK BLOCK VISA THE APPLICANT WILL HAVE TO MAKE ENTRY INTO THE KINGDOM WITHIN 90 DAYS FROM THE DATE THE VISA IS ISSUED.

NO OBJECTION CERTIFICATES: IF THE APPLICANT IS OVER THE AGE OF SIXTY, THE CONSULATE WILL CONSIDER ISSUING THE VISA IF THE APPLICANT CAN ALSO SUBMIT A LETTER (NOC) FROM THE SAUDI EMPLOYER ACKNOWLEDGING THE APPLICANT'S AGE, DETAILING THE IMPORTANCE OF ISSUING THE VISA, ETC.

OFFICIAL FINAL EXIT CERTIFICATE: IF THE APPLICANT HAS PREVIOUSLY BEEN EMPLOYED IN SAUDI ARABIA BY A DIFFERENT EMPLOYER, THE CONSULATE WILL REQUIRE THAT WE SUBMIT A COPY OF THE OFFICIAL FINAL EXIT CERTIFICATE FROM THEIR PREVIOUS EMPLOYER.

PROCESS ADMINISTRATION FEE FOR ENJAZ ARE THE FEES ASSOCIATED TO PERFORM THE REQUIRED TRANSLATION (OF THE INVITATION), UPLOAD PHOTOS, ARCHIVE A COPY OF ALL SUPPORTING DOCUMENTS AND TO ARCHIVE A COPY OF THE VISA. THIS IS A \$50.00 VIP SERVICE FEE THAT HAS BEEN COMBINED WITH OUR \$225.00 VISA PROCESSING FEE WHICH TOTALS \$275.00.

REVISED: 3-19-2025 (EL)



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TALENTWISE BACKGROUND CHECK REQUEST FORM

PLEASE COMPLETE & SEND THIS FORM IF YOU WOULD LIKE FOR VIP TO REQUEST
THE BACKGROUND CHECK ON YOUR BEHALF.

APPLICANT FULL NAME	
APPLICANT DATE OF BIRTH	
APPLICANT SOCIAL SECURITY NUMBER	
APPLICANT FULL ADDRESS (CITY, STATE, ZIP) <i>Please add your move in date (M/D/Y</i>	
APPLICANT EMAIL ADDRESS	
APPLICANT PHONE NUMBER EMPLOYER LOCATION – CITY & STATE	

**PLEASE BE SURE THAT THIS FORM IS EITHER TYPED, OR VERY NEATLY HAND-WRITTEN
TO ENSURE ACCURACY WHEN REGISTERING THE BACKGROUND CHECK REQUEST.**

*****IMPORTANT*****

AN APPLICANT'S BACKGROUND CHECK IS ONLY VALID FOR NINETY (90) DAYS
FROM THE DATE OF ISSUE

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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URGENT NOTICE

THE GOVERNMENT OF SAUDI ARABIA ASKED THAT WE INCLUDE THE INFORMATION BELOW AS PART OF THE ONLINE VISA APPLICATION.

PLEASE LIST THE FOLLOWING INFORMATION FOR EACH COUNTRY THE APPLICANT HAS TRAVELED TO IN THE LAST 6 MONTHS:

<u>DESTINATION</u>	<u>DATE OF ENTRY</u>	<u>DATE OF EXIT</u>	<u>PURPOSE OF TRAVEL</u>

PLEASE LIST THE DATE THE APPLICANT IS EXPECTED TO ENTER SAUDI ARABIA ALONG WITH THE FLIGHT NUMBER:

EXPECTED DATE OF ENTRY INTO SAUDI: _____ FLIGHT NUMBER: _____

APPLICANTS NAME: _____ DATE OF BIRTH: _____

SAUDI CONSULATE LOCATIONS

EACH APPLICANT'S INVITATION INDICATES WHERE IT WILL BE PROCESSED. IF YOU ARE UNSURE AS TO WHERE YOURS WILL BE PROCESSED, PLEASE EMAIL OR FAX A COPY OF YOUR INVITATION TO OUR OFFICE AND WE WILL ADVISE WHICH APPLICATION YOU WILL NEED TO SUBMIT.

SAUDI ARABIA EMBASSY/CONSULATE LOCATIONS	
ENGLISH	ARABIC
HOUSTON	هيوستن
WASHINGTON, DC	واشنطن
NEW YORK	نيويورك

***IF YOUR INVITATION INDICATES A LOCATION OTHER THAN THE ONES LISTED ABOVE, PLEASE CONTACT OUR OFFICE FOR MORE INFORMATION**

HOUSTON CONSULATE

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN HOUSTON.

NEW YORK CONSULATE

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK. IF THE INVITATION IS ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK, **WE SUGGEST THAT YOU HAVE THE INVITATION REROUTED TO THE HOUSTON CONSULATE BECAUSE THE NEW YORK CONSULATE IS VERY HARD TO WORK WITH AND WILL TAKE LONGER TO PROCESS.**

WASHINGTON, D.C. EMBASSY

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA EMBASSY IN WASHINGTON, D.C.



MEDICAL REPORT

PHOTO

NAME:

NATIONALITY:

SEX:

AGE:

MARITAL STATUS:

PASSPORT NO:

ISSUE PLACE:

ISSUE DATE:

POSITION APPLIED FOR:

DEAR SIR / MADAM

PLEASE, ARRANGE TO EXAMINE THE ABOVE MENTIONED CANDIDATE AS TO HIS/HER FITNESS FOR THE ABOVE MENTIONED POSITION.

DATE ____/____/____ RECRUITMENT ATTACHE/OR DOCTOR: _____

HISTORY OF ANY SIGNIFICANT PAST ILLNESS INCLUDING:

- PSYCHIATRIC AND NEUROLOGICAL DISORDERS (EPILEPSY, DEPRESSION...)

- ALLERGY

MEDICAL EXAMINATION				LABORATORY INVESTIGATION		
TYPE OF MEDICAL EXAMINATION		NEGATIVE\ NORMAL	POSITIVE\ ABNORMAL	TYPE OF LABORATORY INVESTIGATION	NEGATIVE\ NORMAL	POSITIVE\ ABNORMAL
VISION	R. EYE			(URINE)		
	L. EYE			- SUGAR		
EYE				- ALBUMIN		
	OTHER			- BILHARZIASIS		
	R. EYE			- OTHER		
	L. EYE					
EAR	R. EAR			(STOOL)		
	L. EAR			- HELMINTHES		
CHEST X - RAY				- SALMONELLA/SHIGELLA		
PULMONARY TUBERCULOSIS				- V.CHOLERA		
(SYSTEMIC EXAMINATION)				- OTHER		
BLOOD PRESSURE				(BLOOD)		
HEART				- HEMOGLOBIN		
LUNGS				- MALARIA FILM		
ABDOMEN				- OTHERS		
(OTHERS)				(SEROLOGY)		
*HERNIA				- HIV TEST		
*VARICOSE VEINS						
EXTREMITIES				- F. B. S.		
SKIN				- HBSAG/ANTI HCV		
(VENEREAL DISEASES)				- L. F. T.		
- CLINICAL				- CREATININE		
- LAB				- UREA		
VDRL						
TPHA				PREGNANCY TEST		
CONFIRM IF THE APPLICATION HAS ONE OF THE FOLLOWING:					NO	YES
COMMUNICABLE DISEASES						
MENTAL DISORDER						
MENTAL RETARDATION						
PHYSICAL DISORDERS						
HANDICAP						
PARALYSIS						
BLINDNESS						
HEARING DISORDER						
SPEECH DISORDER						
MENTIONED ABOVE IS THE MEDICAL REPORT FOR MR / MRS / MISS _____, WHO IS [] FIT [] UNFIT FOR THE ABOVE MENTIONED JOB. - TO BE FIT, ALL MEDICAL EXAMINATIONS AND LABORATORY INVESTIGATIONS MUST BE WITHIN NORMAL LIMITS. IN THE EVENT OF AN ABNORMAL/POSITIVE RESULT, A TYPEWRITTEN LETTER SIGNED BY THE PHYSICIAN STATING THE CONDITION AND ANY TREATMENT IMPLEMENTED. THIS LETTER SHOULD ALSO INDICATE WHETHER THIS CONDITION OR TREATMENT WILL HAVE ANY EFFECT ON THE APPLICANT'S WORK.						
PHYSICIAN NAME: _____ SIGNATURE: _____						
LICENSE NUMBER: _____ STAMP: _____						
THIS FORM MUST BE ATTESTED BY ONE OF THE TWO FOLLOWING AUTHORITIES:						
THIS IS TO CERTIFY THAT DR. _____ LICENSE NUMBER: _____, IS CURRENTLY LICENSED TO PRACTICE MEDICINE. (1)					DEPARTMENT OF HEALTH (2)	
AUTHORIZED SIGNATURE :					STAMP OR SEAL OF THE STATE AUTHORITY (COLLEGE OF PHYSICIANS)	

SUBMIT TO THE CONSULAR SECTION THREE ORIGINALS COPIES OF THIS MEDICAL REPORT AND TWO COPIES OF ALL RESULTS OF THE MEDICAL TESTS.
DO NOT SUBMIT X-RAYS AS THOSE MUST BE PRESENTED TO THE HEALTH AUTHORITIES IN SAUDI ARABIA ALONG WITH ONE CLEAR COPY OF THIS REPORT AND ALL TEST RESULTS.

WASHINGTON, DC POWER OF ATTORNEY

I, (insert name) (date of birth: day/month/year; Passport# _____) hereby give power of attorney authorizing PVS International LLC, 1700 North Moore, Suite#1503, Arlington, VA 22209 phone 703-908-0330 to submit and process my application for an employment visa at the Saudi Embassy. I also authorize PVS to answer any questions on my behalf and once the visa has been processed, please release the passport to PVS International, LLC.

If you have any questions or need more information, I can be reached at (708)635-1466.

Thank you

With best regards,

Name: _____

Date: _____

Signature: _____

Notary

State of _____

Witnessed before me on this _____ day of _____ 20_____.

Notary signature _____

My Commission Expires _____

NON-DEGREED POSITION – TRAINING CERTIFICATE COVER LETTER

I, _____, CERTIFY THIS TO BE A TRUE COPY OF MY ORIGINAL:

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

6.) _____

7.) _____

PRINTED NAME

SIGNATURE

**A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS
CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO
SIGNED THIS DOCUMENT, AND NOT THE TRUTHFULNESS,
ACCURACY, OR VALIDITY OF THE DOCUMENT.**

State of _____

County of _____

On _____ before me, _____

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name is
subscribed to the within instrument and acknowledged to me that he/she executed the same in
his/her authorized capacity (ies), and that his/her signature on the instrument is the person(s), or
the entity upon behalf of which the person(s) acted, executed the instrument. I certify under
PENALTY OF PERJURY under the laws of the State of _____ that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)