

Authentication of Credentials for Visa/ Employment Purposes ((Non-Saudis))

خدمات التوثيق لغير السعوديين:

- الراغبين في توثيق أوراقهم للعمل أو الدراسة بالمملكة العربية السعودية يرجى:
- 1- إرفاق صورة عقد العمل داخل المملكة العربية السعودية أو خطاب القبول في حال الدراسة.
 - 2- إرفاق صورة من جواز السفر وصورة من الإقامة بالمملكة العربية السعودية.
 - 3- التأكد من وجود مصادقة وزارة الخارجية الكندية على الوثائق المراد توثيقها قبل تقديمها للملحقية الثقافية ثم المصادقة عليها بعد ذلك من سفارة المملكة العربية السعودية بأوتواوا.

<http://embassies.mofa.gov.sa/sites/canada/EN/Services/ConsulateSection/Certifications/Pages/Legalization-of-other-documents.aspx>

عنوان مراسلة القسم:

Academic Recognition & Authentication Department
Saudi Cultural Bureau in Canada
2101 Thurston Drive
Ottawa , Ontario
K1G 6C9

C A T E G O R I E S

Residence (Iqama) renewal	Employment Purposes	Study
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D O C U M E N T S R E Q U I R E D

Passport Copy – Biography Page Only	Employment Purposes	Study
<ul style="list-style-type: none">Original Letter of Enrolment at Canadian Universities attested by the Canadian Global Affairs;Or Original Transcripts attested by the Canadian Global Affairs	<ul style="list-style-type: none">Passport Copy – Biography Page OnlyA copy of employment contract or a copy of an offer.2 Notarized copies of degree issued in Canada (ONLY) attested by the Canadian Global AffairsOriginal transcripts to be sent directly from the Canadian Institution to the Saudi BureauNote: Degrees issued outside of Canada should be authenticated by the Saudi Cultural Missions in the Issuing Country	<ul style="list-style-type: none">Passport Copy – Biography Page OnlyProof of Enrolment at Saudi Arabian Universities or a Letter of Acceptance

(For Original Transcripts & Letters of Enrolments)

MAILING ADDRESS:

Saudi Arabian Cultural Bureau
Academic Authentication and Recognition Department
2101 Thurston Drive
Ottawa, ON K1G 6C9 Canada

PLEASE NOTE THAT TRANSCRIPTS DELIVERED IN PERSON WILL NOT BE ACCEPTED

*****RETURN OF DOCUMENTS METHODS*****

For return of your documents, please include a pre-paid self-addressed envelope with your mailed in documents. Applicants who opt for pick-up of their documents at our location are advised to show a piece of identity at the security desk.

All applicants are notified by email when their documents are ready for pick-up.

STEPS TO FOLLOW

READ THE STEPS CAREFULLY BEFORE YOU APPLY

****IMPORTANT****

It is imperative that you follow these steps to avoid any delays or possible rejection

Please note that we will not authenticate degrees issued outside of Canada. International degrees must be authenticated at the Saudi Cultural Mission or the Saudi Embassy to that country.

STEP ONE

Assign an agent

- Please be advised that the Saudi consulate will only accept visa applications through one of the authorized agents listed on both the Saudi Embassy /Cultural Bureau website.
- Make contact with one of the agent listed on our website and begin your application online. **You** or **the agent** that represents you can fill out the online application and upload all the required documents.
- Communication will be addressed ONLY to the contact name and e-mail address provided in the application, either **the applicant** or **the agent**.

STEP TWO

Transcripts

- Request **original transcripts** of your Canadian degrees, diplomas or certificates to be authenticated sent directly from the issuing Canadian Institution in an official sealed envelope to the Saudi Arabian Cultural Bureau (SACB) address below.

Please note that transcripts delivered in person will not be accepted.

Other documents:

These documents require a verification e-mail sent directly from the issuing party to: eharari@ca.moe.gov.sa

- Grade 12, 11, 10 & 9 School Report cards
- Fellowships and Training Certificates
- Enrolment Letters
- Letters of Completion.
- Apprenticeship / handiworks Certificates
- Letters of Employment.

STEP THREE

- Have your 2 Notarized copies of degree issued in Canada (ONLY) attested by the Canadian Global Affairs.
DEGREES SUBMITTED WITHOUT THE GAC WILL NOT BE PROCESSED. Please follow the following link for instructions: [Global Affairs, Trade and Development Canada.](#)

*****PROCESSING TIME*****

Processing time begins when all required documents and transcripts have been received. Our processing time is currently between 10 to 14 business days for authentication requests to be finalized.

*****WHAT'S NEXT?...*****

Please note that the Academic Authentication and Recognition Department (ARAD) DOES NOT PROVIDE VISA SERVICES.

****FOR VISA RELATED SERVICES, YOU SHOULD DIRECT YOUR INQUIRIES TO THE SAUDI CONSULATE AT THE ROYAL EMBASSY OF SAUDI ARABIA IN OTTAWA EITHER BY PHONE: 613-237-4105, OR BY EMAIL: OTTCON@MOFA.GOV.SA****

- Upon receiving the authenticated documents from SACB, ensure that degree(s) is/are stamped by the Saudi Arabian Embassy/Consulate in Ottawa before your departure. <http://embassies.mofa.gov.sa/sites/canada/EN/Services/ConsulateSection/Certifications/Pages/Legalization-of-other-documents.aspx>
- It is the responsibility of the applicant/agent upon the completion of the steps above to contact us at sua@ca.moe.gov.sa and provide a photocopy of the visa slip addressed to the Consular in order to prepare the **Sponsorship Letter**.
- For air tickets issuance, universities in the KSA require a scanned copy of applicant's visas and passport biography page (personal information).

For further details feel free to contact Ms. Eman at the Academic Recognition & Authentication Department: eharari@ca.moe.gov.sa