

Business Point

Travels & Tours

Saudi Consulate Authorized Agent

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SAUDI CULTURE/SAUDI EMBASSY DEGREE ATTESTATION REQUIREMENTS (NEW)

- A. **Saudi Cultural Attaché** does not attest any **degree** earned through **online/distance/private/external/Overseas** mode)
- B. Name & Father name on Degree should match with passport, NIC, Job contract and request letters.
1. Typed Contract Agreement / Job Offer Letter (Original) duly attested by Chamber of Commerce (KSA) and MOFA (KSA) with a valid **date of issue on top of page**.
 - i. The contract must be valid with maximum of **one year**.
 - ii. **Current Passport number** should be mentioned on the contract.
2. Request Letter addressing Saudi Culture Mission (Original) with current Passport number and date of issue (less than a year) duly attested by Chamber of Commerce (KSA).
3. Request Letter addressing Saudi Embassy (Original) with current Passport number and date of issue (less than a year) duly attested by Chamber of Commerce (KSA).
4. Visa Slip from **Enjaz** website. (It must contains **Visa #** and **Sponsor ID #**)
5. Original degree duly attested by **HEC and MOFA (PAK)**.
6. Original **Mark Sheet** or **Accumulative Transcript** of degree.
 - a. Employer contact name, Mobile number and E-mail id is required for degree verification.
 - b. In case of Master degree, color copy of Bachelor's degree and transcript are required as supporting docs.
7. Screen shot from **HEC System** showing: **Name, Degree Title** and **document Type**.
8. Original **Passport**
9. Copy of valid NIC or **NICOP** (front and back)
10. University Letter mentioning that the student completed his/her studies as a **regular student** (this letter must be on color letterhead, stamped and signed by the University Registrar office). The word "Regular" should come in the middle of first paragraph. It must be attested from **Ministry of Foreign Affairs Pakistan (MOFA)**.
11. **Original** paid fee **slip** against e-mail Degree verification from concerned Universities to Saudi Culture Mission.
12. Two set of copies of all documents.
13. For Female married applicant only: Original Marriage Registration Certificate or Nikah Nama and affidavit for change of name after marriage is required.

*Note: **Business Point** is not responsible for any delay or objection takes place by Saudi Culture Mission*

*Note: E-mail communication between Universities and Saudi Culture is CONFIDENTIAL, therefore, **Business Point** is not allowed to follow-up with either authorities.*