Business Point
Travels & Tours
Saudi Consulate Authorized Agent

ALAVI OVERSEAS CONSULTANT
Overseas Employment Promoters
License No. OP&HRD/3560/KAR/2014

SAUDI CULTURE/SAUDI EMBASSY DEGREE ATTESTATION REQUIREMENTS (IQAMA)

A. **Saudi Cultural Attaché** does not attest any **degree** earned through o**nline**/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 the top of page**.

   i. Contract date of issuance should be less than **one year**.

   ii. **Current Passport number** and Iqama number should be mentioned on the contract.

2. Request Letter addressing Saudi Culture Mission (Original) with current Passport number, Iqama 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, Iqama number and date of issue (less than a year) duly attested by Chamber of Commerce (KSA).

4. Two sets of <u>**Passport**</u> Copy Full Page and <u>**Iqama**</u> copy on company Letter Head duly signed and stamped by the **person who signed the Culture letter.**

   a. Send 1st set **Directly from Saudi Arabia to the Saudi Culture Mission, Islamabad at the given address through courier (DHL , FedEx)**
   Saudi Culture Mission, Islamabad

   House No.16/A, Street No.25/A, Sector F-6/2, Islamabad, Postal Code 44000 Ph # +92-512827876-8

   b. Send 2nd set to Business Point along with the courier receipt copy that sent to Saudi Culture Mission address at Islamabad.

5. Copy of first entry **visa full** page to Saudi Arabia.

6. Original **degree** duly attested by **HEC and MOFA (PAK)**.

7. Original **Mark Sheet** or **Accumulative Transcript** of degree.

   a. Fill form **29-A** for Employer contact details. It is required for degree verification.

   b. In case of Master degree, color copy of Bachelor's degree and transcript are required as supporting docs.

8. Screen shot from **HEC System** showing: **Name**, **Degree Title** and **document Type**.

9. Copy of valid **NIC** or **NICOP** (Front and back)

10. University Student Verification Letter mentioning that the student completed his/her studies as a **regular student** (this letter must be on <u>Original Color Letter head</u> stamped and signed by the University Registrar office). The word "regular" should be in the middle of first paragraph. Must be attested from **Ministry of Foreign Affairs Pakistan.**

11. **Original** paid fee **slip** against e-mail Degree verification from Universities to Saudi Culture Mission.

12. Two set of copies for all the documents.

13. For Female married applicant only: Original Marriage Registration Certificate or Nikah Nama and affidavit for change of name after marriage is required.

14. Abshir Printout (Iqama details page).

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 CONFIDNENTIAL, therefore, Business Point is not allowed to follow-up with either authorities.