

Embassy of France in KSA
Checklist for Business short stay visa
 4th January 2016

YES NO

1.	Visa application form is correctly filled out in English and signed by the applicant		
2.	One recent passport-size photograph with a white background, not stapled Full face; no face cover that prevent full visibility of facial features		
3.	Original passport : - valid for at least three months after the end of the stay or of the expiration date of the visa - containing at least two adjacent blank pages and issued within the past 10 years		
4.	Original letter from the employer or sponsor in Saudi Arabia, stating : - the purpose of the visit in France - the employment status, the salary, the date of employment and the length of contract - stamped by the Chamber of Commerce If self-employed : copy of a valid trade license		
5.	Invitation letter from a company or an authority in France to attend a meeting or other documents showing the existence of trade relations or relation for work purposes including a proof of accommodation during the intended stay The letter should mention whether the company covers all expenses, in particular the accommodation. If so, the exact address of accommodation should be mentioned		
6.	One copy of the passport front page and all relevant pages containing previous Schengen, UK, US, Canada visas with immigration stamps(within the past 5 years only)		
7.	Copy of Iqama and copy of Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States		
8.	Verifiable evidence of sufficient means of subsistence during the intended stay : - original and personal bank statements for the past 4 months with bank statement headers <i>Applicable to first-time applicants and to those whose expenses for the stay are covered neither by the employer nor by the inviting company.(for non-Saudi only)</i>		
9.	Copy of flight reservation including return flight (Additionally for Non-Saudi only)		
10.	Proof of accommodation: copy of a confirmed hotel reservation (For Non Saudi only)		
11.	Health insurance certification: the insurance is part of the Schengen list published by the Embassies of the Schengen States in KSA and it must cover the entire period of the intended stay		
12.	All documents are translated in English by a certified translator		
13.	Comment: The applicant insists to submit his/her file even if the visa application is not complete		

Declaration - I have been informed that :

- My passport will be under custody of the Embassy of France in Riyadh during the process of my Schengen visa application which can take up to 15 days
- **An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application**
- The Embassy of France reserves the right to ask for additional supporting documents if necessary and does not guarantee the issue of the Visa. In case of a refusal, visa fees are not refundable

Date :

Applicant's (or his/her representative's) signature :

CCO :	
QC :	