

Embassy Of France in KSA
Checklist for Domestic worker
23rd November 2016

YES NO

1.	Visa application form correctly filled out in English and signed by the applicant		
2.	Two recent passport-size photographs 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 last 10 years		
4.	- One copy of the passport front page - Copy of the Saudi visa (only in case there is no Schengen visa copy in the passport) - All relevant pages containing previous Schengen, UK, US, Canada visas with immigration stamps (within the past 5 years only) Note : If there are several previous visas issued by France, keep only the 2 most recent visas in the file.		
5.	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		
6.	Copy of the ID page of the sponsor's passport and his last valid Schengen visa		
7.	Sponsor's sworn statement to guarantee the return of the employee back to KSA		
8.	Verifiable evidence of sufficient means of subsistence of the sponsor during the intended stay : Employer's letter of the sponsor mentioning the salary or the most recent page of his bank statement (This is not required in case the sponsor already has a previous and recent circulation Schengen visa)		
9.	Copy of the Saudi work contract signed by both employer and employee. (only for the first trip with the Sponsor)		
10.	Commitment by the foreign employer to comply with the formalities of social declarations provided for by Article L243 of the French Social Security Code, filled up and signed		
11.	Copy of the flight reservation including return flight		
12.	Proof of accommodation (The same as per the checklist for tourism)		
13.	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		
14.	All documents are translated in English by a certified translator		
15.	Comment: The applicant insists to submit his/her file even if the visa application is not complete		
16.	Declaration - I have been informed that : <ul style="list-style-type: none"> • 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 		
17.	Date : Applicant's (or his/her representative's) signature :		

CCO :	
QC :	