

**Embassy Of France in KSA**  
**Checklist for Domestic worker**  
 23<sup>rd</sup> November 2016

YES NO

<b>1.</b>	<b>Visa application form</b> correctly filled out in English and signed by the applicant		
<b>2.</b>	<b>Two recent passport-size photographs with a white background, not stapled</b> Full face ; no face cover that prevent full visibility of facial features		
<b>3.</b>	<b>Original passport :</b> - 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		
<b>4.</b>	- <b>One copy of the passport front page</b> - <b>Copy of the Saudi visa</b> (only in case there is no Schengen visa copy in the passport) - <b>All relevant pages containing previous Schengen, UK, US, Canada visas with immigration stamps (within the past 5 years only)</b> Note : If there are several previous visas issued by France, keep only the 2 most recent visas in the file.		
<b>5.</b>	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		
<b>6.</b>	Copy of the ID page of the sponsor's passport and his last valid Schengen visa		
<b>7.</b>	<b>Sponsor's sworn statement to guarantee the return of the employee back to KSA</b>		
<b>8.</b>	<b>Verifiable evidence of sufficient means of subsistence of the sponsor during the intended stay :</b> 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)		
<b>9.</b>	<b>Copy of the Saudi work contract</b> signed by both employer and employee. (only for the first trip with the Sponsor)		
<b>10.</b>	<b>Commitment by the foreign employer to comply with the formalities of social declarations</b> provided for by Article L243 of the French Social Security Code, filled up and signed		
<b>11.</b>	<b>Copy of the flight reservation including return flight</b>		
<b>12.</b>	<b>Proof of accommodation</b> (The same as per the checklist for tourism)		
<b>13.</b>	<b>Health insurance certification :</b> 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		
<b>14.</b>	<b>All documents are translated in English by a certified translator</b>		
<b>15.</b>	<b>Comment:</b> The applicant insists to submit his/her file even if the visa application is not complete		
<b>16.</b>	<b>Declaration - I have been informed that :</b> <ul style="list-style-type: none"> <li>• 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</li> <li>• <b>An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application</b></li> <li>• 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</li> </ul>		
<b>17.</b>	<b>Date :</b>  <b>Applicant's (or his/her representative's) signature :</b>		

CCO :	
QC :	