



**REQUIREMENTS TO APPLY FOR AN EXTENSION OF EXIT / RE-ENTRY VISA FOR E.U.
(EUROPEAN UNION) CITIZENS**

1. **APPLICATION FORM:**

The applicant **MUST** submit one application form, fully-completed and signed by the applicant in block capital letters and in black ink only!

2. **PASSPORT SIZED PHOTOGRAPHS:**

The applicant **MUST** submit 2 (coloured) passport-sized photographs (Irish Standard photographs) in white background.

https://www.123passportphoto.com/photo-requirements.php?country_code=IE&type=Passport

3. **ORIGINAL PASSPORT:**

The applicant **MUST** submit their original passport which **MUST** have two blank pages facing each other and valid for 6 months from the date of departure.

4. **COPY OF IQAMAH (SAUDI ARABIAN RESIDENCY CARD):**

The applicant **MUST** submit copies of the front and back of their Saudi Arabian Residency Card, which **MUST** be valid for 6 months from the date of departure

5. **PROOF OF ADDRESS IN IRELAND:**

The applicant **MUST** submit copies of their proof of address in Ireland – via an/a utility bill statement, of one of the below utilities:

- **Electricity Bill Statement**
- **Gas Bill Statement**
- **Water Bill Statement**
- **TV License Bill Statement**
- **Most recent Irish Bank Account Statement** – If you wish to provide copies of your most recent Irish Bank Account Statement, then you **MUST** do so along with one of the above utilities.

6. **LETTER OF EXTENSION:**

The applicant **MUST** submit a letter from their Saudi Arabian Company Sponsor in Saudi Arabia, where the letter **MUST** be addressed to the Consulate requesting for the extension to be permitted.

If the applicant is a student, then the applicant **MUST** submit a certificate / status letter from the School / University in Ireland.

7. **PREVIOUS / OLD RE-ENTRY OF EXIT PERMISSION LETTER:**

The applicant **MUST** submit copies of their previous / old re-entry of exit permission letter, displaying information of their last re-entry into the Kingdom of Saudi Arabia.

8. **CONFIRMATION OF FLIGHT TICKETS:**

The applicant **MUST** submit a copy of their flight reservation details, where the flight details **MUST** state their departure to and from the Kingdom of Saudi Arabia.

9. **For any other reasons, please submit relevant documents if applicable.**

Your application will be considered for renewal if:

- A. The Consulate is satisfied that the reasons given for your extension are genuine,
 - B. The Saudi Arabian Residency Permit/Card (IQAMAH) is valid for 6 Months or More.
 - C. Work/ Residency visa holders have returned to the Kingdom of Saudi Arabia within seven months of their departure. Exceeding this specified period requires an authorization letter to be issued by the Ministry of Foreign Affairs in Saudi Arabia.
10. Total costs of fees to be paid in the amount of: €114.55 Euros in total!
11. The Royal Embassy of Saudi Arabia may request further information and / or documentation that it considers relevant and necessary.

All documents **MUST** be sent to the below address:

Continental Visa Services,
Ground Floor,
7 Fitzwilliam Street Upper,
Grand Canal Dock,
Dublin 2,
D02 WP92,
Republic of Ireland.

For any further queries, please do not hesitate to contact us via the below contact information:

T: +353 (0) 1 678 5930 | **F:** +353 (0) 1 662 4812
E: contvisa@yahoo.ie | **W:** www.saudivisa.ie

Ground Floor, 7 Fitzwilliam Street Upper, Grand Canal Dock, Dublin 2, D02 WP92,
Republic of Ireland.

T: +353 (0) 1 678 5930 | **F:** +353 (0) 1 662 4812
E: contvisa@yahoo.ie | **W:** www.saudivisa.ie

Company Owner: Abdelmalik Elhassan
Company Registration No: 401026