



**REQUIREMENTS TO APPLY FOR AN EXTENSION OF EXIT / RE-ENTRY VISA FOR  
NON-IRISH & NON-E.U. (NON-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](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. **COPIES OF PPS (PERSONAL PUBLIC SERVICE) CARD:**

The applicant **MUST** submit copies of the front and back of their PPS (Personal Public Service) Card, which **MUST** display the PPSN (Personal Public Service Number) and **MUST** also be valid for 6 months from the date of departure.

If the applicant's PPS card is not valid for 6 months from the date of departure, then the applicant **MUST** obtain a letter from either the Irish Immigration Office in Ireland or from their employer in Ireland (on company headed paper), where the letter **MUST** state that the applicant's PPS card will be renewed after its expiration date.

5. **COPIES OF G.N.I.B. (GARDA NATIONAL IMMIGRATION BUREAU) CARD:**

The applicant **MUST** submit copies of the front and back of their G.N.I.B. (Garda National Immigration Bureau) Card, which **MUST** be valid for 6 months from the date of departure.

If the applicant's G.N.I.B. card is not valid for 6 months from the date of departure, then the applicant **MUST** obtain a letter from either the Irish Immigration Office in Ireland or from their employer in Ireland (on company headed paper), where the letter **MUST** state that the applicant's G.N.I.B. card will be renewed after its expiration date.

6. **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

7. **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.

8. **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.

9. **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.

10. **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.

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

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**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.

12. Total costs of fees to be paid in the amount of: €114.55 Euros in total!

13. The Royal Embassy of Saudi Arabia may request further information and / or documentation that it considers relevant and necessary.

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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](mailto:contvisa@yahoo.ie) | **W:** [www.saudivisa.ie](http://www.saudivisa.ie)

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