

## **CONTINENTAL VISA SERVICES**



### CONTINENTAL VISA SERVICES,

Ground Floor,  
7 Fitzwilliam Street Upper,  
Grand Canal Dock,  
Dublin 2,  
D02 WP92,  
Republic of Ireland.  
Tel: +353 (0) 1 678 5930  
Fax: +353 (0) 1 662 4812  
Email: [contvisa@yahoo.ie](mailto:contvisa@yahoo.ie)  
Website: [www.saudivisa.ie](http://www.saudivisa.ie)

### REQUIREMENTS FOR AUTHENTICATING DEGREE/QUALIFICATION CERTIFICATES BY THE ROYAL EMBASSY OF SAUDI ARABIA IN DUBLIN, IRELAND – FOR VISA APPLICATION PURPOSES

1. The applicant **MUST** first authenticate their (original) Irish – Degree / Qualification Certificate(s) by the Irish Department of Foreign Affairs Office (**IDFAO**) in Ireland

#### IRISH DEPARTMENT OF FOREIGN AFFAIRS OFFICE (IDFAO) IN IRELAND ADDRESS:

Department of Foreign Affairs & Trade,  
The Dublin Passport Office,  
Knockmaun House,  
42-47 Mount Street Lower,  
Grand Canal Dock,  
Dublin Southside,  
Dublin 2,  
D02 TN83,  
Republic of Ireland.

#### IDFAO – CONTACT DETAILS:

- **Tel:** +353 (0) 1 671 1633
- **From Northern Ireland (LoCall):** 0345 850 4321
- **Out of Hours Emergency Service:** +353 (0) 1 408 2000

2. The applicant **MUST** then authenticate their (original) Irish – Degree / Qualification Certificate(s) by the Saudi Arabian Cultural Bureau (SACB) in Ireland

#### SAUDI ARABIAN CULTURAL BUREAU (SACB) ADDRESS:

The Stockyard,  
20-24 Sheriff Street Upper,  
North Dock,  
Dublin 1,  
D01 E650,  
Republic of Ireland.

**SACB – CONTACT DETAILS:**

- **Tel:** +353 (0) 1 633 0111
3. After the applicant has authenticated their (original) Irish – Degree / Qualification Certificate(s) by the **IDFAO** and also by the **SACB** in Ireland, the applicant **MUST** then submit their (original) Irish – Degree / Qualification Certificate(s) with the attestation stamps amended on them, along with the following documents:
- Copies of the applicant’s full employment contract, issued to the applicant by the applicant’s Saudi Arabian company sponsor that is employing the applicant to work for the Saudi Arabian company on permanent bases;
  - Copies of the applicant’s passport I.D. page
  - A cover letter from the applicant, stating their reasons for wanting to authenticate their Degree / Qualification Certificate by the Royal Embassy of Saudi Arabia in Dublin, Ireland.

**Fees to be paid for the authentication of IRISH DEGREE/QUALIFICATION CERTIFICATE(S):**

- **Irish Department of Foreign Affairs Office (IDFAO) – Fees: €40.00 EUROS (Self-Service) or €60.00 EUROS (via Continental Visa Services Courier-Service)**
- **Saudi Arabia Cultural Bureau (SACB) – Fees: FREE (Self Service Only)**
- **Royal Embassy of Saudi Arabia – Fees: €30.00 EUROS (via Continental Visa Services Only)**

All documents **MUST** be sent submitted/sent as original documents to:

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Grand Canal Dock.  
Dublin 2,  
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Email: [contvisa@yahoo.ie](mailto:contvisa@yahoo.ie) | Web: [www.saudivisa.ie](http://www.saudivisa.ie)