

## **Annex 1: Entry documentation for Incoming staff for less than 30 days<sup>6</sup>**

### **Checklist**

<b>Sl.</b>	<b>Documentation to be arranged</b>	<b>Insert Yes/ No</b>
1.	Approval from the competent authority	
2.	Duly filled in Visa Application Form (preferably typed and signed) (Annex 7)	
3.	Scanned copy of the Passport (passport should have validity of at least 6 months from the date of intended departure from the Kingdom)	
4.	Passport size picture in JPG format of less than 2 MB	
5.	Declaration letter from the sending institution	
6.	Notarized Certificate (as and when required and in English)	
7.	Detailed programme schedule/ itinerary	
8.	MoU copy/ Project Concept Agreement, if available	

<sup>6</sup> For short term incoming staff from the region like Bangladesh, India and Maldives, please contact the nearest Immigration office.