GA will submit your documents to a certified office to fill visa forms, Make hotel booking, flight reservations and appointment for submitting biometric information **(this will be only for visa issuing purpose and the applicant needs to attend to submit the biometric information)**.

This costs: **950 SR**.

**Send by UPS (mail carrier) the original receipt to the Government Affairs center:**

1. Original passport
2. Copy of the passport

**Note:** Passport must be valid for at least six months and three blank pages.

1. Copy of the last Schengen, US, UK, and Canada visa if available
2. Copy of the Saudi ID or Iqama (Iqama must be valid more than four months)
3. The applicant Identification certificate from KAUST colored Stating Salary, Iqama number, position and date of hiring/monthly stipend for students
4. An invitation letter for business or Study travel only
5. Sponsor’s letter stating his full responsibility for the applicant during his stay in France. (Only for business and Study trip)
6. Bank statement for the last three months with balance more than 10 thousand SR (must be stamped from the bank)
7. Two 3.5 X 4.5 size recent photos with white background (no glasses)
8. Copy of Bupa insurance card