

STEP 1 – Saudi Embassy Stamping for UK University/College Degree Pack

Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- ☐ Your **original** degree.
 - We will only stamp a copy but the solicitor needs to see original
- ☐ A good quality colour copy of the **information page** in your passport.
- ☐ A **consent letter** from **you** to **your university** asking them to release your information
 - See page 2 for a template.
- ☐ A coloured **letter from your Saudi employer** asking the Saudi Cultural Attaché in London to stamp your degree.
 - See page 3 for a template.
 - The **MUST** be stamped from the Saudi Chamber of Commerce if your Saudi employer is private.

Once completed, please follow **STEPS 2 and 3** on the GulfVisa website page [\(click here\)](#)

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

To whom it may concern,

I am writing to give authorisation for the Saudi Arabian Cultural Bureau in London to authenticate my attached qualification issued by

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As per the Data Protection Act requirements, I hereby give my full consent to disclose all relevant documents requested by the Saudi Arabian Cultural Bureau, 630 Chiswick High Road, London W4 5RY.

I appreciate your full cooperation.

Yours Sincerely,

Name :

Email address:

Telephone Number :

Student ID :

Date of Birth :

Signature :.....

Date :.....

To be filled in by the candidate.

I authorise Hedd and

COMPANY

Saudi Cultural Attaché in London

to obtain data relating to my studies from

PLACE OF STUDY

for the purpose of data verification.

I understand that Jisc, the provider of the Hedd verification service, will keep a copy of this consent form and the verification details for as long as the information is still relevant, up to the duration of my working life plus ten years.

STUDENT ID NUMBER (IF AVAILABLE)

GIVEN OR FIRST NAMES

FAMILY OR SURNAME

FAMILY OR SURNAME AT THE TIME OF STUDY (IF DIFFERENT FROM ABOVE)

SIGNATURE (PEN-SIGNED)

DATE OF SIGNATURE (DAY/MONTH/YEAR)

Saudi Company/department Letter Head

A Template letter to Saudi cultural attaché

تاريخ اليوم

سعادة الملحق الثقافي حفظه الله
بسفارة خادم الحرمين الشريفين
لندن

الموضوع: تصديق شهادة دراسية

السلام عليكم ورحمة الله وبركاته

نفيد سعادتك بان السيد ويحمل الجنسيه وجواز سفر رقم يعمل لدينا بوظيفة
.....

نرجو التكرم من سعادتك بتصديق شهادته العلميه حتى نتمكن من انتهاء الاجراءات المطلوبه داخل
المملكة

شاكرين ومقدرين لسعادتك حسن تعاونكم معنا وقبلوا وافر التحية والاحترام

الاسم

الموارد البشرية/ مدير الشركه / القسم

إذا كانت الشركة خاصه لابد من توقيع هذا الخطاب من

الغرفة التجارية السعودية قبل ارساله لنا بالايمل