

# Guide to Applying for a Job Order

Step-by-step application and renewal procedure

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# The complete application journey

Complete each stage in order. Prepare and attest every required document before uploading.

## 01 Create your account

Download and register

## 02 Start the request

Select service and country

## 03 Enter applicant details

Company, representative, address

## 04 Upload documents

Choose the correct file type

## 05 Sign and pay

Video, signature, payment

## 06 Save proof

Confirmation and reference number

# Open the app and select the correct service

1

## Download Digital MOFA

Download it from the App Store or Google Play Store, then open the application.

2

## Create an account

Open a new account on Digital MOFA.

3

## Select the service

Choose Authentication and Legalization.

4

## Start the request

Select Inbound Authentication Request.

5

## Select the country

Choose the country where the documents will be authenticated.

6

## Nationality details

Fill in the required nationality information.

# Identify the applicant and enter matching details

7

## Confirm document availability

Select I have the above documents.

8

## Select who is applying

Owner: I am an individual applying myself. Non-owner: On behalf of a company.

9

## Enter company details

Provide the full company or recruitment office information.

10

## Representative status

If you are not the owner, select An authorized person of the company.

11

## Applicant details

Enter the applicant information exactly as shown on the ID.

12

## Address and contact details

Provide the correct address and contact information.

## Prepare representative proof before uploading

13

### Verification document

Upload the required verification document.

14

### Business Registration

Select Business Registration.

15

### Upload the Job Order

Upload the Job Order and continue.

16

### Representative documents

Upload the permanent residency ID and attach the authorization letter from the company or office authenticated by MOFA KSA.

17

### Read the instructions

Review the upload instructions carefully.

18

### Accept and continue

Select Yes, I accept and I am ready.

# Match every file to the correct document type

Before uploading: ensure all required documents are attested by the Chamber of Commerce and MOFA KSA, as applicable.

| DOCUMENT                | TYPE IN THE APP           | WHAT TO UPLOAD                                               |
|-------------------------|---------------------------|--------------------------------------------------------------|
| Business License        | Business License          | Upload the office or company recruitment license.            |
| Commercial Registration | Business License          | Upload the commercial registration of the company or office. |
| Criminal Clearance      | Crime Clearance           | Upload the police clearance of the owner.                    |
| Owner ID                | ID & Passport Certificate | Upload the ID of the company or office owner.                |

# Use Technical Paper for supporting documents

|                                 |                 |                                                                                                                                                                       |
|---------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office lease agreement          | Technical Paper | Upload the office lease agreement.                                                                                                                                    |
| Job Order                       | Technical Paper | Upload the Job Order.                                                                                                                                                 |
| Acceptance of Power of Attorney | Technical Paper | Upload the Acceptance of Power of Attorney. Attach the original Power of Attorney and the MOFA authentication document by selecting “Upload Next Page(if available)”. |
| Dormitory license               | Technical Paper | Upload the dormitory license.                                                                                                                                         |

Important: read all instructions and complete the required attestations before submitting.

# Complete signing, payment, and save proof

19

## Continue Uploading

Continue uploading the documents.

20

## Sign

Begin the signing process.

21

## Record the video

Read the sentences displayed above the camera.

22

## Add your signature

Sign and continue.

23

## Collection location

Select Yes, I will pick up from MOFA Addis Ababa.

24

## Confirm

Press Yes again.

25

## Make payment

Pay by card and confirm payment of USD 899.

26

## Wait for the result

Wait until the confirmation letter arrives.

27

## Save proof

Take and keep a screenshot of the confirmation letter.



# Steps to renew an existing Job Order

**Renewal fee: USD 159**

Follow the initial application process through Step 17, then complete the renewal steps below.

**1**

## Check the previous Job Order

Its attestation must be less than one year and six months old.

**2**

## Select the type

Choose Technical Paper.

**3**

## Upload renewal documents

Upload the new Job Order. Then select “Upload Next Page (if available)” to attach the old Consulate-attested Job Order, original Power of Attorney, and attested dormitory license.

**4**

## Continue and sign

Select Continue Uploading, press Sign, record the video, and add your signature.

**5**

## Collection and confirmation

Select Yes, I will pick up from MOFA Addis Ababa, then confirm.

**6**

## Pay and save proof

Pay USD 159, wait for confirmation, and save a screenshot.

# Resubmit a rejected document as a new file

**Do not restart the full application. Open only the rejected document and follow the resubmission route.**

**1**

## Open the application

Log in to Digital MOFA.

**2**

## Go to Settings

Open the Settings section.

**3**

## Select the rejected document

Choose the file showing a rejected status.

**4**

## Resubmit it

Submit it as a new document and repeat the required upload and signing steps.

# Four rules that prevent delays or office bans

## 01 Forged documents

Submitting a forged document may lead to the complete banning of the office or company.

## 02 Translation with original

Submit every translated document together with its original.

## 03 Clear file identification

Write the agency or company name and document type clearly on every document.

## 04 Reference number

After completion, send the application reference number to the Consulate WhatsApp number.

# Review this checklist before sending the reference number



The required payment has been completed.



The confirmation letter has been received and a screenshot saved.



The reference number has been sent to the Consulate WhatsApp number.



All required documents are ready and properly attested.



Applicant and company information is correct and matches the documents.



Required representative documents have been uploaded.



All files are clear; translations are attached with the originals.

## FINAL ACTION

**Send the reference number to the Consulate**