

Guide to Applying for a Job Order

Step-by-step application and renewal procedure

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.
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

Complete the payment as instructed in the app.

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

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.

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**

Complete the payment as instructed in the app, wait for confirmation, and save the final authenticated document and reference number.

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 After authentication

Send the final authenticated document(s), reference number, and required supporting documents to the Consulate by WhatsApp or email.

WhatsApp: +966 56 677 0262 **Email:** eth.overseas@gmail.com

Send the final documents to the Consulate

01

NEW JOB ORDER

- ✓ Application reference number
- ✓ Final authenticated documents
- ✓ Power of Attorney of the Ethiopian agency
- ✓ MOFA authentication document for the Power of Attorney

02

JOB ORDER RENEWAL

- ✓ Application reference number
- ✓ Final authenticated new Job Order
- ✓ Old Consulate-attested Job Order
- ✓ Original Power of Attorney and its MOFA authentication document
- ✓ Saudi Attested dormitory license

FINAL ACTION

Send these documents only after the Digital MOFA authentication process has been completed.

WhatsApp: +966 56 677 0262

Email: eth.overseas@gmail.com