JOB ORDER APPLICATION GUIDE

Digital MOFA Application

Job Order Renewal & New Job Order Application

PURPOSE OF THIS GUIDE

This guide explains how to authenticate the required documents through the Digital MOFA application for Job Order Renewal and New Job Order Requests, and what must be presented to the Consulate after submission.

REQUIREMENTS

Before starting the authentication process, make sure all required documents are available and listed on the Requirements page.

Job Order Renewal

No.	Required Document	Purpose
1	New Job Order	Authenticate through Digital MOFA
2	Old Job Order: If authenticated through Digital MOFA, provide only the first page containing the reference number and QR code, together with the Job Order page. If authenticated by physical stamp, the authentication must not be older than 18 months.	Supporting document
3	Power of Attorney sent by the Ethiopian agency, together with its Ethiopian MOFA authentication	Supporting document
4	Business Registration - if applicant is the owner	Company representation
5	Letter of Authorization - if applicant is not the owner	Company representation
6	Applicant's Permanent Residence ID / Iqama or Passport	Front and back
7	Dormitory license translated and authenticated	Supporting document

New Job Order Request

No.	Required Document	Selection in App
1	Commercial Registration	Business License
2	Recruitment License	Business License
3	Criminal Clearance Certificate	Crime Clearance Certificate
4	ID	ID & Passport
5	Job Order	Technician Paper
6	Acceptance of Power of Attorney	Technician Paper
7	Lease Agreement	Technician Paper
8	Dormitory License	Technician Paper

Company representation documents: If the applicant is the business owner, have the Business Registration and the Power of Attorney sent by the Ethiopian agency, together with its Ethiopian MOFA authentication ready. If the applicant is not the business owner, have the Letter of Authorization and the Power of Attorney sent by the Ethiopian agency, together with its Ethiopian MOFA authentication ready.

Authentication Format: Both the English translated document and the original Arabic document must be authenticated. Upload the colored version of the authenticated translated English document and the greyed-out copy of the authenticated Arabic document.

AUTHENTICATION PROCESS

Follow the steps below to authenticate the required documents for Job Order Renewal and New Job Order Requests.

1

Check the Requirements page

Before proceeding, make sure the required document is available and listed on the Requirements page.

2

Select "Authentication and Legalization"

Before selecting the country, you will be presented with two options: "Power of Attorney" and "Authentication and Legalization." Select "Authentication and Legalization" to proceed.

3

Select Country of Residence

Search for and select Saudi Arabia, then continue.

4

Select Citizenship

Select "I'm a Foreign Citizen," choose your nationality, then continue.

5

Select Application Type

Select "Applying on behalf of Company," then press Continue.

6

Enter Company Information

Enter Company Name, Contact Person of Company, Company Contact Number, and select the person applying on behalf of the company.

7

Enter Applicant Details

Complete First Name, Middle Name (Father's Name), Last Name (Grandfather's Name), Sex, Date of Birth, and Your Role Within the Company.

8

Enter Address & Contact Information

Complete Street No., Street 1, Street 2 / Apartment Number, City, Country, State, ZIP, Phone, and Email.

1. JOB ORDER RENEWAL

After completing the common application steps, continue with the following Job Order Renewal steps.

1

Company Representation Documents

If the applicant is the business owner: select Business Registration, then upload the Business Registration, the Power of Attorney sent by the Ethiopian agency, together with its Ethiopian MOFA authentication, the old Job Order and the translated and authenticated dormitory License.
If the applicant is not the business owner: select Board or CEO Permission Letter, then upload the Letter of Authorization, the Power of Attorney sent by the Ethiopian agency, together with its Ethiopian MOFA authentication, the old Job Order, and the translated and authenticated dormitory license.
Use Upload Next Page (if available) to keep all documents/pages under the same selection. Preview the documents before continuing.

2

Upload Applicant Identification Document

Upload the front and back of the applicant's ID if bilingual (Arabic/English) with a visible Gregorian expiry date. Otherwise, upload a passport (with its number stated in the Letter of Authorization) or an ID with an authenticated English translation.

3

Select the Renewal Document Type

Under Enter Document Details, select Technician Paper.

4

Upload the New Job Order Only

For the renewal document, upload the new Job Order only. If it has multiple pages, use Upload Next Page (if available), then preview the complete document.

5

Finish Uploading

Select Done Uploading. Proceed with 1 Document.

6

Signature and Video

Add the applicant's signature. Record the required video with the face clearly visible and read the displayed statement clearly and audibly.

7

Review Fees and Pay

Review the invoice, authentication/service fees, and complete payment using the available payment method.

2. NEW JOB ORDER REQUEST

IMPORTANT: For a New Job Order Request, follow the same steps shown in the Job Order Renewal process from the beginning of the application up to the company-representation document stage. Once you reach the company-representation stage, continue with the instructions below.

Company Representation

BUSINESS OWNER
Select: Business Registration
Upload:
• Business Registration
• Power of Attorney sent by the Ethiopian agency, together with its Ethiopian MOFA authentication

NOT THE BUSINESS OWNER
Select: Board or CEO Permission Letter
Upload:
• Letter of Authorization
• Power of Attorney sent by the Ethiopian agency, together with its Ethiopian MOFA authentication

Upload the 8 Required Documents

Each required document must be uploaded as a separate document entry using the category shown below.

1

Upload Commercial Registration

Select Business License, then upload the Commercial Registration. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

2

Upload Recruitment License

Select Business License, then upload the Recruitment License. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

3

Upload Criminal Clearance Certificate

Select Crime Clearance Certificate, then upload the Criminal Clearance Certificate. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

4

Upload ID

Select ID & Passport, then upload the ID. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

2. NEW JOB ORDER REQUEST - CONTINUED

5

Upload Job Order

Select Technician Paper, then upload the Job Order. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

6

Upload Acceptance of Power of Attorney

Select Technician Paper, then upload the Acceptance of Power of Attorney. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

7

Upload Lease Agreement

Select Technician Paper, then upload the Lease Agreement. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

8

Upload Dormitory License

Select Technician Paper, then upload the Dormitory License. If the document has multiple pages, use Upload Next Page (if available) and preview the complete document before continuing.

9

Check the Complete Document List

Confirm that all 8 document entries are present under the correct categories, then select Done Uploading. Proceed with 8 Documents.

10

Complete Signature, Video & Payment

Add the applicant's signature, record the required video, review the application and invoice, and complete payment.

Uploading Note: For a multi-page document, do not create a separate document entry for each page. Use Upload Next Page (if available) so all pages of the same document remain together.

AFTER SUBMITTING THE APPLICATION

1 Send the Confirmation Screenshot to the Consulate

After successfully submitting the application, take a screenshot of the successful confirmation message and send it to the Consulate's WhatsApp.

Documents to Bring to the Consulate

JOB ORDER RENEWAL

Bring:
• Letter of Authorization
• New Job Order
• Old Job Order
• Power of Attorney and its Ethiopian MOFA authentication
• Dormitory License - translated and authenticated

NEW JOB ORDER REQUEST

Bring:
• All 8 documents submitted through Digital MOFA
• Power of Attorney and its Ethiopian MOFA authentication
• Letter of Authorization

COPY & REFERENCE NUMBER

Prepare a copy of the complete document set for submission to the Consulate. Write the Digital MOFA application reference number clearly on the copy before presenting the documents.