



Hajj Services

www.ShagaHajj.com

(A DIVISION OF SHAGA GROUP OF COMPANIES)

HAJJ & UMRAH REGISTRATION FORM

Please fill out this form completely and as applicable; read, and follow the instructions on the next page to complete visa application in full:

Personal Information:

First Name _____ Middle Name _____ Last Name _____
 Father's Full Name _____ Mother's Full name _____
 Gender _____ Marital Status _____
 Street Address _____ City, State, Zip _____
 Date of Birth _____ City of Birth _____
 Country of Birth _____ Occupation _____
 Nationality _____ Daytime Tel _____
 Evening Tel _____ Mobile Tel _____
 Fax _____ E-Mail _____

Passport # _____ Issued on: __/__/____ Expires on: __/__/____ Place of Issue _____
 Alien Reg. # (Green Card) _____ Issued on: __/__/____ Expires on: __/__/____ Place of Issue _____

Additional Passengers: (Please include Passport #s, Place & Date of Issue & Expiration Dates in the Special Request Field Below)

Name 2 _____ D.O.B. __/__/____ Birth Place _____ Relationship _____
 Name 3 _____ D.O.B. __/__/____ Birth Place _____ Relationship _____
 Name 4 _____ D.O.B. __/__/____ Birth Place _____ Relationship _____

Special Requests & Info: (Persons per room, Hotel & Airline Preferences, Additional Cities & Countries to Visit with Dates, etc.)

Register me for Hajj and/or Umrah: (Please be sure to fill in the Hajj or Umrah Program Letter & Package Number)*

Economic Hajj Deluxe Hajj Super Deluxe Hajj Premium Hajj
 Economic Ramadan Umrah Deluxe Ramadan Umrah Super Deluxe Ramadan Custom Umrah _____
 Type of Hajj (please check one) TAMATU IFRAD QIRAN
 Desired Date of Departure _____ Length of Stay _____

Non-Refundable Deposit: A personal check, cashier's check or money order made out to Shaga Hajj Services for the amount of USD \$1,000 per person is required with your registration application form. The balance for Hajj is due by the last day of Ramadan. Deposits paid apply in full towards your full package cost. **Note:** If registering for Hajj or Umrah within 1 Month of departure, the entire package price is due in full at the time of registration. All installment payments must complete before visa is obtained; 10% penalty (on Hajj package chose) applies to incomplete installments or \$350.00 for withdrawals.

Method of Payment/s (please check one) MasterCard Visa American Express Cash Check

Medical Problems or Allergies: (check all that apply) Diabetes Arthritis
 Allergies (Specify) _____ Heart Problems Blood Pressure Other (Specify) _____

TERMS & CONDITIONS (LIABILITY & RESPONSIBILITY)

The responsibility of the Shaga Hajj Services (who will assist and guide Muslims to perform the Holy Hajj, Umarh) or their agents is limited. They act only as agents for the Hajjs in making arrangements for the airlines, hotels, buses or any other services in connection with the performance of the Hajj, or Umrah assume no liability whatsoever for the injury, damage, loss, accident, delay, cancellation or irregularity which may be occasioned either by reason of defect through the acts or defaults of any company or person engaged in conveying the Hajjs or in carrying out the arrangements of the Hajj, or Umrah trips or as a direct or indirect result of acts of God, dangers incident to the air, fire, breakdown in machinery or equipment, acts of governments or other authorities de jure de fact, wars, whether declared or not, hostilities, civil disturbances, strikes, riots, theft, pilferage, epidemics, quantines, medical or customs regulations or from any causes beyond Shaga Hajj Services control, or from any loss or damage resulting from improper passports, visas, or other documents. Shaga Hajj Services will accept no responsibility for the loss or additional expenses due to delay or changes in schedule or other causes and Shaga Hajj Services will not be responsible for the failure to follow instructions, including but not limited to check-in and checkout times and baggage handling. In the event of delay, it is the responsibility of the airline to determine exactly what procedure will be followed. The policy chosen by that carrier shall be based on their procedure and shall not be the responsibility of Shaga Hajj Services and it's affiliates who will not be responsible for any person (s) missing any part of the Hajj or Umrah negligence or delay or absenteeism at any time during the Hajj and/or Umrah trips and will not be responsible for any additional expenses for the participant to rejoin the trip. Moreover, no changes or upgrade in the program will be honored once the ticket is issued and the full payment has been made. Also, no changes in itinerary will be entered and if cancelled the full payment made will not be refunded. No refunds will be given on any service rendered not utilized. It is the responsibility of each traveler to purchase his/her own Trip Cancellation, Medical, Accident and Baggage Loss Insurance coverage offered by many Travel Insurance companies in North America and elsewhere in the world. As a pilgrim of Shaga Hajj Services my signature below acknowledged that, I have read, understood, and agree with all the foregoing. *All Hajj & Umrah packages may not be available.

Signature: _____ Date _____

P. O. Box 206 Inglewood, California 90306, USA ~ Tel/Fax: (323) 755-2505

E-mail: shagahajj@shaga-group.com

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

مُؤَادَة المَارِجِيَّة
سَفَارَة المَلِكَة عَالِيَةَ السُّعُودِيَّة فِي وَاشِينْطُنْ
ROYAL EMBASSY OF SAUDI ARABIA
WASHINGTON, D.C. 20037

NOTICE

We would like to bring to the attention of all applicants – who send their passports by mail – that from this time on, anyone who includes a **RETURN** Federal Express, DHL, Airborne Express, UPS or any other airway bill, should also include a **MONEY ORDER** made out to the company the applicant will choose.

No cash, credit card or personal check will be accepted.

Any package without such payment will be on hold until the payment is received. It is applicant's responsibility to include the **EXACT** amount according to the weight of the package.



سفارة المملكة العربية السعودية
القسم القنصلي
واشنطن

EMBASSY OF SAUDI ARABIA
CONSULAR SECTION
601 New Hampshire Avenue, N. W.
Washington, D.C. 20037

صورة
Photo

Full name: _____ الاسم الكامل:
Mother's name: _____ اسم الأم:
Date of birth: _____ تاريخ الولادة: Place of birth: _____ محل الولادة:
Previous nationality: _____ الجنسية السابقة: Present nationality: _____ الجنسية الحالية:
Sex: Female أنثى Male ذكر الجنس: Marital Status: _____ الحالة الاجتماعية:
Sect: _____ المذهب: Religion: _____ الديانة:
Profession: _____ مصدره: Qualification: _____ المؤهل العلمي: Place of issue: _____ المهنة:
Home address and telephone No: _____ عنوان المنزل ورقم التلفون:

Business address and telephone No: _____ عنوان الشركة (المؤسسة) ورقم التلفون:

Purpose of travel: عمل Work مرور Transit زيارة Visit عمرة Umrah إقامة Residence حج Hajj دبلوماسية Diplomacy الغاية من السفر:
رقم الجواز: _____ تاريخ الإصدار: _____ محل الإصدار: _____ تاريخ الجواز:
Passport No: _____ Place of issue: _____ Date of issue: _____ Date of expiration: _____
Date of departure: _____ مدة الإقامة بالمملكة: _____ تاريخ الوصول: _____ Duration of stay in the Kingdom: _____ تاريخ المغادرة:
Mode of payment: () Gratis () Cash () Cheque No. _____ تاريخ الدفع () مجاملة () نقداً () بشيك رقم: _____ تاريخ المغادرة: _____
Relationship of person travelling with: _____ صلته: _____ اسم المحرم:

Destination: _____ جهة الوصول بالمملكة: _____ Carrier's name: _____ اسم الشركة الناقلة:

Dependents travelling on the same passport: _____ إيصاحات تخص أفراد العائلة (المضافين) على نفس جواز السفر

نوع الصلة Relationship	تاريخ الميلاد Date of birth	الجنس Sex	الإسم بالكامل Name in Full

Name and address of company or individual in the Kingdom: _____ اسم وعنوان الشركة أو اسم الشخص وعنوانه بالمملكة:

I, the undersigned hereby certifies that all the information provided is correct.
I will abide by the laws of the Kingdom during the period of my residence.
أنا الموقع أدناه أقر بأن كل المعلومات التي دونتها صحيحة
وسأكون ملتزماً بقوانين المملكة أثناء فترة وجودي بها.

Date: _____ التاريخ: Signature: _____ التوقيع: Name: _____ الإسم:

For official use only:

للإستعمال الرسمي فقط:

Authorization: _____ Date: _____ تاريخه: _____ رقم الأمر المعتمد عليه في إعطاء التأشيرة:
Visit/Work for: _____ الزيارة - العمل لدى:
Visa No.: _____ Date: _____ وتاريخه: _____ أشر له برقم:
Duration: _____ Type: _____ Fee Collected: _____ المدد: _____ نوعها: _____ المبلغ المحصل:
Head of consular section _____ رئيس القسم القنصلي مدقق البيانات
Checked by: _____

To Be Completed in Full by the Applicant:

Name in Full _____ Nationality _____
Company name _____
Company or home address _____ Tel. No. _____
Your Travel Agency Name _____ Tel. No. _____
Approximate date of arrival in Saudi Arabia _____ Via Airline _____ Flight No. _____
City of Embarkation _____ Port of Entry _____

VISA REQUIREMENTS

PASSPORTS MUST BE VALID FOR AT LEAST SIX MONTHS

BUSINESS VISIT VISA:

1. A white visa application form, a valid passport and one photograph.
2. An original cover letter from a registered company or firm based in the US indicating the name of the Saudi Arabian company, the nature of the applicant's visit, length of stay and financial responsibility. The letter must bear the company's stamp or seal.
3. An application from the sponsor in the Kingdom on the applicant's behalf to the Ministry of Foreign Affairs, or an original letter of invitation from the company in Saudi Arabia. This letter must be signed and sealed by the company and stamped by the Saudi Chamber of Commerce. For businesswomen, the invitation must come from the Saudi Ministry of Foreign Affairs.
4. A money order made out to the "Royal Embassy of Saudi Arabia" for the following amount
 - *\$108.00 for US passport holders (multiple or single entry)
 - *\$54.00 for single entry for **NON-US** passport holders
 - *\$135.00 for multiple entries for **NON-US** passport holders.**(cash and personal checks are not accepted)**
5. (For non-US citizen applicants) A photocopy of a valid residence document (green card)

EMPLOYMENT VISA:

1. A white visa application form, a valid passport and one photograph.
2. A certified and notarized copy of the university degree/diploma validated by the Saudi Arabian Education Mission—Tel:(202)337-9450. An official transcript must be included, or a certified and notarized copy of the training or technical diploma must be validated by the US Department of State. Diplomas should be notarized by our Consulate for a fee of \$8 per document.
3. A copy of the signed contract.
4. An original letter from the company in Saudi Arabia sponsoring the applicant certified by the Saudi Chamber of Commerce. It **MUST** indicate the block visa number and date.
5. If the applicant has previously worked in the Kingdom of Saudi Arabia a release letter.
6. A police clearance report.
7. A money order in the amount of \$15.00 made out to the "Royal Embassy of Saudi Arabia".
8. Our Medical report, completely filled in and submitted along with three (3) photographs and sealed by the US health Department.
9. Age of employment in the Kingdom of Saudi Arabia must be over 22 years.

RESIDENCE VISA:

1. A white visa application form, a valid passport and one photograph.
2. Our Medical report completely filled and submitted along with three (3) photographs for those over 16 years of age and sealed by the US health Department.
3. An application from the sponsor in the Kingdom apply on the applicant's behalf to the Ministry of Foreign Affairs. An authorization number should be issued for the applicant in order to get the visa, and our Embassy should be provided officially with that number.

4. Proof of relationship to the sponsor (a copy of the marriage certificate for the wife, a copy of the birth certificate for the child).
5. A money order made out to the “Royal Embassy of Saudi Arabia” in the amount of \$15.00 for each person.

FAMILY VISIT VISA:

The sponsor in Saudi Arabia must apply for the invitation through the Ministry of Foreign Affairs. Once the request is granted, the Ministry of Foreign Affairs will send the invitation and authorization directly to the Saudi Embassy in Washington.

1. A white visa application form, a valid passport and one photograph.
2. Proof of relationship with the sponsor (a copy of the marriage certificate for a wife, a copy of the birth certificate for the child).
3. A money order made out to the “Royal Embassy of Saudi Arabia” in the amount of \$108.00 for U.S. passport holders and \$54.00 for all other nationalities.
4. The authorization No. and the date of issue for the invitation obtained by the Ministry of Foreign Affairs.

TRANSIT VISA:

1. A white visa application form, one (1) photograph and a valid passport.
2. A confirmed ticket reserved in and out of Saudi Arabia for at most 48 hours.
3. A valid visa for the next destination.
4. Transit visa gratis.

EXTENSION OF EXIT RE-ENTRY VISA:

1. A white visa application form, one (1) photograph and a valid passport, and a valid residence in the Kingdom.
2. For dependants; the applicant should not be out of the Kingdom for more than fourteen (14) months.
3. A money order made out to the “Royal Embassy of Saudi Arabia” in the amount of \$15.00.
4. A letter from the Saudi company signed by the employer and certified by the Saudi Chamber of Commerce.
5. A signed letter by the applicant stating the date and last port of exit from Saudi Arabia.
6. In case of work residence, the applicant should not be out of the Kingdom for more than six (6) months.
7. In case of a student’s residence, the applicant should submit a school attestation.

DIPLOMATIC AND OFFICIAL VISA:

1. A white visa application form, two (2) photographs, and a valid official diplomatic passport.
2. A letter from the concerned US Departments or concerned Embassy.
3. Diplomatic and official visas are gratis
4. Flight information must be furnished in detail, in particular the last flight before entering Saudi Arabia.

***NOTE HAJJ AND UMRAH:**

Hajj and Umrah requirements will be issued separately every year before the beginning of each corresponding Hajj and Umrah season.



أقر هنا بأنه خلال اقامتي في المملكة العربية السعودية سوف التزم بكافة قوانينها وأنظمتها وتقاليدها والأداب الشرعية مع مراعاة قيم المجتمع السعودي واحترم تقاليده ومشاعره وعدم ادخال الممنوعات والمنشورات ، أو الكتب والأشرطة التي تتعارض مع الدين الاسلامي ، وعدم تنظيم تجمعات أو الاشتراك فيها ، أو الدعوة لأي مذهب ديني أو سياسي . كما أنني على علم تام بأن المواد المسكرة والعقاقير المخدرة والمطبوعات المخلة بالأداب العامة وجميع المطبوعات الدينية والسياسية ممنوعة من دخول المملكة العربية السعودية ، سواء كانت للاستعمال الشخصي أو خلافه . وأن عقوبة تهريب المخدرات الى المملكة أو ترويجها داخلها هي ((القتل)) . كما أنني على علم تام بأن مخالفتي لقوانين وأنظمة المملكة العربية السعودية سيعرضني للجزاء .

I hereby certify that, during my stay in Saudi Arabia, I shall abide by all the laws and regulations of the Kingdom and I shall respect the morals, customs, values and feelings of the Saudi society. I also should not smuggle in any prohibited items. I am aware that alcohol, drug narcotics, pornographic materials and all types of religious, political or cultural leaflets, pamphlets, magazines, books, audio tapes, video tapes, films, or other references of all sorts, contradictory to ISLAM are prohibited from entering the Kingdom of Saudi Arabia, whether for personal use or otherwise. I should not participate in or call for gatherings, whether for sectarian, religious or political purposes. Any types of illegal drugs and narcotics smuggling in and distribution inside the Kingdom of Saudi Arabia is punishable by **DEATH**.

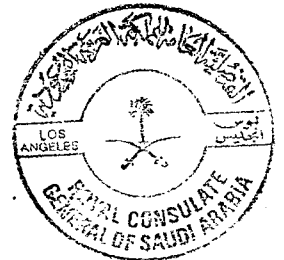
I agree that, if I am convicted because of violation of the laws and regulations of the Kingdom of Saudi Arabia, I shall be subject to penalty.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT:

PRINT NAME:

SIGNATURE:

DATE:



Letter of Consent

I, _____ hereby state that I have no objection for my Sister/Daughter/_____ to travel to Saudi Arabia to perform _____ with Shaga Hajj Services, along with _____ on _____ with her _____ accompanied by Hajj group that departs from Los Angeles, California, USA, on _____ and stay at Hajj until _____, and to that effect I sign below:

Traveler's Full Name: _____

Relationship: _____

My Full Name: _____

My Signature: _____

Date: _____

*** Please fill out one form for each sister traveling to Hajj or Umrah**

* Please use the following sample letter to complete the letter of consent above. Using ADOBE PDF, you may complete your letter of consent using above template.

SAMPLE LETTER*

Letter of Consent

I, "Mohammad Abdallah" hereby state that I have no objection for my Daughter "RamatuLlaha Abdallah " to travel to Saudi Arabia to perform Hajj with Shaga Hajj Services, with her sister "Aminah Abdallah, and her friend "Kudirat Sharria" accompanied by a Hajj group that departs from Los Angeles, CA. (USA) on January ??, 200? and stays at Hajj until February ?, 200? To that effect I sign below:

Traveler's Name: " _____ "

Relationship: " _____ "

My Name: " _____ "

My Signature: _____

Date: _____