

## **Postal submission Process**

### ***Prior to sending the application***

1. Prepare application and documentation as per visa category
2. Include 2 passport size photographs with white background
3. Calculate the following fees and obtain a postal order in favour of “VFS Tasheel International PTY LTD” and include with the rest of the documentation
  - a. Visa fees as per category & Enjaz fees (Refer to fee list attached)
  - b. VFST postal application Service charge (includes return courier, SMS updates, office coordination with Agent office/applicant and consultation)
4. Courier the completed package to: [Saudi Visa Application centre, Jackobs House, 4<sup>th</sup> Floor, 8-10 Hobart place, ACT 2600, Canberra.](#)

### ***Upon Receipt***

1. VFST office will scrutinize the application and the relevant documentation
2. Will send mail to applicant confirming the documents receipt. Office will also inform the applicant of any gaps in their application (Applicant is advised to take note of any additional requirements stated by VFST and respond promptly in order to avoid any delays in application processing)
3. Once the application is deemed complete, VFST will send a scanned copy of the acceptance receipt to applicant for record and tracking purposes,
4. Once the application is accepted by VFST, applicant is able to track his/her application through VFST website. [www.vfstasheel.com](http://www.vfstasheel.com)
5. When the processed application is received by VFST from the embassy, it would be couriered back to the applicant on the next working day, the same will be communicated and the tracking number provided to applicant.

### ***Important:***

- Applicant is expected to confirm with VFST office once they received the processed documents.
- VFST will not be liable for any delays or loss of documentation in transit.
- If the applicant opt for additional value added services offered by VFST, the same should be mentioned in a mail and the additional charges should be included in the postal order.
- The following information is attached for information
  - a. Fee list as per category
  - b. Added value services available and the price list.
  - c. Contact information card.
- Agents who submit multiple applications will follow the same process, in this case Agent is expected to nominate a representative where the VFST officers can liaise with.