

DEPENDENT VISA PROCESSING GUIDELINE | 37 working days

This page provides applicants guidelines on the submission of the application's requirements to avoid inconveniences. This guideline is not necessary to include with the application.

All applications should have complete information/documentation. Failure to comply with the requirements at any stage could result in the cancellation of the application in the light of both the Authority and the Emirate laws under the general umbrella of the UAE's laws. Following the decrees of the Authority, those incomplete information/documentation will be returned or will not be accepted until all the requirements are fulfilled.

At any stage, the Authority has the right to request additional documents of the application process to facilitate the registration and approval.

Refund of fee is not allowed throughout the application process, or the terms and conditions of the refund guidelines may apply as per the terms and conditions of the Authority.

Note: The total timeline indicated above is from stage 1 up to the visa & Emirates ID issuance.

STAGE 1 - PREPARATION & COLLECTION OF DOCUMENTS | depends on the client

TIMELINE:

Preparation and submission of Documents - depends on the client

STEP 1. CLIENT STEP | Preparation of Documents | depends on the clients

Step 1.1: Prepare all the documents required for visa application.

See the checklist below.

Documents Required SPONSOR	Remarks
Dependent Visa Application Form	Filled and Signed
Passport Copy	Scanned clear copy, colored with 6 months validity
Original Emirates ID	Original Copy
Salary Certificate	Scanned clear copy

Tenancy Contract / Property Ownership Certificate ¹	Scanned clear copy, attested
Utility Bill	Most recent (i.e. water or electricity bill)
For Sponsoring Children	Remarks
Visa Application Form	Filled and Signed
Birth Certificate	Translated and attested
Marriage Certificate	Translated and attested
Child/Children's Passport Copy	Original Copy, with 6 months validity
Entry Permit ²	Unutilized and unexpired
Visa Cancellation Form <i>(if applicable)</i> ³	Scanned clear copy
Passport Size Photos	See guidelines below
Medical Report	Original copy and issued by UAE Government Hospital
Emirates ID Application Form ⁴	Scanned clear copy
For Sponsoring Spouse	Remarks
Visa Application Form	Filled and Signed
Marriage Certificate	Original copy and attested
Spouse's passport copy	Scanned clear copy, colored with 6 months validity
Entry Permit ²	Unutilized and unexpired
Visa Cancellation Form ³ <i>(if applicable)</i>	Scanned clear copy
Passport Size Photos	See guidelines below
Medical Report	Original copy and issued by UAE Government Hospital
Emirates ID Application Form ⁴	Scanned clear copy
For Sponsoring Parents	Remarks
Visa Application Form	Filled and Signed

Birth Certificate	Original copy and attested
Sponsor's Birth Certificate	Original copy and attested ⁴
Parent's Passport Copy	Scanned clear copy, colored with 6 months validity
Entry Permit ²	Unutilized and unexpired
Visa Cancellation Form ³ (if applicable)	Scanned clear copy
Passport Size Photos	See guidelines below
Medical Report	Original copy and issued by UAE Government Hospital
Emirates ID Application Form ⁴	Scanned clear copy

¹. To start the visa process in SHAMS, the applicant in the case of an employment visa, the employer and employee can agree to extend its duration. In the case of an investors' visa, an investor can apply for renewal.

². The Application should clearly mention, that the visa requirement is for investor or employee

³. The Application should be signed by the applicant (Investor /Employee) with the company stamp

⁴. Original deposit slip must be submitted when renewing dependent visa of Investor / Partner

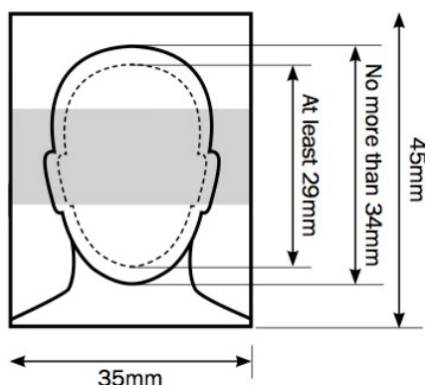
⁵. Document must be attested by the UAE Embassy in the country of origin and UAE Ministry of Foreign Affairs

⁶. Undertaking letter in Arabic must be submitted when sponsoring a daughter above 17 years of age, stating that the daughter is single and resides with the family.

⁷. Attested Certificate from Ministry of Education to be submitted for the son above 17 years of age

Important Note: Sponsor should be inside the UAE during the process.

Passport Size Photo Guidelines:



- White Background

- Teeth should not be visible
- Light colored shirts are not allowed
- Jewelry and eyeglasses not allowed
- No handwritten marks allowed on the photos
- Must be in high resolution

Passport Copy Guidelines:

- Colored and clear full page of passport
- Passport should be valid for a minimum of 7 months
- Amendment/modification page should be included (if applicable)
- Additional remarks for below nationalities:
 - India - First and last page copy
 - Pakistan - First and second page copy
 - Sri Lanka - First and fourth page copy
 - US - First and special comment page copy
 - Nepal - First and last page copy

Step 1.2: Submit all the necessary documents to the Authority or to the third-party provider together with the payment for visa application.

STEP 2. PROVIDER STEP | Collection of Documents and Payment | 1 working day

Once documents are received, the third-party provider will review and prepare for submission to the Authorities along with the payment.

Note: Submission of documents to the authorities can be done the same day the client submitted the documents. Documents submitted after 3:00 pm will be processed the next day.

STAGE 2: VISA PROCESSING | 19 working days

TIMELINE

Issuance of E-visa or entry permit - 5-7 working days

Issuance of Change Status - 3-5 working days

Insurance Application - approx 3-5 days (depends on the insurance provider)

STEP 1. GOVERNMENT STEP | Visa Processing | 12 working days

Once application and payment received, the Authorities will review the documents and issue the following:

Step 1.1: Issuance of E-visa or Entry Permit *(5-7 working days)*

Step 1.2: Issuance of Change Status *(3-5 working days)*

STEP 2. PROVIDER STEP | Medical and EID Typing | 1 working day

As soon as the Change Status has been issued, the third-party provider will do the following steps:

Step 2.1: Medical and EID Typing

Step 2.2: Schedule the applicant for medical, photo and biometric for Emirates ID.

STEP 3. CLIENT STEP | Medical, Photo & Biometric and Insurance Application | 1 working day

Step 3.1 The applicant will undergo the medical test, photo and biometrics for EID to one of the approved testing centers by the Authority.

Medical Examination Result:

PASSED - Medical Certificate will be provided by the Authority.

FAILED - As per UAE Law, an expatriate can only have (3) attempts. If the result remains the same, the expatriate will not gain a visa and will be deported.

Step 3.2: If a client is applying from Dubai and Abu Dhabi (Freezone or Mainland), it is required to apply for insurance as a prerequisite before visa stamping. If not, wait until the result of your medical has been issued and proceed to Stage 3 - Visa Stamping.

STAGE 3: VISA STAMPING & EID ISSUANCE | 18 working days

TIMELINE

Visa Stamping - 5-7 working days

Emirates ID Issuance - 5-10 working days

STEP 1. PROVIDER STEP | Passport Collection | 1 Working Day

Once the medical certificate and insurance card/policy certificate has been issued, the third-party provider will notify the client for passport collection.

Note: Passport can be collected the same day medical certificate and insurance card/policy certificate is issued. Depending on the client's availability.

STEP 2: GOVERNMENT STEP | Visa Stamping & Issuance of EID | 17 Working Days

Step 2.1: Visa stamping.

Step 2.2: Issuance of Emirates ID.

Passport and Emirates ID can be collected by the third-party provider on the applicant's behalf.

END OF PROCESS

