

MAID'S VISA PROCESSING GUIDELINE | 27 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.

REQUIREMENTS	
SPONSOR	APPLICANT
Maid Visa Application Form	Original Passport with at least 6-month validity
Scanned Copy of Passport and Visa Page (coloured, uncut with full border)	8 Passport Size Photograph (white background)
Original Emirates ID	Salary Certificate (Applicable only to Employees)
Wife and or Children's Copy of Passport and UAE Residence Visa Copies	Cancellation Paper and Copy of Emirates ID (if from a recently cancelled visa)
Copy of Latest Month DEWA Bill.	Copy of Tourist Visa or Visit Visa with Entry Stamp
3 Months Bank Statement	Insurance Certificate

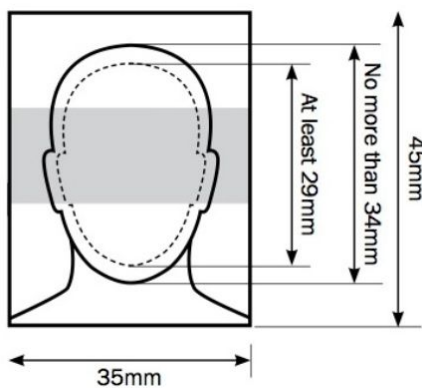
Original Registered Title Deed or Tenancy Contract (showing at least 2-bedroom home)	-
Marriage Certificate (MOFA Attested and legally translated to Arabic)	-
Salary Certificate from the Freezone (not required for Investors/Partners)	

***Sponsor or Head of the family can obtain the visa if they earn AED 25,000 per month.*

FEES	
DESCRIPTION	AMOUNT
Salary Certificate	AED 210
Immigration Fee	AED 5,000
Refundable Deposit	AED 2,000
Maid Visa	AED 9,285
Change of Status	AED 950

***Residence Visa Stamping is included in Visa Fee.*

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 | 13 working days

TIMELINE

Issuance of E-visa or entry permit - 4 working days

Issuance of Change Status - 2 working days

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

STEP 1. GOVERNMENT STEP | Visa Processing | 6 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 (*4 working days*)

Step 1.2: Issuance of Change Status (*2 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 | 14 working days

TIMELINE

Visa Stamping - 3 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.

STEP 2: GOVERNMENT STEP | Visa Stamping & Issuance of EID | 13 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