

FREEZONE VISA RENEWAL | 12 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

Obtaining signature - 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 INVESTOR & EMPLOYMENT VISA	Remarks
Visa Application Form	Filled and signed
Passport	Original with 6 months validity
Passport Size Photo	Please see photo guideline below
Medical Report ¹	Original and issued by UAE Government Hospital
Emirates ID Renewal Form ²	Scanned clear copy
Tenancy Agreement / Free Hold Certificate or Company Letter ³	Scanned clear copy
Investor Visa Renewal Fee	AED 3,675

Employment Visa Renewal Fee	AED 3,234
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*IBG Fee applies

**Normal Medical Fee - 430 AED; Emirates ID (3 years) - 370 AED

Dependents Visa:

Documents Required SPONSOR	Remarks
Passport	Scanned clear copy
Visa Page	Scanned clear copy
Guarantee Letter / Salary Certificate	Scanned clear copy
Tenancy Contract / Property Ownership Certificate	Scanned clear copy, attested
Utility Bills	Most recent (i.e. water or electricity bill)
Deposit Slip ⁴	Original

For Sponsoring Children	Remarks
Visa Application Form	Filled and signed
Birth Certificate	Original copy and attested ⁵
Marriage Certificate	Original copy and attested ⁵
Child/Children's passport	Original with 6 months validity
2 sets of Passport size photos	See guidelines below
Medical Report ¹	Original, issued by UAE Government Hospital
Emirates ID Renewal Form ²	Scanned clear copy
Undertaking Letter ⁶	Scanned clear copy and written in Arabic
Education Certificate ⁷	Scanned clear copy, attested
For Sponsoring Spouse	Remarks

Visa Application Form	Filled and signed
Marriage Certificate	Original copy and attested ⁵
Spouse's passport	Original with 6 months validity
2 sets of Passport size photos	See guidelines below
Medical Report ¹	Original, issued by UAE Government Hospital
Emirates ID Renewal Form ²	Scanned clear copy
For Sponsoring Parents	Remarks
Visa Application Form	Filled and signed
Birth Certificate	Original copy and attested ⁵
Sponsor's Birth Certificate	Original copy and attested ⁵
Parent's Passport	Original with 6 months validity
Medical Report ¹	Original, issued by UAE Government Hospital
Emirates ID Renewal Form ²	Scanned clear copy

¹. To start the visa renewal 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

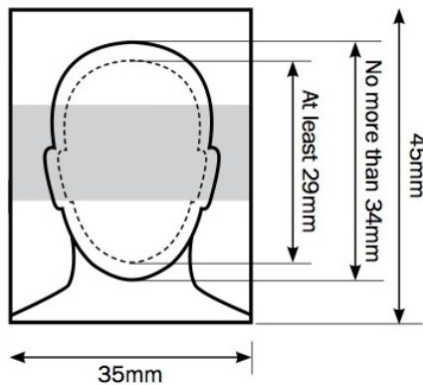
⁵. Document must be attested by the UAE Embassy in the country of origin and UAE Ministry of Foreign Affairs

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

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 | Preparation of Renewal Forms | 1 working day

Step 2.1: Prepare the following documents and review the documents submitted by the client.

- Visa Renewal Form
- Emirates ID Renewal Form

Step 2.2: Obtain client signature.

Step 2.3: Submit the documents and payment to the Authorities for review.

Note: In some cases renewal forms can be prepared beforehand once renewal is confirmed by the client. 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 | 3 working days

TIMELINE

Medical & EID Typing - 1 working day

Medical Test - 1 working day

**Photo and biometrics are not mandatory upon visa renewal. In some cases, Authorities require them or the client wants to do it again with additional charges.

STEP 1. GOVERNMENT STEP | Review of Application | 1 working day

The Authorities will review the visa renewal application. Once it is approved, the Authorities will notify the third-party provider that the applicant may proceed to Medical Testing.

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. *(if applicable)*

Step 2.2: Schedule the applicant for medical, photo and biometric for Emirates ID. *(if applicable)*

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 ensure insurance is still valid. 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 | 9 working days](#)

TIMELINE

Visa Stamping & Emirates ID Issuance - 3-7 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 | 3-7 working days

Step 2.1: Visa stamping.

Step 2.2: Issuance of Emirates ID. *(if applicable)*

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

END OF PROCESS