

## **MAINLAND EMPLOYEE VISA PROCESSING GUIDELINE | 61 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: APPLICATION FOR ESTABLISHMENT CARD | 6 working days**

#### **TIMELINE**

Establishment Card Application - 1 working day

Establishment Card Issuance - 3-5 working day

#### **STEP 1. PROVIDER STEP | Submission of Application and Payment | 1 working day**

The third party provider will submit the Establishment Card Application together with the payment to the Authority.

**Note:** Once trade license is issued, Establishment Card can be applied on the same day.

#### **STEP 2. GOVERNMENT STEP | Establishment Card Application | 3-5 working days**

The Authority will review the application once payment is received. The client or the third party provider will be notified if the application has been approved or rejected. If it's approved, the establishment card will be sent electronically. If it's rejected, the client or the third party provided cannot proceed with the visa application.

### **STAGE 2: 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.

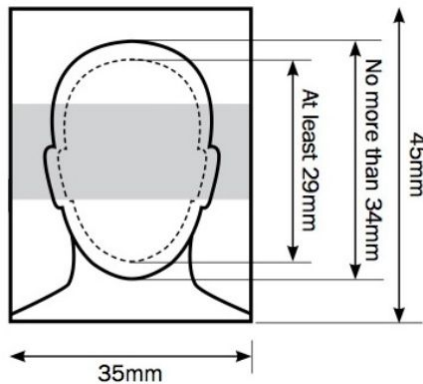
See the checklist below.

| Documents Required                        | Remarks  |
|---|--|
| Trade License                             | Scanned clear copy, colored  |
| Establishment Card                        | Scanned clear copy, colored  |
| Emirates ID of Local Partner <sup>1</sup> | Original   |
| E Sign Card                               | Original   |
| Labor Card                                | Scanned clear copy, colored  |
| Passport copy                             | Scanned clear copy, uncut with full border. Please see the guidelines below. |
| Passport size photo                       | Please see photo guideline below   |
| Tourist Visa (if applicable)              | Scanned clear copy, colored  |
| Residence Cancellation (if applicable)    | Scanned clear copy, colored  |
| Salary Details                            | Scanned clear copy, colored  |
| Job Title                                 | Scanned clear copy, colored  |
| Degree Certificate <sup>2</sup>           | Scanned clear copy, Attested   |

<sup>1</sup>The Original Emirates ID of Local Partner will be required if his/her name is stated on the Company Establishment Card.

<sup>2</sup> Degree Certificate is required to be attested from the Ministry of Foreign Affair in the country of issuance.

**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 6 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 third-party provider together with the payment for visa application.

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

**Step 2.1:** Review all the documents submitted and prepare the documents needed for visa application

**Step 2.2:** Submit application and Visa Application Fee for the following fees to the Authority:

**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 3: E QUOTA INSPECTION & OFFER LETTER APPROVAL | 21 working days**

#### **TIMELINE**

E Quota Inspection Application- 7-15 working days  
Offer Letter Typing- 1 working day  
Offer Letter Signing- depends on the client  
Offer Letter Submission and Approval- 3-5 working days

#### **STEP 1. GOVERNMENT STEP | E Quota Inspection | 7-15 working days**

The authority will visit the office location for E Quota Inspection

#### **STEP 2. PROVIDER STEP | OFFER LETTER PREPARATION AND SUBMISSION | 6 working days**

##### **Provider**

As soon as the E Quota has been issued, the third-party provider will start typing for an offer letter and submit a signed copy to the authority.

### **STAGE 4: VISA PROCESSING | 16 working days**

#### **TIMELINE**

Issuance of E-visa or entry permit - 5-7 working days  
Issuance of Change Status – 1-2 working days  
Insurance Application (if applying from Dubai or Abu Dhabi only) - approx 3-5 days (depends on the insurance provider)

#### **STEP 1. GOVERNMENT STEP | Visa Processing | 9 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 (*1-2 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 5: VISA STAMPING & EID ISSUANCE | 18 working days**

#### **TIMELINE**

Labor Contract Typing- 1 working day

Labor Contract Submission- Depends on the client

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**