

Temporary Work Permit

Documents required and costs

FOR TEMPORARY WORK PERMIT, PLEASE SUBMIT:

A request letter on company letterhead duly signed by the authorised signatory of the company.

The following points need to be mentioned in the request letter:

1. Valid passport copy of the applicant with visa page (JPEG Format). Visa must be issued in Dubai
2. Valid passport copy of the Sponsor (if parental sponsorship) (JPEG Format only). Visa page of the sponsor
3. 1 Passport size photograph with white background (JPEG Format only)
4. Copy of medical insurance / health card (JPEG Format only)
5. NOC from the sponsor (in Arabic) (JPEG Format only)
6. Contract agreement between both parties (JPEG Format)
7. Attested Educational Certificate (Managerial designation's and above)

IMPORTANT:

- The applicant's visa should be issued in Dubai with occupation mentioned as "not authorised to work" (example: Housewife, Student etc.)
- The sponsor's Visa should be a Dubai Resident visa
- The contract agreement should be on a company letterhead

COST

- 1 month: AED 700
- 3 months: AED 1,500
- 1 year: AED 5,000