



Visa Application Process

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Log in to the **eServices Portal**

- Access your account and navigate to **Employee Services > New Employment Visa**.

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Fill in the **Employee Details**:

- Indicate whether the applicant is inside or outside the UAE and update the visa status accordingly.
- Specify if the medical application will be handled by DWTC Authority or by your side.
- Indicate whether an employment card should be issued
- Enter the employee's personal information and passport details.

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Document Submission

- For applicants outside the UAE, please submit the following documents:
 1. **Passport copy** (in colour)
 2. **Passport-size photo** (in colour and on white background)
 3. **Attested Educational Certificate** for managerial position. This is not required for General Managers named on the Trade License
 4. **Medical Certificate** for Sri Lankan and Indonesian nationals from authorised medical centres and attested by the UAE embassy.
 5. **Employment contract** (signed by both employer and employee) company owner (s) or shareholder (s) don't require employment contract.
- For applicants inside the UAE, please submit the following documents:
 1. **Passport copy** (in colour)
 2. **Passport-size photo** (in colour and on white background)
 3. **Copy of current visit visa** /entry stamp
 4. **Residence visa cancellation form**
 5. **Attested Educational Certificate** for managerial position. This is not required for General Manager named on the Trade License.
 6. **Medical Certificate** for Sri Lankan and Indonesian nationals from authorised medical centres and attested by the UAE embassy.
 7. **Employment contract** (signed by both employer and employee) company owner (s) or shareholder (s) don't require employment contract

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Review, Approval and Visa Process

- Once submitted, the documents will be reviewed and forwarded for approval by DWTC Authority.
- Upon approval, DWTC Authority will issue an invoice. Payments can be made online using your preferred payment method under the Invoices & Statements section on the **eServices Portal**. Credit card payments reflect on the same day, while bank transfers take 5 to 7 days to process. Please note that payments are non-refundable once processed.
- Once payment is confirmed, the visa processing will proceed as follows
 1. **Entry Permit Issuance**: For applicants inside the UAE, the entry permit is issued within 5 to 7 working days. For those outside the UAE, the entry permit is typically issued within 4 to 5 working days.
 2. **Change of Status**: This step applies only to applicants currently inside the UAE. It involves converting the applicant's existing visa status to the new employment visa without the need to exit the country (if there is any overstay fines from immigration, the fines need to be paid)
 3. **Medical Application**: After the entry permit is activated, the applicant must undergo a medical examination at an authorised medical centre. The medical fitness report is required for the residency process to proceed
 4. **Emirates ID and Health Insurance**: Once the medical results are received, the client is responsible for completing the Emirates ID registration and arranging health insurance through approved providers. These are mandatory steps before the final residence visa can be stamped.



Notes:

- All visa applications are subject to final review and approval by immigration.
- All requested documents should be provided in a clear, coloured and JPEG format.
- For an Investor or Partner designation visa, additional charges will apply.
- Minimum share capital value of an investor/partner to apply for an "Investor Visa" or "Partner Visa" should be AED 50,000 value per shareholder/partner.
- An FZCO shareholder can only apply for 1 partner visa and 1 investor visa.
- For VIP medical application, additional charges will apply.
- Any changes in Immigration fees will be notified to the applicant.

COST

- Visa – Outside Country (Normal applicant – normal medical) - **AED 3,000**
- Visa – Outside Country (normal applicant – VIP medical) - **AED 4,000**
- Visa – Outside Country (Investor and Partner – normal medical) – **AED3,500**
- Visa – Outside Country (Investor and Partner – VIP medical) – **AED4,200**
- Visa – Inside Country (normal applicant – normal medical) – **AED4,200**
- Visa – Inside Country (normal applicant – VIP medical) – **AED4,800**
- Visa – Inside Country (investor and partner – normal medical) – **AED5,000**
- Visa – Inside Country (investor and partner – VIP medical) – **AED5,500**