

# Visa Application Process

## Documents required and charges

### FOR APPLICANTS OUTSIDE THE UAE, PLEASE SUBMIT:

**AED 3,000**

1. Online Application
2. Clear passport copy in colour
3. Clear photo in colour (passport size on white background)
4. Attested Educational Certificate required for managerial position. This is not applicable for General Manager whose name is mentioned in the Trade license.
5. Medical Certificate for Sri Lankan and Indonesian nationals from authorised medical centres and attested by the UAE embassy
6. Employment contract (countersigned by employer and employee)

Once the above application is received and reviewed, an invoice shall be raised. Please note that there is **no refund** once the payment is made.

### FOR APPLICANTS INSIDE THE UAE, PLEASE SUBMIT:

**AED 4,200**

1. Online Application
2. Clear passport copy in colour
3. Clear photo in colour (passport size on white background)
4. Copy of current visit visa / entry stamp passport page
5. Cancellation form for residence visa
6. Attested Educational Certificate required for managerial position. This is not applicable for General Manager whose name is mentioned in the Trade license.
7. Medical Certificate for Sri Lankan and Indonesian nationals from authorised medical centre and attested by the UAE embassy
8. Employment contract (countersigned by employer and employee)

Once the above application is received and reviewed, an invoice shall be raised. Please note that there is **no refund** once the payment is made.

### THE PROCESS

1. Payment. Please note that bank transfers will take 3 working days for national banks and 5 working days for international transfers
2. Entry Permit. (5-7 working days within UAE and 4-5 working days outside UAE)
3. Change status (within UAE only)
4. Medical Application
5. Emirates ID + Health Insurance should be done by the Client

- **For E-sticker processing:** Please submit the following documents through the online portal

1. Medical Report
2. Copy of Emirates ID registration (stamped by Immigration)
3. Valid Insurance copy

**FOR ALL VISA APPLICATIONS, PLEASE NOTE:**

- All visa applications are subject to final review and approval by Immigration.
- All requested documents should be provided in a clear, colour and JPEG format.
- For an Investor or Partner designation visa, additional charges will apply.
- Minimum value of an investor/partner to apply for an "Investor Visa" or "Partner Visa" should be AED 50,000 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.