Visa Application Process

Documents required and charges

FOR APPLICANTS OUTSIDE THE UAE, PLEASE SUBMIT:

AED 2,300

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 3,500

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

- **For E-sticker processing:** Please submit the following documents through online portal
1. Medical Report
2. Copy of Emirates ID registration (stamped by Immigration)
3. Valid Insurance copy

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Podium Building, 3rd Floor

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Mon-Fri: 8 am - 5 pm
Sat-Sun: Closed

5. Emirates ID + Health Insurance should be done by the Client

FOR VISA TRANSFERS

AED 2,500

Applicable only for Free Zone to Free Zone transfers within Dubai

STAGE 1

1. Online Application

2. Clear passport copy in colour along with UAE residence visa (min validity 1 month)

3. Clear photo in colour (passport size on white background)

4. Previous company's Trade License

5. Previous company's Establishment Card

6. Offer Letter (Arabic/English) on company letter head signed and stamped by authorized signatory

7. Attested Educational Certificate required for managerial position. This is not applicable for General Manager whose name is mentioned in the Trade license.

8. Employment contract (countersigned by employer and employee)

Once the above documents are received DWTC Authority will share the Visa Transfer Form to be signed and stamped by the previous Free Zone Authority and returned for immigration's approval.

STAGE 2

1. Medical application provided by DWTC Authority or to be completed by the client

STAGE 3

1. Medical Fitness certificate

2. EID registration form or valid EID card copy (both sides)

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.

- Only 2 "partner visas" can be applied per Free Zone Company , each partner should hold at least AED 50,000 shares.

- An FZCO shareholder cannot apply for 2 "investor visas" – the designation should be "partner visa".

- For VIP medical application, additional charges will apply.

- Any changes in Immigration fees will be notified to the applicant.

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