



Visa Renewal

1

Log in to the [eServices Portal](#)

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

2

Fill in the Application Form:

Select the employee whose visa you wish to renew from the dropdown list.

Enter the employee's personal details and current visa information.

Specify whether the medical application will be handled by DWTC Authority or by the client.

Indicate whether a DWTC Authority Employment Card should be issued.

Provide complete passport details of the employee.

3

Document Submission

If the Visa Renewal is handled by DWTC Authority, please submit the following documents in JPEG format:

- | | |
|--|--|
| 1. Passport copy | 4. Passport-size photo with white background |
| 2. Residence visa page | 5. In case of a change to a managerial position, submission of an attested degree certificate is mandatory. |
| 3. Valid medical insurance or health card | |

If the Visa Renewal is handled by the Applicant, please submit the following documents in JPEG format:

- | | |
|---|--|
| 1. Passport copy | 5. Valid medical insurance or health card |
| 2. Residence visa page | 6. Passport-size photo with white background |
| 3. New Emirates ID registration form | 7. In case of a change to a managerial position, submission of an attested degree certificate is mandatory. |
| 4. Medical fitness certificate | |

4

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.

Once payment is confirmed, the visa renewal process will begin.

Notes:

- The employee must be inside the UAE at the time of submitting the renewal request.
- Ensure that the employee's name matches the spelling as per the passport.
- Designation changes or passport updates can be incorporated as part of the renewal process.
- For managerial positions, an attested degree is required.
- Any charges in Immigration fees will be notified to the applicant.
- For VIP medical application, there is an additional charges AED500.
- Once the above application is received and reviewed, an invoice will be issued. Please note that payments are non-refundable.

COST

- Visa Renewal- AED 3,000/