

1. Duly filled & signed Employment Visa Application Form.

Link: [EMPLOYMENT VISA APPLICATION FORM](#)

2. Employment request letter – signed by the person in charge of the Company

Link: [REQUEST LETTER](#)

3. 2 sets of 8 passport size photographs (please see below photograph guidelines):

- Must have a white background.
- Both sets should be of different clothing.
- Please do not wear any jewelry.
- Please do not wear white colored shirts.
- No spectacles.
- No teeth must be showing.

4. Colored passport copy along with any of the following (whichever is applicable)\*:

*2<sup>nd</sup> page for Pakistani passport holder / last page for Indian passport holder / 3<sup>rd</sup> page for Sri Lankan passport holder*

- Copy of tourist visa with entry
- Copy of visit visa with entry stamp.
- Recent entry stamp into the UAE (granted to nationals of 46 countries who don't need to apply for a visa prior to entering the UAE – please contact us for the list of the same)
- Cancelled residence visa copy (along with the cancellation paper noting the validity of the grace period).

\* If the employee is outside of the UAE, a colored passport copy will suffice.

\* Passport must at least have 8 months validity.

5. Original Employment Contract (3 sets)

Link: [EMPLOYMENT CONTRACT](#)

- With company stamp on each page.
- Signed by the manager on the trade license (first party).
- Signed by the visa applicant (second party).

Note: If the position applied for is for a higher position (i.e. other than for the Person in Charge), we require a relevant degree certificate attested by the UAE Embassy in the country of origin as well as the Ministry of Foreign Affairs in UAE. Thereafter, the attested degree needs to be legally translated to Arabic if degree is not in English.

Employment Visa Cost – 4,950 AED

Timeline – 12-15 business days for Entry visa processing & 12-15 business days for residency visa stamping process.

*Timeline differs for restricted nationalities*

Further steps /procedures (will be elaborated further in a separate email) will take place after the visa issuance such as:

- Change of status.
- Medical test.
- Emirates ID application.

#### GENERAL INFORMATION

- Your trade license must be valid for more than 45 calendar days from the day the employment visa is applied for until the residence visa stamping has been completed.
- Once you have acquired all the necessary documentation, please submit them to Business Incorporation Zone (BIZ) for processing.
- In order to sponsor dependents (excluding 'housemaids') you will need to either have a Managerial position on your visa or that of a Sales or Marketing Representative. In order to sponsor a 'housemaid', you will need to hold a Managerial position on your visa.
- Women are NOT able to sponsor dependents (spouse, children, housemaid etc.)
- Neither stepchildren nor adopted children nor children out of wedlock can be sponsored by the respective stepparent/adoptive/biological parent.
- The cut-off time for documents to be submitted/received, and payments to be received/released is 1pm, anything received after this time will be considered towards the following working day.
- If you have any queries, please feel free to contact your dedicated account manager.