



Visa Application Process

DOCUMENTS REQUIRED AND CHARGES



FOR APPLICANTS OUTSIDE THE UAE, PLEASE SUBMIT: AED 1,500

1. The request online
2. Passport copy + soft copy
3. 1 Passport size photo + clear soft copy
4. Duly attested Educational Certificate is required if the designation is manager and above. An attestation from the home country will suffice. General Managers that have their name on the license do not need a certificate to apply for any managerial position
5. Medical Certificate for Sri Lankan and Indonesian nationals from authorised medical centres and attested by the UAE embassy

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

FOR APPLICANTS WITHIN THE UAE, PLEASE SUBMIT: AED 2,720

1. The request online
2. Passport copy + soft copy
3. 1 Passport size photo + clear soft copy
4. Medical Certificate for Sri Lankan and Indonesian nationals from authorised medical centre and attested by the UAE embassy
5. Duly attested Educational Certificate if the designation is manager and above - from home country and the Ministry of Foreign Affairs in Dubai
6. If within the country, a copy of the current visa page
7. Or Cancellation Form from the previous company

Once the above application is received and forwarded for processing, 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 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: we need the following documents by email
 - Medical Report
 - Copy of Emirates ID registration
 - Valid Insurance copy
 - For Visa Stamping: we need the following documents
 - E-sticker printed
 - Original Passport

CONTACT US TO MAKE YOUR NEXT BIG MOVE

OFFICE ADDRESS:

Dubai World Trade Centre
Podium Building, 3rd Floor
T: +971 4 308 6775 / 6368

info@dwtcauthority.com
dwtc.com
https://eservices.dwtcauthority.com

OFFICE HOURS:

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



FOR VISA TRANSFERS

Applicable only for Free Zone to Free Zone transfers within Dubai

AED 2,720



STAGE 1

- Please submit your request online
- Passport photos (1)
- Passport copy with current visa page
- Current Trade License
- Current Establishment Card
- Offer Letter (Arabic)
- Attested Degree Certificate (for designations starting from Assistant Manager and above)

Once all of the above documents are received, a Visa Transfer Form will be signed and stamped by DWTC Authority. This will be forwarded to the client / FZE for signature and stamp of current sponsor. The signed and stamped Visa Transfer Form with the original passport need to be submitted back to DWTC Authority which will be then sent to Immigration for approval.



STAGE 2

- Medical Certificate (Medical Application will be prepared by DWTC Authority)
- Medical Insurance
- EID application form with new sponsor details - once the form is approved by Immigration, the client may use this to apply for Emirates ID
- 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, color and JPEG format
- For an Investor or Partner designation visa, additional charges of AED 200 will apply
- Any change in Immigration fee will be notified to the applicant

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