

## VISA APPLICATION PROCEDURES

<b>Immigration file opening</b>	Documents needed	<ul style="list-style-type: none"> <li>• Owner/owners passport copy</li> <li>• Company license copy</li> <li>• Invoice receipt copy</li> </ul>
	Time needed	3 working days
	Processing fee	AED 1,000
	Renewal fee	AED 500
	Amendment fee	AED 500
	Note	Yearly renewal
<b>Application for Entry Permit (Investor and Employee)</b>	Documents needed	Passport copy 1 photo (white background) Completed RAKIA visa application forms Company license copy Lease contract (office) for approval by Operations Department
	Time needed	<ul style="list-style-type: none"> <li>• Normal - 3 working days</li> <li>• Urgent - 1 working day</li> </ul>
	Processing fee (urgent)	AED 2,000
	Processing fee (Normal)	AED 1,500
	Typing charges	AED 55
	Immigration fee application	AED 125
	Fees for urgent processing	AED 100
	Note/additional requirements	<ul style="list-style-type: none"> <li>• Educational certificate attested by the Ministry of Foreign Affairs (if the investor/partner is female).</li> <li>• Educational certificate attested by the Ministry of Foreign Affairs (all employees except for labourers or PRO)</li> <li>• If the person is on "tourist visa", he/she must first leave the country before the Immigration Department issues the "work visa"</li> </ul>
<b>Visa Position Amendment stamp / change Status</b>	Documents needed	<ul style="list-style-type: none"> <li>• Original passport and Entry Visa</li> <li>• Original Employment Visa</li> <li>• Change Status Application</li> </ul>
	Time needed	1 working day
	Typing charges	AED 55
	RAKIA Accounts	AED 85
	Notes	From Visit to Employment Visa, Change of Company/Sponsor
<b>Visa Deposit</b>	Location	<ul style="list-style-type: none"> <li>• Sharjah Airport</li> <li>• Dubai Airport</li> </ul>
	Fees at Sharjah Airport	AED 20 each
	Fees at Sharjah Airport	AED 40 each

<b>Medical Test</b>	Documents needed	<ul style="list-style-type: none"> <li>• Visa copy</li> <li>• Passport copy</li> <li>• 2 Photos (white background)</li> </ul>
	Time needed	3 working days at SAQR Hospital, Ras Al Khaimah
	Application	AED 550
	Typing charges	AED 35
	Empost/postage	AED 15
	Notes	<ul style="list-style-type: none"> <li>• Medical test available in government hospital in any part of UAE</li> <li>• Typing Center is linked online to government agencies</li> </ul>
<b>Police Finger Printing</b>	Documents needed	<ul style="list-style-type: none"> <li>• 2 photos (white background)</li> <li>• Visa copy</li> <li>• Passport copy</li> <li>• Medical result original &amp; copy</li> </ul>
	Time needed	7 working days
<b>Work Contract</b>	Notes	<ul style="list-style-type: none"> <li>• Is made only when an offer letter is prepared</li> <li>• RAKIA format: 3 sets (for employee)</li> <li>• Typed in Arabic &amp; English</li> <li>• Required documents for sponsoring a family of Employees</li> </ul>
	RAKIA Service Fees	AED 90 (Attestation)
<b>Application of Residence Visa (3 years)</b>	Documents needed	<ul style="list-style-type: none"> <li>• Residence visa list form</li> <li>• 1 photo</li> <li>• Original visa</li> <li>• Original passport</li> <li>• Medical result original</li> <li>• Emirates ID application (blue receipt)</li> <li>• Investor Immigration application</li> <li>• 3 months bank statement</li> </ul>
	Investor immigration application fee	AED 3,070 (non-refundable)
	Emirates ID application fee	AED 370 (non-refundable)
	Renewal of residence visa RAKIA Fee	AED 1,500
	Normal employee application fee	AED 325
	Investor/partner Application Fee	AED 525
	Typing charges	AED 55
	Optional additional	AED 100
	Note	Application has to be typed in the Typing Center
	<b>Renewal of Residence Visa for investor / partner</b>	Documents needed
Investor Immigration		AED 3,070 (non-refundable)

	application fee	
	Emirates ID application fee	AED 370 (non-refundable)
	Renewal of Residence Visa RAKIA fee	AED 1,500
	Renewal of Residence Visa application fee	AED 580
	Notes	Immigration Investor Application has to be typed at Al Muamlat Typing Center
<b>Sponsoring Family Visa (investor / partner)</b>	Documents needed	<ul style="list-style-type: none"> <li>• Letter of request from the company to RAKIA Visa Department</li> <li>• NOC letter from RAKIA</li> <li>• Valid Company License copy/ MOA (partner)</li> <li>• Letter from the bank confirming that the sponsor has 75,000 AED</li> <li>• Passport copy of the sponsor and the family</li> <li>• Marriage certificate and birth certificate attested by Ministry of Foreign Affairs and UAE consulate in the home country</li> <li>• 8 photos passport size with white background</li> <li>• Application to be typed at Typing Center</li> <li>• Tenancy contract</li> <li>• Electricity and water bill for the last 3 months</li> </ul>
	Spouse visa fee	AED 2,580 (w/change status, RAKIA fee and Emirates ID)
	Child visa fee	AED 1,790 (w/change status, ID and Rakia fee)
<b>Total cost for Residence Visa with Emirates ID application</b>	Investor Visa (urgent) outside country	AED 3,520 Visa + AED 370 Emirates ID application + AED 3,070 immigration fee
	Investor VISA (urgent) inside country	AED 4, 275 Visa + AED 370 Emirates ID Application + AED 3,070 immigration fee
	Employment Visa (urgent) outside country	AED 3,890 Visa + AED 370 Emirates ID application
	Employment Visa (urgent) inside country	AED 4,275 Visa + AED 370 Emirates ID application
	Employment Visa (normal) outside country	AED 2,810 Visa + AED 370 Emirates ID application
	Employment Visa (normal) inside country	AED 3,565 Visa + AED 370 Emirates ID application
<b>Sponsoring Family Visa (Employee)</b>	Requirements	<ul style="list-style-type: none"> <li>• Salary Certificate issued by the Employer</li> <li>• Work Contract copy attested to Legal Department with the salary of 4, 000 AED above</li> <li>• Passport copy of the sponsor and family</li> <li>• Marriage Certificate and Birth Certificate</li> </ul>

		(attested to Ministry of Foreign Affairs) <ul style="list-style-type: none"> <li>• 8 photos passport size with white background</li> <li>• Application type in the Typing Center</li> <li>• Tenancy Contract</li> <li>• Electric and Water Bill</li> </ul>
	Spouse Visa Fee	AED 2,580(w/change status, RAKIA Fee and Emirates ID)
	Child Visa Fee	AED 1,790 (w/change status, ID and Rakia Fee)
	Spouse Visa Fee	AED 1,915(w/o change status, RAKIA Fee and Emirates ID)
	Child Visa Fee	AED 1,125 (w/o change status, ID and Rakia Fee)
<b>House Maid Visa (Investor, Partner, Employee)</b>	Requirements	<ul style="list-style-type: none"> <li>• House maid Contract</li> <li>• 12 months of her salary to be deposited to Immigration Office</li> <li>• Promissory note from the sponsor, must take good care the house maid</li> <li>• Bank letter with balance of at least 75,000 AED. Company or personal bank account</li> <li>• Valid Trade license copy</li> <li>• Residence visa &amp; passport copy of all the members of the family</li> </ul>
<b>Application of Health Card</b>	Requirements	<ul style="list-style-type: none"> <li>• 2 photos</li> <li>• Residence Visa Copy</li> <li>• Arabic Typing for Medical Application w/ yellow receipt</li> <li>• Passport Copy</li> </ul>
	Estimated time of processing	5 working days
	Note	<ul style="list-style-type: none"> <li>• Submit the documents at the Ministry of Health.</li> <li>• Applicable to SAQR Hospital Ral al Khaimah</li> </ul>
<b>Application of Labour Card / ID Card</b>	Requirements	<ul style="list-style-type: none"> <li>• Work Contract Copy attested from Legal Department</li> <li>• 1 photo</li> <li>• Passport Copy(File Number &amp; Company Name to mention)</li> <li>• Residence Visa Copy</li> </ul>
	Estimated time of processing	10 working days
<b>Visit Visa (1 and 3 months stay only)</b>	Requirements	<ul style="list-style-type: none"> <li>• Fully filled visa forms with the approval from Operation Department.</li> <li>• College Educational Certificate to be attached attested from Consulate &amp; Ministry of Foreign Affairs</li> <li>• Request letter from the company to be approved by Immigration Officer (Arabic)</li> </ul>
	Estimated time of processing	<ul style="list-style-type: none"> <li>• 1 week (Normal)</li> <li>• 3 working days(Urgent)</li> </ul>
	Immigration Fee	<ul style="list-style-type: none"> <li>• AED 525 (1 Month Stay)</li> <li>• AED 1,025 (3 Months Stay)</li> </ul>
	RAKIA Accounts	<ul style="list-style-type: none"> <li>• AED 150 (Normal)</li> <li>• AED 250(Urgent)</li> </ul>
	Bank Guarantee	AED 1,010 (refundable)

	Health Insurance	<ul style="list-style-type: none"> <li>• AED 50 (1 Month Stay)</li> <li>• AED 100 (3 Months Stay)</li> </ul>
	Note	No Extension
<b>Termination / Cancellation of Residence Visa</b>	Requirements	<ul style="list-style-type: none"> <li>• Cancellation Letter from the Company</li> <li>• Original Passport</li> <li>• Labour Card (Optional)</li> <li>• Deed of Dues Receipt – RAKIA form to be signed by the employee</li> </ul>
	Estimated time of processing	1-2 working days
	Application Fee	AED 15
	Typing Charges	AED 55
	RAKIA Accounts	AED 85
	<b>Runaway</b>	Requirements
RAKIA Accounts		AED 185
Application from Immigration		AED 200
<b>Renewal of Expired Employment Visa (Entry Permit)</b>	Requirements	<ul style="list-style-type: none"> <li>• Request letter from the company</li> <li>• Original Visa</li> <li>• Passport copy</li> <li>• 1 photo</li> </ul>
	RAKIA Accounts	AED 75
	Application Form	AED 155