



دبي التجارية
DUBAI TRADE

JAFZA

Apply for Employment

Visa

User's Manual

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Apply for Employment Visa

Table Designs

DOCUMENT DETAILS

Document Name	Apply for Employment Visa
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	27 th July 2023
Current Version	2.1

This service enables users to request for a new Employment Visa for a new employee who will be on the company's sponsorship. This request has two parts; The Entry Permit and the Residence Visa. There are certain criteria which should be taken under consideration while applying for this request.

Criteria:

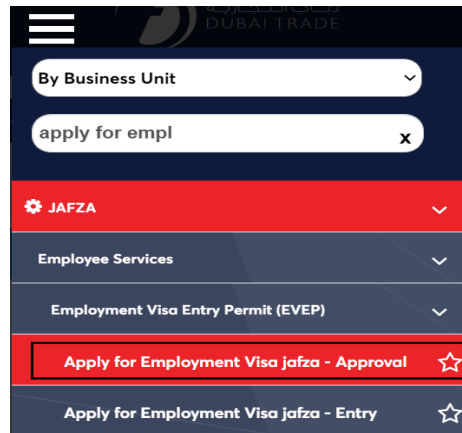
1. Is the person inside UAE or not when the Employment Visa is being applied
2. If the person is inside UAE, will he exit and re-enter on the new employment visa or the visa status will be amended within UAE
3. If the visa status will be amended within UAE then a request of "Amend Visa Position at DNRD" is required
4. If the person is entering to UAE from any point of Entry other than Dubai (Other Emirates) then a request of "Apply for Pink Copy of EVEP" is required
5. Employee Arrival Date must be intimated once the Employee has arrived through the option for "Intimate Employee Arrival"
6. If the Employee did not exit and was in Dubai then the "Amend Visa Position at DNRD" date must be mentioned while "Intimate Employee Arrival"
7. Residence Permit Stamping is subject to Medical Test clearance

Below is a brief diagram covering the criteria that should be taken under consideration.



Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Employment Visa Entry Permit (EVEP)** go to **Apply for Employment Visa jafza - Approval**



4. The below screen will be displayed where you can **View** or **Search** for SR.

Jafza Employment Visa NewCreate New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Employment Visa NewCreate New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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6. Enter the details and click **Save and Continue**

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Service Request
Upload Document
Summary
Payment Confirmation

① Use this page to create/modify a request for the Employment Visa New. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Notes:

- VIP Service package will assist in completing the entire process within a maximum period of 2 working days (Subject to clearance of Immigration / Security section)

Company Name:

Company Id **1673**

Service Package * Search and Select

Residence Permit Validity * 3 Years

Title * Search and Select

Given Name *

Middle Name

Last Name *

Short Name *

Sex * Search and Select

Place Of Birth

Country Of Birth * Search and Select

Date of Birth * DD-Mon-YYYY

Father's Name *

Mother's Name *

Marital Status * Search and Select

Husband's Name

Present Nationality * Search and Select

Previous Nationality Search and Select

Religion * Search and Select

Faith Search and Select

Qualifications * Search and Select

Languages Spoken (1) * Search and Select

Languages Spoken (2) Search and Select

Languages Spoken (3) Search and Select

Job Title * Search and Select

Basic Monthly Salary (AED) *

Accommodation Provided * Search and Select

Accommodation Type Search and Select

Accommodation Allowance

Food Provided * Search and Select

Food Allowance

Transportation Provided * Search and Select

Transport Allowance

Other Monthly Allowance

Notice Period (Days) * Search and Select

Probation Period (months) * 6

Leave Days (Calendar Days) * Search and Select

Education Level Country Search and Select

Postal Branch Code Search and Select

Passport Number *

Place Of Issue *

Country of Issue * Search and Select

Passport Date of Issue * DD-Mon-YYYY

Passport Date of Expiry * DD-Mon-YYYY

Passport Type * Normal

Permanent(Native) Address 1 *

Permanent(Native) Address 2

Permanent POBox

Permanent(Native) City

Permanent(Native) Country * Search and Select

PRO/Employee Mobile Number * 05XXXXXXXX

Employee in UAE ? * Search and Select

Transfer of Sponsorship Required ? Search and Select

Current visa type Search and Select

Insurance waived * Search and Select

Employee type Search and Select

Offer letter to hold family visa required? Search and Select

Do you have Emirates ID? * Search and Select

Emirates ID Number XXX-XXXX-XXXXXXX-X

Emirates ID expiry date DD-Mon-YYYY

Request Reason

Jafza Comments

Courier Details

Courier Required * Within FreeZone

Courier Location Select

Address Line 1 * 2-220/1,MANAUYD

Address Line 2 2-220/1,MANAUYD

Contact Name *

Contact Phone * 05XXXXXXXX

Time * Select


Save and Continue



Only for Manager, Share holder, License holder and owner is eligible for BG/Insurance waiver

7. Upload the required Documents and click **Continue and Review**

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Service Request

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Upload Document

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Summary

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Payment Confirmation

Company Name:

SR Number: 20085927

Document Name	File Type	Mandatory	Upload File	View / Delete
Attested Educational certificate page 1	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Attested Educational certificate page 2	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Passport page 1	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Photograph	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Passport page 2	jpg/jpeg	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Other documents 1	jpg/jpeg	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Other documents 2	jpg/jpeg	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 
Other documents 3	jpg/jpeg	No	<div>Drag and Drop</div> <div>Select a file or drop one here</div>	 

Continue and Review

8. Review the details and click **Confirm and Continue**

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Service Request
Upload Document
Summary
Payment Confirmation

Details of the selected request are given below.

Company Name:
Dubai
SR Number: 20085927

Service Package	Normal	Accommodation Allowance	8,000
Residence Permit Validity	3 Years	Food Provided	No
Title	Mr.	Transportation Provided	Yes
Given Name	TEST	Other Monthly Allowance	2,000
Last Name	USER	Notice Period (Days)	30
Short Name	TEST	Probation Period (months)	6
Sex	Male	Leave Days (Calendar Days)	30
Place Of Birth	DUBAI	Education Level Country	Canada
Country Of Birth	United Arab Emirates	Passport Number	TEST300822
Date of Birth	28-Apr-1986	Place Of Issue	Dubai
Father's Name	TEST	Country of Issue	Canada
Mother's Name	TEST	Passport Date of Issue	1-Aug-2022
Marital Status	Single	Passport Date of Expiry	28-Feb-2025
Present Nationality	Canada	Passport Type	Normal
Religion	Islam	Permanent(Native) Address 1	DUBAI
Faith	Sunni	Permanent(Native) Country	Canada
Qualifications	M.A. Arts	PRO/Employee Mobile Number	0560000000
Languages Spoken (1)	English	Employee in UAE ?	No
Job Title	GENERAL MANAGER	Insurance waived	No
Basic Monthly Salary (AED)	10,000	Do you have Emirates ID?	No
Accommodation Provided	Allowance	Request Reason	test

Courier Details

Courier Required	Within FreeZone	Contact Name	TEST
Courier Location		Contact Phone	0500000000
Address Line 1	2-220/1,MANAUYD	Time	11 AM - 1 PM
Address Line 2	2-220/1,MANAUYD		


Edit

Document Name	Preview
Attested Educational certificate page 1	
Attested Educational certificate page 2	
Passport page 1	
Photograph	

Confirm and Continue

9. Click **Submit to FreeZone**

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✓

✓

✓

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Service Request

Upload Document

Summary

Payment Confirmation

① Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit to Freezone button to initiate the request processing.
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
1,555,937.59 AED

Total Charge Amount:**3,313.00 AED**

Total VAT Amount:**18.50 AED**


Total Charge Amount with VAT:**3,331.50 AED**

SR Number	Employee	Customer	Status
20085927	TEST USER	Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

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✓

✓

✓

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Service Request

Upload Document

Summary

Payment Confirmation

✓ Your request has been forwarded to the Free Zone for processing. A charge of 3313.00 AED and VAT amount 18.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20085927	TEST USER	Dubai	Submitted to Free Zone

Apply for Employment Visa

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