

National Industries Park Apply for Employment Visa User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Apply for Employment Visa
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 th November 2025
Current Version	1.0

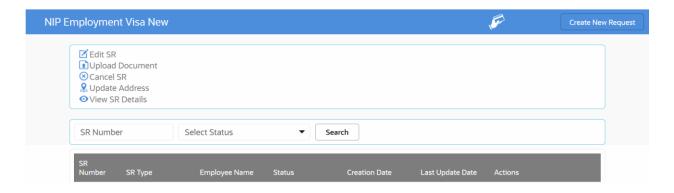
This service enables users to request a new Employment Visa for a new employee who will be on the company's sponsorship. This request has two parts: The Entry Permit and the Residence Visa. There are certain criteria which should be taken into consideration when applying for this request.

Criteria:

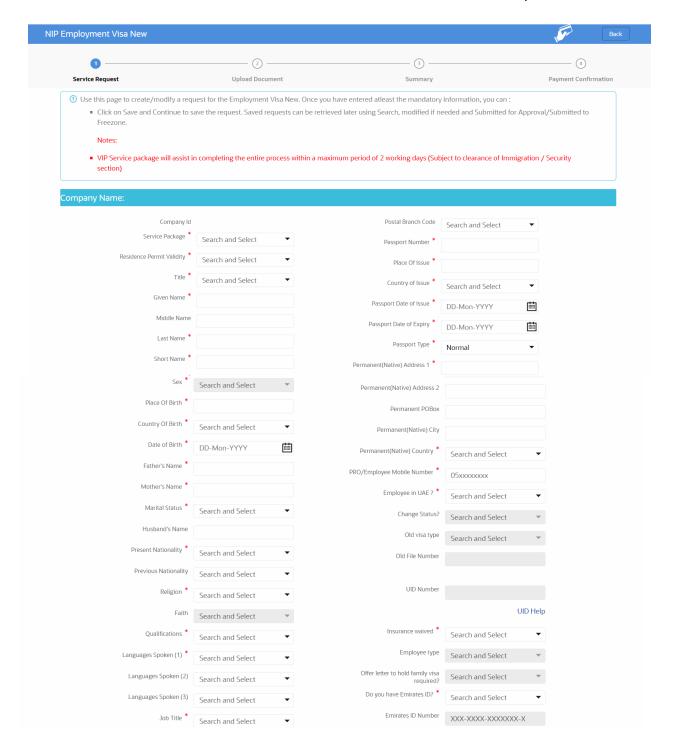
- 1. Is the person inside UAE or not when the Employment Visa is being applied?
- 2. If the person is inside UAE, will he exit and re-enter on the new employment visa or will the visa status be amended within UAE?
- 3. If the visa status will be amended within UAE, then "Change Status" is required to be selected as "Yes" during the visa application.
- 4. If the person is entering to UAE from any point, Employee Arrival Date must be intimated once the Employee has arrived through the option for "Intimate Employee Arrival" within the same visa application.
- 5. Residence Permit Stamping is subject to Medical Test clearance.

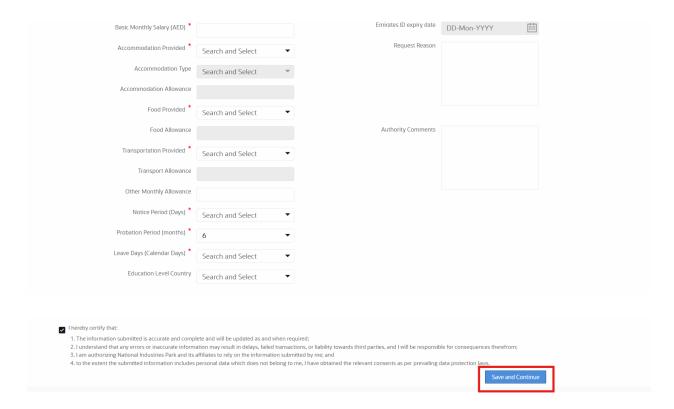
Procedure:

1. Click "Create New Request" to initiate the process:



2. Enter the information as shown below. Click "Save and Continue" to proceed.





Important Notes:

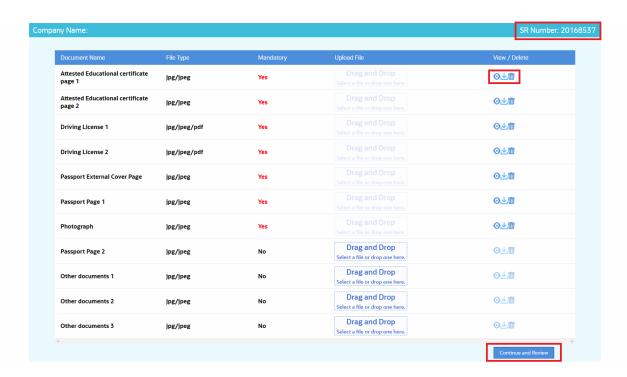
- 1. Available service packages are **Normal**, **Urgent** and **VIP**.
- 2. Visa validity can be 1 or 2 years
- 3. Please enter the applicant's information as per passport.
- 4. Choose "Change Status" as "Yes" if applicant is inside UAE at the time of visa application and will not exit the country for visa change.
- 5. Certain Employee types are only eligible for BG/Insurance waive.

6. Upload the required documents by using the "**Drag and Drop**" option or simply by selecting a file.

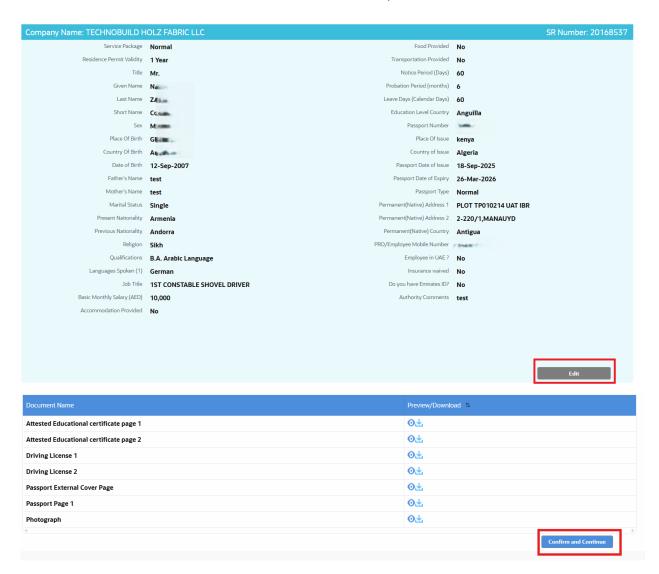
The SR number will be generated at this stage. The documents required are dependent on the information provided on the first page.

You may review, download or delete a file you have uploaded using the available options on the right.

Click "Continue and Review".



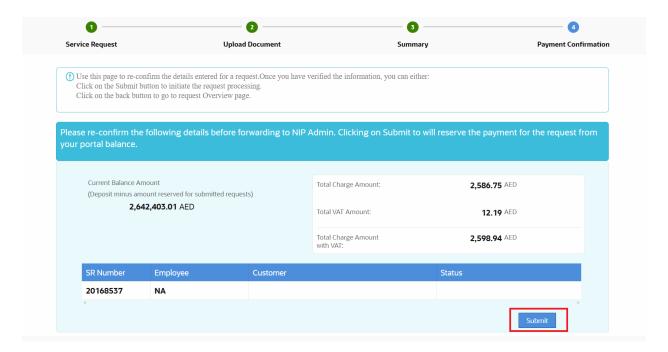
7. A summary will be displayed along with the SR number. You can edit the details, view the document or click "Confirm and Continue" to proceed.



8. The fees will be displayed.

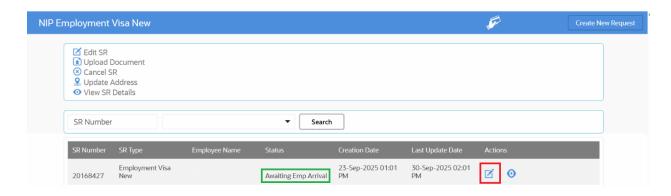
Charges displayed are dependent on different criteria such as the selected service package, visa validity, employee's age, inside or outside country, change status, etc.

Click "**Submit**" to complete the request. A submission confirmation message will be displayed.



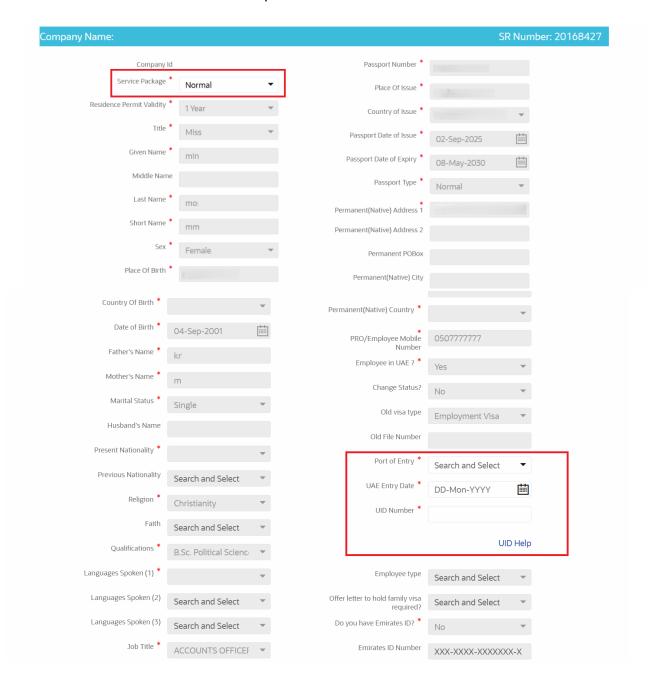
Arrival Intimation Process:

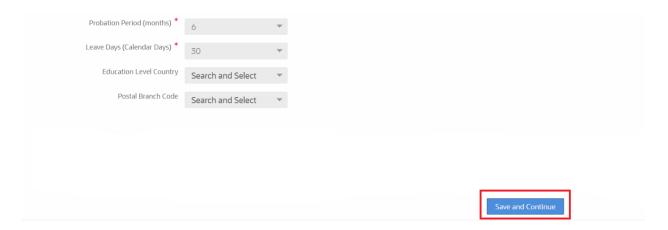
1. Search for the SR and click the "Edit" icon to proceed.



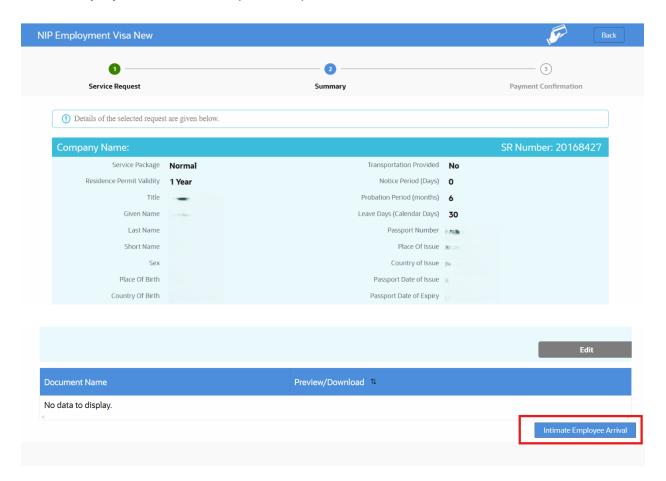
- 2. On the application form, you can only edit certain information:
 - Service Package you can upgrade the service package
 - Port of entry
 - UAE Entry date
 - UID Number please use the UID help link for assistance

Click "Save and Continue" to proceed.





3. Summary of the information entered will be displayed. You can edit or Click "Intimate Employee Arrival" to complete the process.



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