



دبي التجارية  
DUBAI TRADE

# *National Industries Park 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	National Industries Park
Author(s)	DT Training Dept.
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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:

The screenshot displays the 'NIP Employment Visa New' interface. At the top, there is a blue header bar with the title 'NIP Employment Visa New' on the left and a 'Create New Request' button on the right. Below the header, on the left side, is a sidebar containing five action links: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. To the right of the sidebar is a search bar with three input fields: 'SR Number', 'Select Status' (with a dropdown arrow), and a 'Search' button. Below the search bar is a table with a dark grey header row containing the following columns: 'SR Number', 'SR Type', 'Employee Name', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

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

NIP Employment Visa New

Back

1  
**Service Request**

2  
Upload Document

3  
Summary

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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

Service Package \* Search and Select

Residence Permit Validity \* Search and Select

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

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

Change Status? Search and Select

Old visa type Search and Select

Old File Number

UID Number

[UID Help](#)


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-XXXXXXXX-X

Basic Monthly Salary (AED) *	<input type="text"/>	Emirates ID expiry date	DD-Mon-YYYY 
Accommodation Provided *	<input type="text" value="Search and Select"/>	Request Reason	<div style="border: 1px solid #ccc; height: 60px;"></div>
Accommodation Type	<input type="text" value="Search and Select"/>	Authority Comments	<div style="border: 1px solid #ccc; height: 60px;"></div>
Accommodation Allowance	<input type="text"/>		
Food Provided *	<input type="text" value="Search and Select"/>		
Food Allowance	<input type="text"/>		
Transportation Provided *	<input type="text" value="Search and Select"/>		
Transport Allowance	<input type="text"/>		
Other Monthly Allowance	<input type="text"/>		
Notice Period (Days) *	<input type="text" value="Search and Select"/>		
Probation Period (months) *	<input type="text" value="6"/>		
Leave Days (Calendar Days) *	<input type="text" value="Search and Select"/>		
Education Level Country	<input type="text" value="Search and Select"/>		

☒ I hereby certify that:

1. The information submitted is accurate and complete and will be updated as and when required;

2. I understand that any errors or inaccurate information may result in delays, failed transactions, or liability towards third parties, and I will be responsible for consequences therefrom;

3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and

4. to the extent the submitted information includes personal data which does not belong to me, I have obtained the relevant consents as per prevailing data protection laws.

## 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**".

Company Name:

SR Number: 20168537

Document Name	File Type	Mandatory	Upload File	View / Delete
Attested Educational certificate page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Attested Educational certificate page 2	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Driving License 1	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	  
Driving License 2	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	  
Passport External Cover Page	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Passport Page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Passport Page 2	jpg/jpeg	No	Drag and Drop Select a file or drop one here.	  
Other documents 1	jpg/jpeg	No	Drag and Drop Select a file or drop one here.	  
Other documents 2	jpg/jpeg	No	Drag and Drop Select a file or drop one here.	  
Other documents 3	jpg/jpeg	No	Drag and Drop Select a file or drop one here.	  

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.

Company Name: TECHNOBUILD HOLZ FABRIC LLC		SR Number: 20168537	
Service Package	Normal	Food Provided	No
Residence Permit Validity	1 Year	Transportation Provided	No
Title	Mr.	Notice Period (Days)	60
Given Name	N	Probation Period (months)	6
Last Name	Z	Leave Days (Calendar Days)	60
Short Name	C	Education Level Country	Anguilla
Sex	M	Passport Number	
Place Of Birth	G	Place Of Issue	Kenya
Country Of Birth	A	Country of Issue	Algeria
Date of Birth	12-Sep-2007	Passport Date of Issue	18-Sep-2025
Father's Name	test	Passport Date of Expiry	26-Mar-2026
Mother's Name	test	Passport Type	Normal
Marital Status	Single	Permanent(Native) Address 1	PLOT TP010214 UAT IBR
Present Nationality	Armenia	Permanent(Native) Address 2	2-220/1,MANAUYD
Previous Nationality	Andorra	Permanent(Native) Country	Antigua
Religion	Sikh	PRO/Employee Mobile Number	
Qualifications	B.A. Arabic Language	Employee in UAE ?	No
Languages Spoken (1)	German	Insurance waived	No
Job Title	1ST CONSTABLE SHOVEL DRIVER	Do you have Emirates ID?	No
Basic Monthly Salary (AED)	10,000	Authority Comments	test
Accommodation Provided	No		

Edit

Document Name	Preview/Download 11
Attested Educational certificate page 1	
Attested Educational certificate page 2	
Driving License 1	
Driving License 2	
Passport External Cover Page	
Passport Page 1	
Photograph	

Confirm and Continue

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.

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

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 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 NIP Admin. Clicking on Submit will reserve the payment for the request from your portal balance.

Current Balance Amount  
(Deposit minus amount reserved for submitted requests)  
**2,642,403.01 AED**

Total Charge Amount:  
**2,586.75 AED**

Total VAT Amount:  
**12.19 AED**

Total Charge Amount with VAT:  
**2,598.94 AED**

SR Number	Employee	Customer	Status
20168537	NA		

Submit

### Arrival Intimation Process:

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

NIP Employment Visa New

Create New Request

Edit SR  
Upload Document  
Cancel SR  
Update Address  
View SR Details

SR Number

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
20168427	Employment Visa New		Awaiting Emp Arrival	23-Sep-2025 01:01 PM	30-Sep-2025 02:01 PM	<div>Edit SR</div>

Apply for Employment Visa

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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.

Company Name:		SR Number: 20168427	
Company Id		Passport Number *	
Service Package * Normal		Place Of Issue *	
Residence Permit Validity * 1 Year		Country of Issue *	
Title * Miss		Passport Date of Issue * 02-Sep-2025	
Given Name * min		Passport Date of Expiry * 08-May-2030	
Middle Name		Passport Type * Normal	
Last Name * mo		Permanent(Native) Address 1	
Short Name * mm		Permanent(Native) Address 2	
Sex * Female		Permanent POBox	
Place Of Birth *		Permanent(Native) City	
Country Of Birth *		Permanent(Native) Country *	
Date of Birth * 04-Sep-2001		PRO/Employee Mobile Number * 0507777777	
Father's Name * kr		Employee in UAE ? * Yes	
Mother's Name * m		Change Status? * No	
Marital Status * Single		Old visa type * Employment Visa	
Husband's Name		Old File Number	
Present Nationality *		Port of Entry * Search and Select	
Previous Nationality * Search and Select		UAE Entry Date * DD-Mon-YYYY	
Religion * Christianity		UID Number *	
Faith * Search and Select		<a href="#">UID Help</a>	
Qualifications * B.Sc. Political Scienc		Employee type * Search and Select	
Languages Spoken (1) *		Offer letter to hold family visa required? * Search and Select	
Languages Spoken (2) * Search and Select		Do you have Emirates ID? * No	
Languages Spoken (3) * Search and Select		Emirates ID Number * XXX-XXXX-XXXXXXX-X	
Job Title * ACCOUNTS OFFICER			

Probation Period (months) \*

6

Leave Days (Calendar Days) \*

30

Education Level Country

Search and Select

Postal Branch Code

Search and Select

Save and Continue

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

NIP Employment Visa New

Back

1

2

3

Service Request

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 20168427

Service Package

Normal

Transportation Provided

No

Residence Permit Validity

1 Year

Notice Period (Days)

0

Title

Probation Period (months)

6

Given Name

Leave Days (Calendar Days)

30

Last Name

Passport Number

Short Name

Place Of Issue

Sex

Country of Issue

Place Of Birth

Passport Date of Issue

Country Of Birth

Passport Date of Expiry

Edit

Document Name

Preview/Download

No data to display.

Intimate Employee Arrival

Apply for Employment Visa

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