# National Industries Park Apply for Employment Visa User's Manual

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. |
| 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.

**NIP Employment Visa New**

Back

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| Service Request | Upload Document | Summary | Payment Confirmation |

ⓘ 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 | | Postal Branch Code | Search and Select ▾ |
|---|---|---|---|
| Service Package * | Search and Select ▾ | Passport Number * | |
| Residence Permit Validity * | Search and Select ▾ | Place Of Issue * | |
| Title * | Search and Select ▾ | Country of Issue * | Search and Select ▾ |
| Given Name * | | Passport Date of Issue * | DD-Mon-YYYY 📅 |
| Middle Name | | Passport Date of Expiry * | DD-Mon-YYYY 📅 |
| Last Name * | | Passport Type * | Normal ▾ |
| Short Name * | | Permanent(Native) Address 1 * | |
| Sex * | Search and Select ▾ | Permanent(Native) Address 2 | |
| Place Of Birth * | | Permanent POBox | |
| Country Of Birth * | Search and Select ▾ | Permanent(Native) City | |
| Date of Birth * | DD-Mon-YYYY 📅 | Permanent(Native) Country * | Search and Select ▾ |
| Father's Name * | | PRO/Employee Mobile Number * | 05xxxxxxxx |
| Mother's Name * | | Employee in UAE ? * | Search and Select ▾ |
| Marital Status * | Search and Select ▾ | Change Status? | Search and Select ▾ |
| Husband's Name | | Old visa type | Search and Select ▾ |
| Present Nationality * | Search and Select ▾ | Old File Number | |
| Previous Nationality | Search and Select ▾ | | |
| Religion * | Search and Select ▾ | UID Number | |
| Faith | Search and Select ▾ | | UID Help |
| Qualifications * | Search and Select ▾ | Insurance waived * | Search and Select ▾ |
| Languages Spoken (1) * | Search and Select ▾ | Employee type | Search and Select ▾ |
| Languages Spoken (2) | Search and Select ▾ | Offer letter to hold family visa required? | Search and Select ▾ |
| Languages Spoken (3) | Search and Select ▾ | Do you have Emirates ID? * | Search and Select ▾ |
| Job Title * | Search and Select ▾ | Emirates ID Number | XXX-XXXX-XXXXXXX-X |

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 ▼

Emirates ID expiry date  DD-Mon-YYYY
Request Reason
Authority Comments

☑ 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.

Save and Continue

**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.

Apply for Employment Visa

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.

| 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 | Co▓ | Education Level Country | Anguilla |
| Sex | M▓ | Passport Number | ▓ |
| Place Of Birth | Gl▓ | Place Of Issue | kenya |
| Country Of Birth | Au▓ | 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 ⇅ |
|---|---|
| **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**

Apply for Employment Visa

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.



# Apply for Employment Visa

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.

Probation Period (months) *    6

Leave Days (Calendar Days) *    30

Education Level Country    Search and Select

Postal Branch Code    Search and Select

Save and Continue

3. 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 Service Request       ② Summary       ③ 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