

Amend Employee Details in Employment Visa

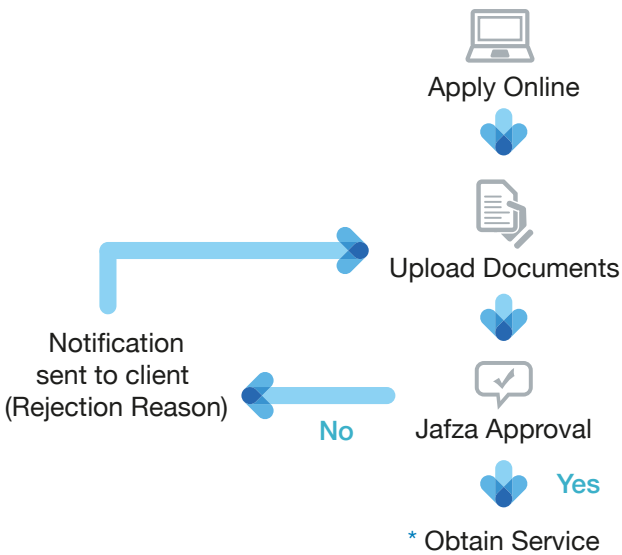


Definition

An Entry Permit Correction is a process that enables the client to correct any errors/incorrect data found in the Entry Permit issued before the employee arrives in UAE.



Amend Employee Details in Employment Visa



* Corrected Employment Permit shall be delivered to customers, based on the selection of document collection / delivery at the time of request creation.



Required Documents to upload

- Passport copy
- Employment Visa Entry Permit (EV EP)
Electronic copy
- Two latest colour photograph (3.5 x 4.5) cm –
(if photo requires to be corrected)



Fee

- Normal: AED 490
- Urgent: AED 650
- GDRFA Application: AED 50

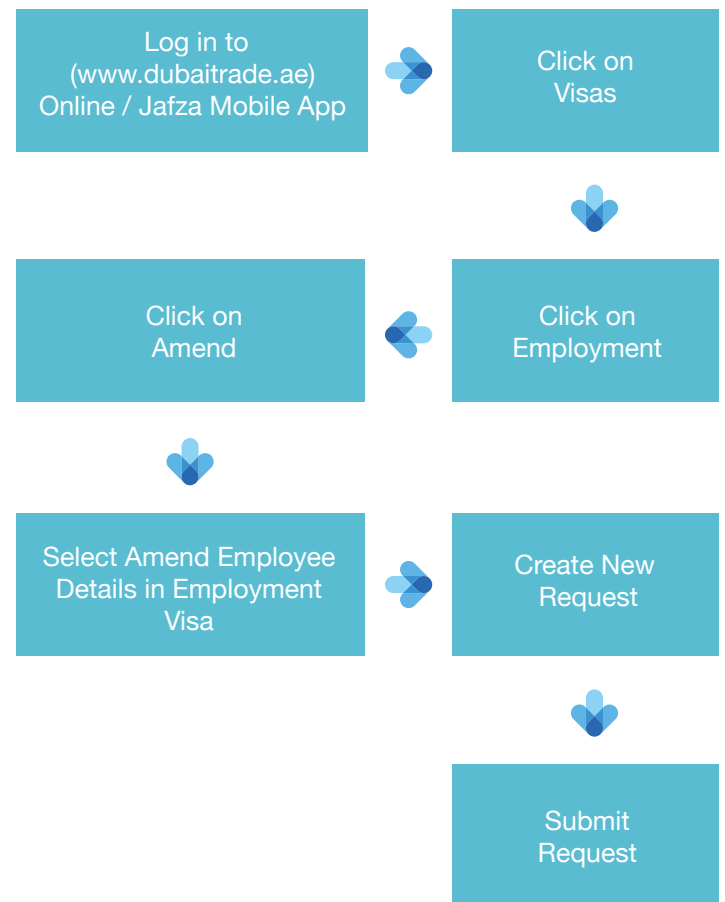


Service Time Delivery

- 1 Day (Depend on Nationality and GDRFA)



How to Apply Online



Cancel Unutilized Employment Visa

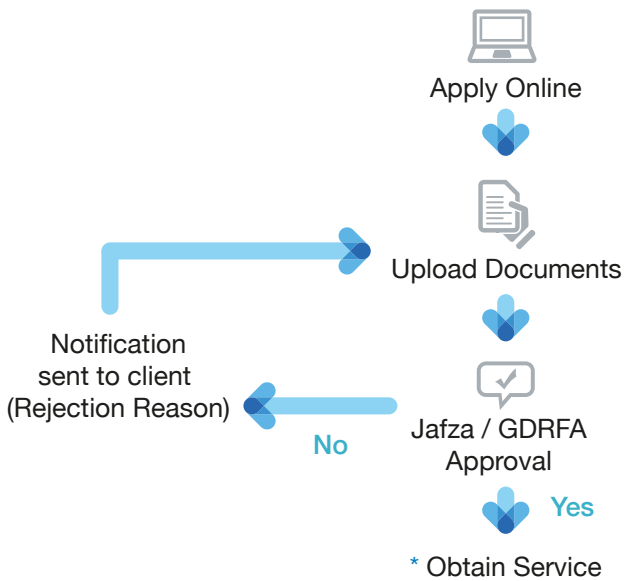


Definition

- Employment Visa is an Entry Permit which is required for a person to enter the UAE.
- Employment Visa is a precursor to obtaining a Residence Permit.
- A Jafza customer can request to cancel an unutilized employment visa entry permit.
- The Employment Visa Entry Permit will be cancelled from company record. The availed visa quota will be reduced. The refund shall be topped-up in company portal account based on eligibility.



Cancel Unutilized Employment Visa



* The Employment Visa Entry Permit will be cancelled from Company record. The availed visa quota will be reduced and refund shall be topped-up in portal account based on eligibility.



Required Documents to upload

- Entry Permit (if Entry Permit is already issued by GDRFA)
- GDRFA Rejection copy (applicable if request has been rejected by GDRFA)



Fee

- AED 130
- AED 50 (GDRFA application fee)

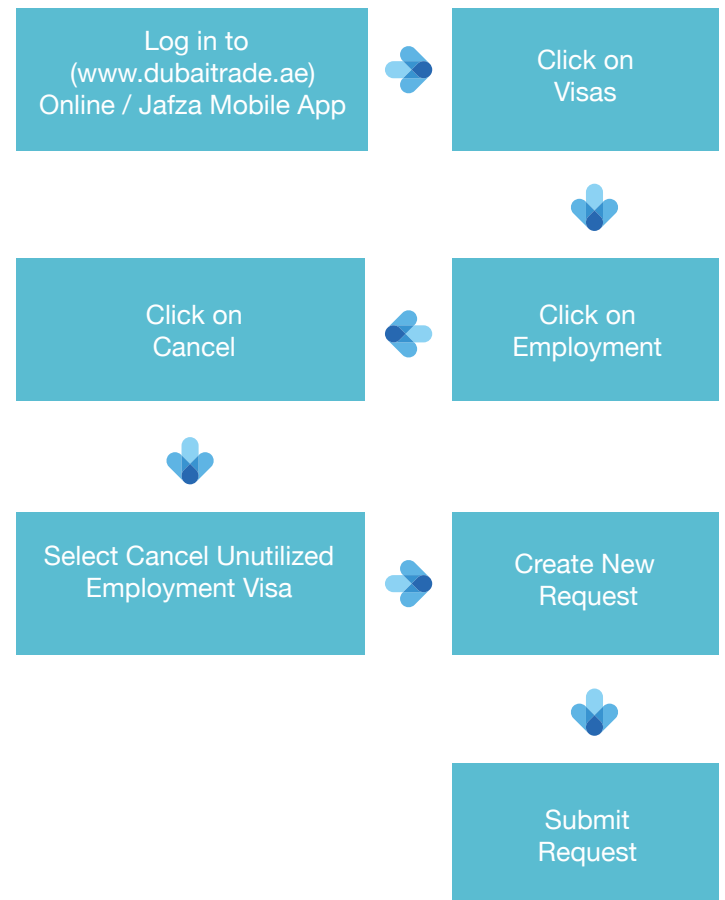


Service Time Delivery

- 1 Day (Depend on Nationality and GDRFA)



How to Apply Online



New Employment Visa

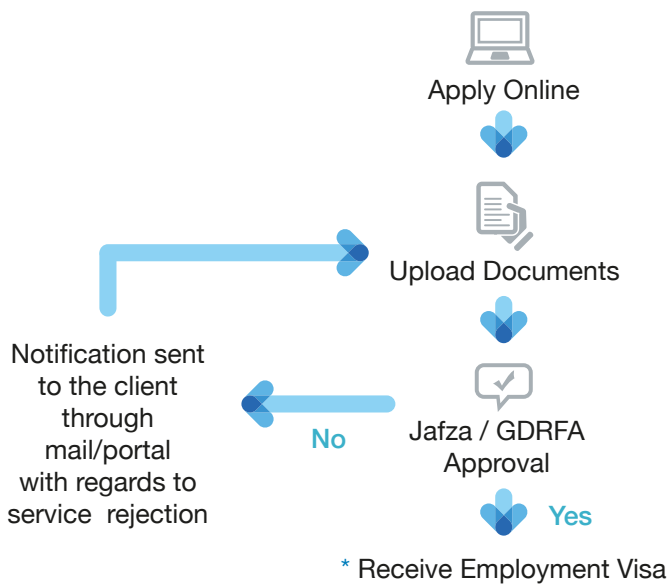


Definition

- Employment Visa is an Entry Permit which is required for a person to enter the UAE.
- Employment Visa is a precursor to obtain a Residence Permit.
- Minimum age limit for Employment Visa is 18 years.



Employment Visa Process



* (Employment Visa is valid for 2 months from the date of issue and will be sent to the customer either through Courier or can be picked up over the counter as requested while submitting the request.)



Required Documents to upload

- Two Latest Colour Photographs for GDRFA (4.5 X 3.5)
- Two passport copies
- Labour Cancellation paper copy to be submitted if the applicant is inside UAE on earlier Residence visa
- Company Immigration Card (CIC) copy
- Bank Guarantee/Cash Guarantee (1.5 * Monthly Basic Salary + One way IATA (International Air Transport Association) Air Fare to the Country of Origin).



Fee

- AED 2,700: (Entry Permit, Company Employment Card, Normal *Medical Test and Residence Permit Stamping)
- AED 100: GDRFA Application Fee (included)
- AED 90: for EIDA Application Schedule (included)
- AED 160: (Entry Permit Urgent - Additional)
- AED 100: New Employment Contract Attestation (will be deducted additional at the time of arrival intimation to process the Residence Permit)
- AED 780: If the applicant is inside UAE at the time of applying for Employment Visa (Additional)

* VIP Service package' Additional charged applicable

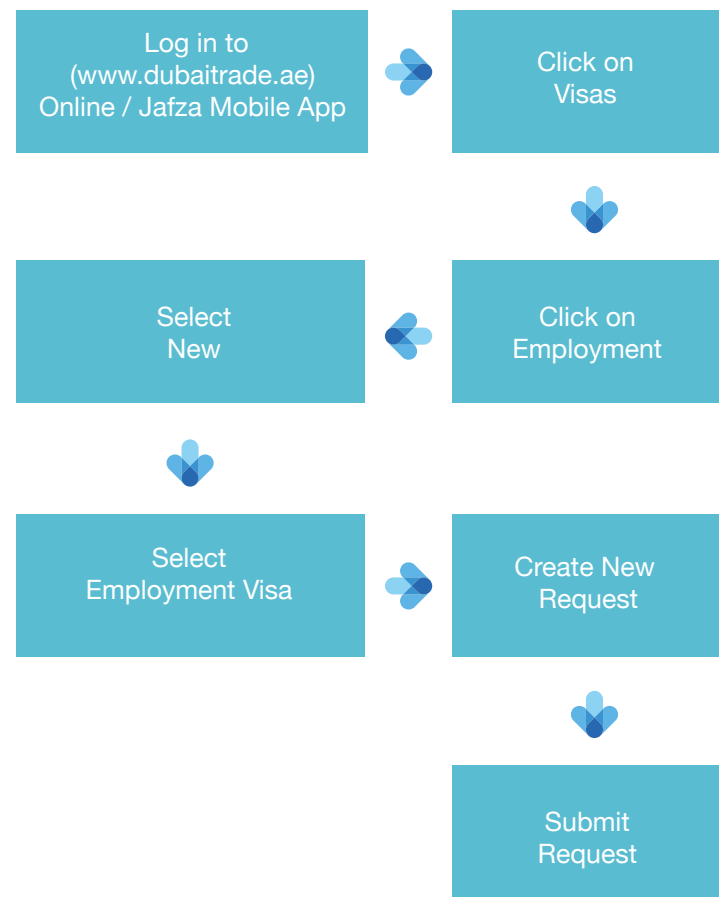


Service Time Delivery

- 2 Days (Depend on Nationality and GDRFA)



How to Apply Online



Issue Original Employment Visa to Enter UAE Through other than Dubai Airport

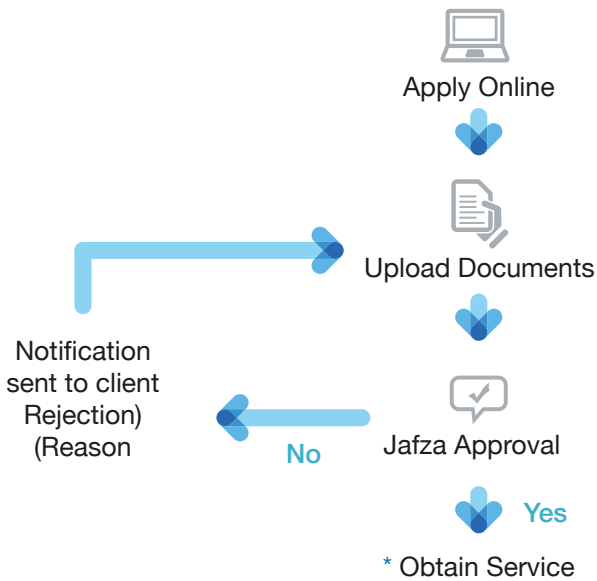


Definition

- The General Directorate of Residency and Foreign Affairs (GDRFA) permits the online entry permit holders to arrive through Dubai ports.
- In case the applicant is arriving through any other ports in UAE other than Dubai, the applicant need to obtain the original Entry Permit ("Pink Copy").



Employment Visa Process



* Pink copy of Employment Visa Entry Permit shall be delivered to customers, based on the selection of document collection / delivery at the time of request creation.



Required Documents to upload

- Entry Visa (EVEP) Electronic copy.



Fee

- AED 170

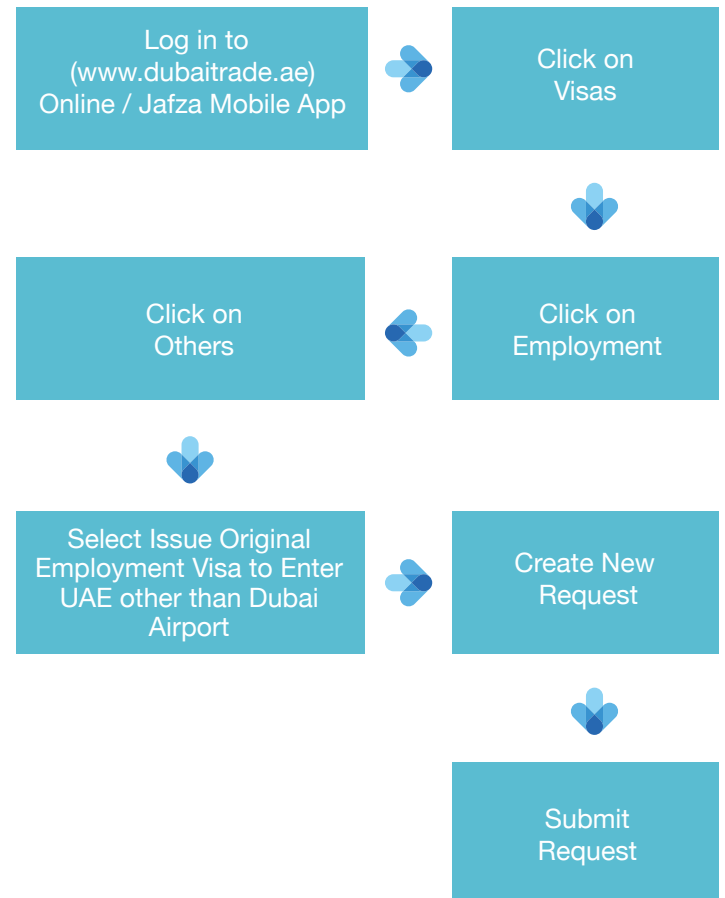


Service Time Delivery

- 1 Day (Depend on Nationality and GDRFA)



How to Apply Online



Obtain Entry Stamp in Employment Visa to Avoid Exit

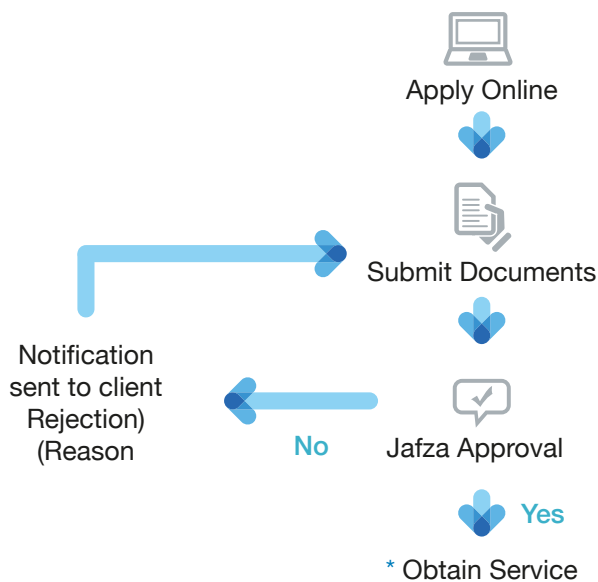


Definition

- Obtain Entry Stamp in Employment Visa to Avoid Exit will facilitate the employees to get the Airport Entry Stamp on the Employment Visa and passport without leaving the country.
- This service is applicable only to employees who obtained an Employment Visa while he/she was inside UAE.
- Not applicable, if applicant on a Tourist visa or overstayed.



Obtain Entry Stamp in Employment Visa to Avoid Exit



* Visa Status Amendment stamp by GDRFA on the Entry Permit & Passport. The documents will be delivered based on selection of documents collection / delivery by customer at the time of request creation.



Required Documents

- Visa Status Amendment Form – Form 3 (www.jafza.ae).
- Entry Permit Employment Visa Electronic Copy.
- Visit Visa Copy or Original Residence Permit cancellation.
- Original Passport.



Fee

- AED 800
- AED 50 - GDRFA Application Fee

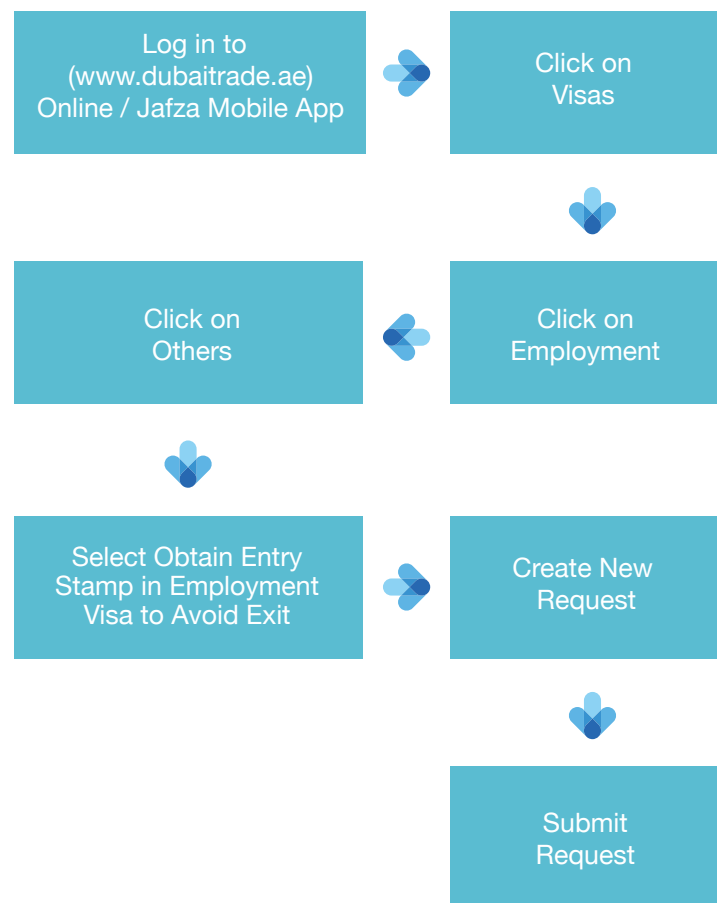


Service Time Delivery

- 2 Days (Depend on Nationality and GDRFA)



How to Apply Online



Renew Expired Employment Visa

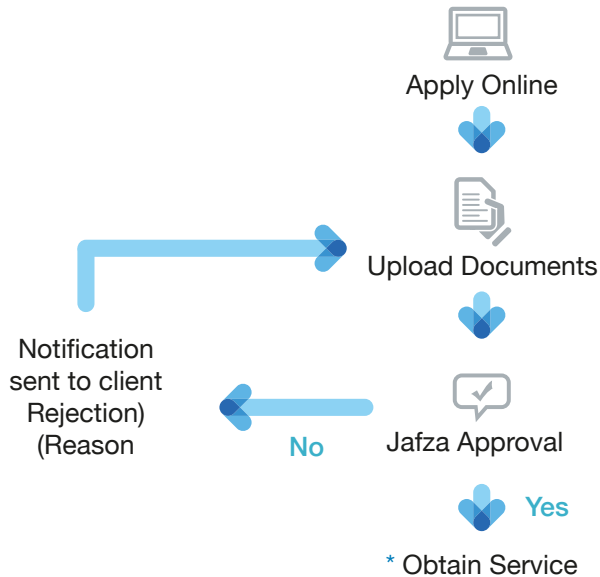


Definition

- The Entry Permit will be renewed for further 60 days to facilitate the Employee to arrive in the UAE.



Renew Expired Employment Visa



* Renewed Entry Permit is valid for 2 months from the date of issue and will be sent to the customer either through Courier or can be picked up over the counter as requested while submitting the request.



Required Documents to upload

- Employment Visa Entry Permit (EVEP) electronic copy.
- Company's Request Letter for renewal.



Fee

- Normal: AED 490
- Urgent: AED 650
- GDRFA Application Fee: AED 50



Service Time Delivery

- 2 Days (Depend on Nationality and GDRFA)



How to Apply Online

