

## EMPLOYMENT PERMIT TO ABU DHABI MAINLAND PROCESS MAP

### STEP 10: ISSUANCE OF EMIRATED ID CARD

The Emirates ID card must be collected from an Emirates Post Office - the PO Box number will have been detailed on the application form  
 Processing time: 3 – 4 weeks

### STEP 9: LABOUR CARD APPLICATION

After the residence visa endorsement is stamped a labour card/employment card for the applicant should be applied for from the MOHRE. The applicant will receive a digital copy of the labour contract and labour card.  
 Processing time: 1-3 days

### STEP 8: RESIDENCE VISA ENDROSEMENT

The passport of the main applicant must be submitted to the Immigration authorities, along with the original medical and biometrics results and barcoded receipt from the E-Channels portal, for the residence visa endorsement to be stamped on the employment visa

### STEP 7: MEDICAL AND BIOMETRICS

Once the assignee enters UAE the medical examination and biometrics should be completed within 30 days of arrival. The registration forms must be typed and printed at an authorized Typing Centre.  
 Processing time: 1-2 days

### STEP 6: ENTRY TO UAE

The applicant may enter the UAE and should carry a copy of the printed e-visa. The applicant can begin working immediately.

### STEP 1: INITIATION

Client initiates the case with FGI. FGI reviews the documents and sends the document checklist to client.

### STEP 2: QUOTA APPLICATION

Once all the documents are received, a quota application must be made to the Ministry of Human Resources & Emiratization (MOHRE).  
 Processing time: 1-4 days

### STEP 3: MINISTRY OF LABOUR OFFER LETTER

Once the quota has been approved, the application must be made to the Ministry for an offer letter. Once received, the offer letter should be printed, signed and stamped and submitted back to the MOHRE for work permit approval.  
 Processing time: 3 days to 1 week

### STEP 4: WORK PERMIT AND PAY GUARANTEE

The UAE employer must provide the payment for the work permit, along with a bank guarantee. The applicant will then be issued with a work permit (MB) number.

### STEP 5: EMPLOYMENT E-VISA APPLICATION

Once the applicant has been issued with a work permit number, an online application must be made via the General Directorate of Residency and Foreigners Affairs (eDNRD) online portal.  
 Processing time: 1-7 days

