

EMPLOYMENT PERMIT TO DUBAI MAINLAND PROCESS MAP

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 Ministry of Human Resources & Emiratization (MOHRE) for work permit approval.
Processing time: 3 days to 1 week

STEP 4: WORK PERMIT AND PAY GUARANTEE

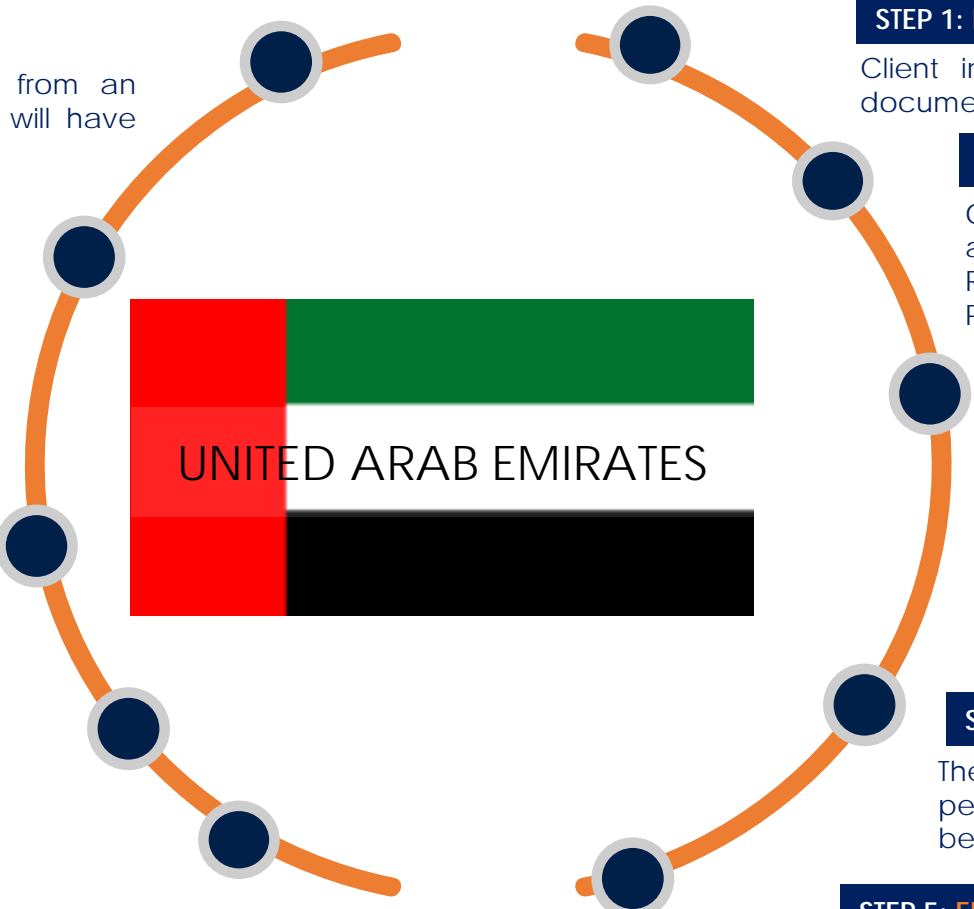
The UAE employer must provide the payment for the work permit, along with a bank guarantee. The applicant will then be issued with a work permit (MB) number.

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

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 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: RESIDENCE VISA ENDROSEMENT

After the medical and biometrics results have been collected, the applicant must submit payment online via the eDNRD portal for the residence visa endorsement and passport is submitted for endorsement. The passport with the residence visa endorsement can be collected by an authorized company representative.

STEP 8: LABOUR CARD APPLICATION

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.

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