Government of Ras Al Khaimah
RAK Investment Authority

RAK INVESTMENT AUTHORITY
NEW EMPLOYMENT VISA CHECKLIST FOR EMPLOYEES

STEP 1: OBTAINING AN ENTRY PERMIT

REQUIRED DOCUMENTS

1. Online visa application form duly filled out and signed by the company's authorised signatory with company stamp
2. Two passport copies of the applicant (passport must be valid for at least 6 months)
3. Two recent passport-sized, colour photographs with white background
4. Valid trade license copy
5. Copy of the Offer/Appointment Letter
6. Two copies of attested qualification certificate, which should match the position applied for and in line with the activity of the company (must be translated in Arabic language by legal translators)
   - In case the visa is for a labour, the copy of the lease deed for the labour accommodation is required instead of the qualification certificate.
   - In case the visa is for a driver, the copy of the UAE driving licence and the vehicle registration card in the name of the company is required instead of the qualification certificate.
7. Copy of a valid lease deed for facility at RAKIA
   - The first page should contain the company details, including the office location and office size.
   - In case the company has more than one facility, copies of the lease deeds of the facilities should be attached.

REQUIRED FEES FOR A TWO-YEAR VISA (AED)	NORMAL	URGENT (ENTRY PERMIT)
Full Employment Package including Entry Permit, Medical Test, Emirates ID Application (2 years), Visa Stamping (2 years), ID card (2 years), and attested employment contract	2,900	3,400

A refundable deposit should be maintained based on visa eligibility.

APPROXIMATE TIME FRAME (WORKING DAYS)	NORMAL	URGENT
Entry Permit	8	5

HOW TO APPLY FOR AN ENTRY PERMIT

1. Fill out the online visa application at www.rakia.ae/e-services and print the form.
2. Submit the application to RAKIA along with the required documents and payment.
3. The application will be processed by RAKIA and will be sent to RAK Immigration.
4. The application will be processed by RAK Immigration and the Entry Permit will be issued and handed over to RAKIA.
5. RAKIA will receive the Entry Permit and will contact the client for collection.
6. The company should collect the Entry Permit and utilise it within 60 days from the date of issue.

GENERAL NOTES

- In order to apply for any service from the Government Services Department, the company's trade licence should be valid for at least 30 days.
- Information provided in this document is subject to change without notice. RAK Immigration Authority reserves the right to request additional documents.
- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at www.rakia.ae/e-services.
- Process related to visas can experience unexpected delays due to non-issued/expired Immigration file numbers; when the applicant has been previously issued with several Unified Identity (UID) numbers and compiling of the IDs is required; and/or when the Immigration needs to inspect the company's premises. Above all, process can be delayed for attaining security approval as they are controlled by the UAE Immigration Authority.

STEP 2: VISA STATUS CHANGE (UTILISING ENTRY PERMIT WITHOUT EXITING THE UAE, IF APPLICABLE)

REQUIRED DOCUMENTS

1. Copy of the online visa application form submitted for Entry Permit and signed by the company's authorised signatory with company stamp
2. Original passport of the applicant (must be valid for at least 6 months)
3. Original unutilised and unexpired Entry Permit
4. Copy of the Visa Cancellation in case the applicant has cancelled his/her previous employment visa or copy of the Visit Visa in case the applicant is in the UAE on a Visit Visa

REQUIRED FEES (AED)	NORMAL	URGENT	ROYAL
Visa Status Change	850	1,350	1,850

APPROXIMATE TIME FRAME (WORKING DAYS)	NORMAL	URGENT	ROYAL
Visa Status Change	5	2	1

HOW TO APPLY FOR VISA STATUS CHANGE

1. Submit the printed copy to RAKIA along with required documents and payment.
2. The application will be processed by RAKIA and it will be sent to RAK Immigration.
3. The application will be processed by RAK Immigration. Afterwards, the original passport and Entry Permit with Status Change stamp will be handed over to RAKIA.
4. RAKIA will receive the original documents and will contact the company for collection/ Medical test/ Emirates ID.
5. Complete the process of medical test and Emirates ID application, then proceed to visa stamping.

GENERAL NOTES

- In order to apply for any service from the Government Services Department, the company's trade licence should be valid for at least 30 days.
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- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at www.rakia.ae/e-services.

STEP 3: MEDICAL AND EMIRATES ID

REQUIRED DOCUMENTS

1. Original passport of the applicant (must be valid for at least 6 months).
2. Original Entry Permit of the applicant.
3. Two recent passport-sized photos, in color with white background
4. The original/copy of the previous Emirates ID card should be submitted (if available).

APPROXIMATE TIME FRAME (WORKING DAYS)	NORMAL	URGENT
Typing Services - Medical and Emirates ID applications	3	N/A

*Additional AED 500 in case medical examination was carried by RAKIA
*Additional AED 250 in case of an urgent medical examination processing

HOW TO APPLY FOR MEDICAL AND EMIRATES ID

1. Submit required documents to RAKIA Government Services desk
2. RAKIA will arrange medical test & Emirates ID typing and will contact the company to collect the application
3. Client to submit medical results, along with required documents, for visa stamping

GENERAL NOTES

- In order to apply for any services from the Government Services Department, the company's trade licence should be valid for at least 30 days.
- Information provided in this document is subject to change without notice. RAK Immigration Authority reserves the right to request for additional documents or proof that the business is operational.
- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at www.rakia.ae/e-services.

STEP 4: VISA STAMPING

REQUIRED DOCUMENTS

1. Copy of the online visa application submitted for Entry Permit signed by the company's authorised signatory with company stamp
2. Original passport of the applicant (must be valid for at least 6 months)
3. Original utilised Entry Permit of the applicant
4. Two recent passport-sized, colour photographs with white background
5. Valid trade license copy
6. Original medical report that is valid and issued by a government hospital in the UAE (applicable in case the medical examination was carried out by the client directly)
7. Copy of the Emirates ID application
8. Accommodation: Copy of the attested Tenancy Contract / Property Ownership Certificate (acceptance of non-attested tenancy contract is subject to the approval of the Immigration)
9. One set of the original Employment Contract (template provided by RAKIA) attested by the employer and the employee (signature of both parties should be on all the pages)

ADDITIONAL FEES REQUIRED TO UPGRADE EMPLOYMENT PACKAGE	URGENT	ROYAL
Visa Stamping	500	1,000

APPROXIMATE TIME FRAME (WORKING DAYS)	NORMAL	URGENT	ROYAL
Visa Stamping (process starts after the receipt of medical report)	8	4	2

HOW TO APPLY FOR VISA STAMPING

1. Print the copy of the online Employment/Entry Permit application.
2. Submit the printed copy to RAKIA along with required documents.
3. The application will be processed by RAK Immigration and the original passport will be handed over to RAKIA.
4. RAKIA will contact the client for collection of passport/ID card and attested Employment Contract.

GENERAL NOTES

- In order to apply for any service from the Government Services Department, the company's trade licence should be valid for at least 30 days.
- Information provided in this document is subject to change without notice. RAK Immigration Authority reserves the right to request additional documents.
- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at www.rakia.ae/e-services.