

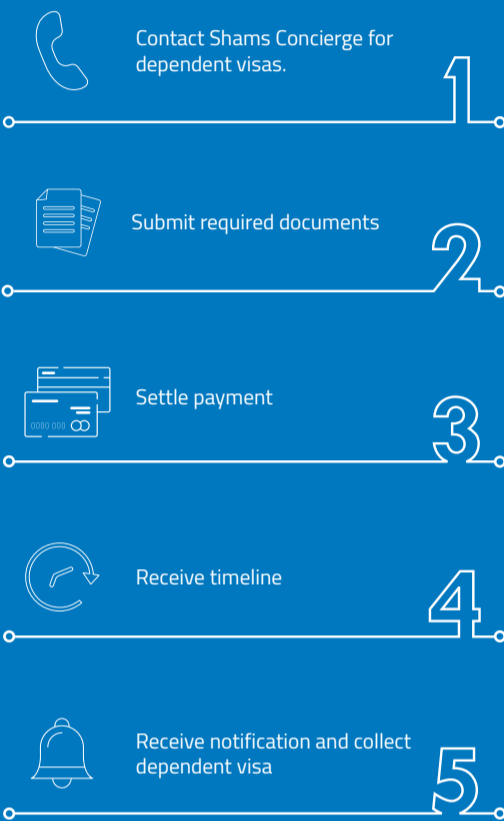


Definition

For sponsors to be able to apply for residence visas for spouse and/or children, proof of relationship and ability to house and finance dependents are required. The sponsor must be holding an Investor, Partner, Manager or at least a Marketing or Sales Executive designation on his visa and must be earning at least AED 5,000 basic salary. Requirements vary depending on the sponsor's current marital status. The sponsor must be inside the country while the dependent visas are under process.



Process



Entry Visa

Upon submission of all the requirements, concierge services will review and submit the documents to the immigration department for entry visa processing. The client will be contacted for additional requirements or procedures if needed.

Change of Status

A change of status or status amendment must be done to officially transfer the dependent's in-country status under the client's sponsorship. This can be done in different ways.

1. Inside the UAE – The dependent's passport has to be submitted to the typing center to change the status inside the country.
2. Entry to the UAE – The dependent has to come to the UAE using the issued entry visa.
3. Border Run – This is only applicable to nationals of the 51 countries who have been granted visa-on-arrival. This is the process of going out of the UAE via a land border (usually Hatta, Oman) and coming back to the UAE with the issued entry visa.

Medical

Any dependent 17 years old and above are required to obtain a medical certificate.

Residence Visa

This is the final step of the residency process. The dependent's passport along with the entry visa with change of status, passport size photos, Emirates ID application form and medical result will be submitted to the immigration. The visa will then be permanently attached to the passport.



Timeline

- Salary Certificate – 2 business days (applicable only to Employees)
- Entry Visa – 4 business days
- Change of Status – 2 business days
- Residence visa – 3 business days



Fees

- Dependent Visa - AED 3,330
 - Change of Status - AED 950 (applicable only if dependent is inside the country)
 - Refundable Deposit - AED 3,030 (applicable only for Investors and Partners)
 - Salary Certificate - AED 210 (applicable only to Employees)
- Residence Visa Stamping included in Visa Cost



Documents Required

▪ Main Requirements

Sponsor

- o Duly filled Dependent Visa Application Form.
- o Salary Certificate from the Free Zone (not required for Investors and Partners)
- o Passport Copy with valid UAE residence visa.
- o Original Emirates ID
- o Most recent utility bill (DEWA/ SEWA).
- o Sponsor's original registered Title Deed or Tenancy Contract Attested by EJARI/Sharjah Municipality.

Dependent Outside the Country

- o Passport copy with at least 6-month validity.
- o 8 passport size photos

Dependents - Inside the Country

- o Original passport with at least 6-month validity
- o 8 passport size photos
- o One of the following:
 - Copy of tourist visa with entry stamp.
 - Copy of visit visa with entry stamp.
 - Recent entry stamp into the UAE (for nationals of 51 countries who are granted visa-on-arrival).
 - Cancellation paper and copy of Emirates ID (if from a recently cancelled visa)

Supporting Documents

o Married sponsoring spouse and children

- Marriage Certificate (Legally Attested and Translated in Arabic)
- Children's Birth Certificates (Legally Attested and Translated in Arabic)

o Married sponsoring children only

- Marriage Certificate (Legally Attested and Translated in Arabic)
- Spouse's passport and UAE residence visa copies
- Children's Birth Certificates (Legally Attested and Translated in Arabic)

o Married sponsoring spouse only

- Marriage Certificate (Legally Attested and Translated in Arabic)

o Widow/er sponsoring children

- Spouse's Death Certificate (Legally Attested and Translated in Arabic)
- Children's Birth Certificate (Legally Attested and Translated in Arabic)

o Divorced sponsoring children

- Divorce documents showing children's custody. If the document does not stipulate the custody, an NOC from the co-parent is needed. (Legally Attested and Translated in Arabic)
- Co-parent's passport copy
- Children's Birth Certificate (Legally Attested and Translated in Arabic)