



## Definition

For sponsors to be able to hire and apply for maid visas, the sponsor must be holding an Investor, Partner, or Manager designation on his visa and must be earning at least AED 10,000 basic salary. Proof of employment and ability to house and finance maids are required. Minimum of 2-Bedroom house is still mandatory.

The sponsor must be inside the country while the maid visas are under process.



## Process



Contact Shams Concierge for maid sponsorship.

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and collect visa

5.



## 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

- Salary Certificate - AED 210
- Immigration Fee- AED 5,000
- Refundable Deposit - AED 2,000
- Maid Visa - AED 9,285
- Change of Status - AED 950

Residence Visa Stamping is included in the Visa Fee



## Documents Required

### Sponsors

- Duly filled Maid Visa Application Form.
- Salary Certificate from the Free Zone. (Not required from Investors/Partners)
- Passport Copy with valid UAE residence visa.
- Original Emirates ID
- Wife's and or Children's passport and UAE residence visa copies.
- 3-month bank statement with official bank stamp.
- Marriage Certificate (MOFA attested and legally translated to Arabic)
- Most recent utility bill (DEWA/ SEWA).
- Sponsor's original registered Title Deed or Tenancy Contract (EJARI/Sharjah Municipality) showing at least 2-bedroom home.

### ▪ Maid Outside the County

- Passport copy with at least 6-month validity.
- 8 passport size photos with white background
- Medical report from home country attested by UAE Embassy (for Sri Lankan, Ethiopians, and Indonesians)

### ▪ Maid Inside the County

- Original passport with at least 6-month validity
- 8 passport size photos with white background
- 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)