

RESIDENCE VISA – AMEND



Definition

If certain aspects of the Residence Visa are to be changed, such as the designation of the holder of the visa, the Residence Visa has to be amended to record the new details.



Process



Contact Shams to amend
Residence Visa

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and
collect original passport
with amended Residence
Visa Stamp

5.



Timeline

- 3 to 5 business days



Fees

- AED 615



Documents Required

- Request Letter to Amend Residence Visa
- Original passport
- Degree (if applicable)
- Four passport size photos

Document Specifications

Passport Photo

- White background
- Teeth should not be visible
- Light coloured shirts not allowed
- Jewellery and eyeglasses not allowed
- No handwritten marks allowed on the photos