

# RESIDENCE VISA – TRANSFER



## Definition

A holder of a Residence Visa may transfer his/her visa to another employer within Shams.



## Process



Contact Shams to transfer Residence Visa

1.



Submit required documents 'Group A'

2.



Settle payment

3.



Receive timeline

4.



Receive approval and stamping notification

5.



Submit required documents 'Group B'

6.



Receive timeline

7.



Receive notification and collect original passport with transferred Residence Visa Stamp

8.



## Timeline

- 3 to 12 business days



## Fees

- AED 2,515 (employer)
- AED 2,765 (investor/partner)



## Documents Required

- Group A:
  - > Passport copy
  - > Residence Visa Stamp copy
  - > Emirates ID copy (front and back)
  - > Eight passport size photos
  - > Employment Contract
  - > NOC to Transfer from Current Employer
  - > Request Letter to Transfer from New Employer
  - > Degree copy (if applicable)
- Group B:
  - > Original passport with Residence Visa Stamp
  - > Original Medical Report
  - > Emirates ID Registration Form
  - > Insurance Card/Certificate

## 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