

RESIDENCY STAMPING



Definition

A permit issued to non-citizens/expats allowing them to reside in the UAE. A Residence Visa Stamp is applied on the holder's passport. The stamp depicts information such as the sponsor's details, date of issue and expiry date.



Process



Contact Shams to issue new Residence Visa

1.



Submit required documents

2.



Receive timeline

3.



Receive notification and collect original passport with Residence Visa Stamp

4.



Timeline

- 3 to 5 business days



Fees

- AED 0 (Included in Visa Cost)



Documents Required

- Original passport
- Original Employment Visa with Change of Status Stamp
- Original Medical Report
- Emirates ID Registration Form
- Four passport size photos
- Insurance Card/Certificate copy
- Three sets of original Employment Contracts with company stamp (signed by both employer and employee)

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