

APPLICATION GUIDELINE

DEPENDENT VISA SERVICES – REQUEST FOR WIFE RESIDENCE VISA

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Introduction

A DMCC licensed company is eligible to apply for UAE residence permits for their sponsored employees and shareholders' dependents such as wife, children, parent(s), parents-in-law, housemaid(s) and driver through DMCC, which will be subject to Dubai's Federal Authority For Identity and Citizenship (FAIC) rules and regulations.

The dependent application will be processed as per one of the following three cases:

1. The first case applies if the dependent is outside UAE and will enter the UAE using the dependent entry permit.
2. The second case applies if the dependent is inside the UAE on a cancelled employment visa or on a Visit Visa where he / she remains inside UAE and change the status to residence permit.
3. The third case applies if the dependent is inside the UAE on Transit Visa or on Arrival Visa for GCC Residents where they must exit and re-enter on dependent entry permit.

Service to Select on Portal

Once you log on to the portal, you will see 'Employee Services' on the right hand tabs on the portal homepage. Click on the Employee Services and then click on 'Apply for new' in the dropdown menu under 'Dependent Residence Permits (visa)'.

Important Notes

- Sponsors who have an open file in FAIC are required to upload a copy of the receipt; otherwise DMCC will open the file on behalf of the sponsor for an additional charge.
- A minimum salary of AED 4,000 with accommodation is required.
- Sponsor's original Emirates ID is required.
- Sponsor's IBAN number is required.
- Health Insurance is mandatory.
- A coloured copy of the attested Marriage Certificate (Attestation must be from UAE the Embassy in home country and the Ministry of Foreign Affairs in UAE).

- If the husband and wife have different nationalities, then, an Affidavit / NOC of marriage from consulate / Embassy of the husband may be required.
- If the sponsor holds designations such as follow-up clerk, archives clerk, insurance clerk, sales, sales representative, sales executive, admin, admin assistant etc., then, three months bank statement is required.
- Wife's passport should be valid for at least 6 months.
- Sponsor's passport and residence visa should be valid for at least 6 months.
- The sponsor's job should not be workers or any job equivalent to housemaids in order to be eligible for the sponsorship.
- Medical from home country will be required for Wife from Ethiopia, Indonesia and Sri Lanka before applying for the visa.
- A dependent entry permit is valid for 60 days.
- If the dependent fails the medical test, she will not be allowed to remain in the UAE.

1. New Residence Visa for Wife outside the Country

Steps

Step 1: Complete the application form to apply for 'Employee Services - Visa Services – Dependent Residence Permits (visa) - Apply for new', selecting dependent type as 'Wife' on the DMCC portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming to visit DMCC Member Success counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit form.

Step 4: Receive a notification confirming the submission of the online application to FAIC.

Step 5: Receive a notification confirming the issuance of the entry permit.

Step 6: Electronic entry permit generated by FAIC will be uploaded on the main service request.

Step 7: Intimate the dependent's arrival on the portal application.

Step 8: Apply for Emirates ID in any approved typing centre and proceed with the medical test in the government approved hospital, clinic or centre.

Step 9: Submit the stage 2 required documents for residence visa stamping at DMCC Member Success counters.

Step 10: Receive a notification confirming the submission of the online application to FAIC.

Step 11: Receive a notification confirming the issuance of the residence visa permit.

Step 12: Original passport with stamped residence visa will be delivered by courier to the company.

Requirements

Stage 1 Requirements

Upload the following documents on the member portal in JPEG format in size: 1024 KB| Height: 1167 | Width: 850 to issue the entry permit. To adjust your document size, you may use the following online tool <https://ezgif.com/resize> and proceed with the payment.

Documents	Remarks
Wife's coloured passport copy	Passport should be valid for at least 6 months.
Wife's passport size photo – white background	Upload on the member portal in JPEG format in size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Sponsor's coloured passport copy with visa page	Passport and visa should be valid for at least 6 months.
Salary certificate (Arabic) / Share Certificate copy	Share certificate is required if the sponsor is a shareholder.
Attested coloured marriage certificate copy	Attestation from UAE Embassy in home country and Ministry of Foreign Affairs in UAE.
Sponsor's file receipt	If the sponsor has already an opened file in FAIC.
Ejari / Title Deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill (up to 3 months old).
Coloured copy of affidavit / NOC from husband's Consulate / Embassy	If the husband and wife are from different nationalities, then, upload it under notes and attachments.

Stage 2 Requirements

Submit the below documents at the DMCC Member Success counters for the residence visa stamping.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Two passport size photos for the wife	High quality and coloured.
<input type="checkbox"/>		Wife's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by a government approved hospital, clinic or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health Insurance Card	

Output

- Issuance of renewable residence visa valid for three years.

2. New Residence Visa for Wife inside the Country with Visa Amendment

Steps

Step 1: Complete the application form to apply for 'Employee Services - Visa Services – Dependent Residence Permits (visa) - Apply for New', selecting dependent type as 'Wife' on the DMCC portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming to visit DMCC Member Success counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit form.

Step 4: Receive a notification confirming the submission of the online application to FAIC.

Step 5: Receive a notification confirming the issuance of the entry permit.

Step 6: Electronic entry permit document generated by FAIC will be uploaded on the main service request.

Step 7: Receive a notification confirming to visit DMCC Member Success counters to submit the sponsor's original Emirates ID card for visa amendment.

Step 8: Receive a notification confirming the submission of the online application to FAIC.

Step 9: Receive a notification confirming the issuance of amendment, same will be uploaded on the main service request.

Step 10: Apply for Emirates ID in any approved typing centre and proceed with the medical test in the government approved hospital, clinic or centre.

Step 11: Submit the stage 2 required documents for residence visa stamping at DMCC Member Success counters.

Step 12: Receive a notification confirming the submission of the online application to FAIC.

Step 13: Receive a notification confirming the issuance of the residence visa permit.

Step 14: Original passport with stamped residence visa will be delivered by courier to the company's registered office within 24 hours.

Requirements

Stage 1 Requirements

Upload the following documents on the member portal in JPEG format in size: 1024 KB| Height: 1167 | Width: 850 to issue the entry permit. To adjust your document size, you may use the following online tool <https://ezgif.com/resize> and proceed with the payment.

Documents	Remarks
Wife's coloured passport copy	Passport should be valid for at least 6 months.
Wife's passport size photo – white background	Upload on the member portal in JPEG format in size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Sponsor's coloured passport copy with visa page	Passport and visa should be valid for at least 6 months.
Salary certificate (Arabic) / Share Certificate copy	Share certificate is required if the sponsor is a shareholder.
Attested coloured marriage certificate copy	Attestation from UAE Embassy in home country and Ministry of Foreign Affairs in UAE.
Sponsor file receipt	If the sponsor has already an opened file in FAIC.
Ejari / Title Deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill (up to 3 months old).
Coloured copy of affidavit / NOC from husband's Consulate / Embassy	If the husband and wife are from different nationalities, then, upload it under notes and attachments.

Stage 2 Requirements

Submit the below documents at DMCC Member Success counters for residence visa stamping.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Two passport size photos for the wife	High quality and coloured.
<input type="checkbox"/>		Wife's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by a government approved hospital, clinic or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health Insurance card	

Output

- Issuance of renewable residence visa valid for three years.

3. New Residence Visa for Wife inside the Country without Visa Amendment

Steps

Step 1: Complete the application form to apply for 'Employee Services - Visa Services – Dependent Residence Permits (visa) - Apply for New', selecting dependent type as 'Wife' on the DMCC portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming to visit DMCC Member Success counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit form.

Step 4: Receive a notification confirming the submission of the online application to FAIC.

Step 5: Receive a notification confirming the issuance of the electronic entry permit.

Step 6: Electronic entry permit and employment contract document generated by FAIC will be uploaded on the main service request.

Step 7: The dependent should exit the country and re-enter on new dependent's electronic entry permit.

Step 8: Apply for Emirates ID in any approved typing centre and proceed with the medical test in the government approved hospital, clinic or centre.

Step 9: Submit the stage 2 required documents for residence visa stamping at DMCC Member Success counters.

Step 10: Receive a notification confirming the submission of the online application to FAIC.

Step 11: Receive a notification confirming the issuance of the residence visa permit.

Step 12: Original passport with stamped residence visa will be delivered by courier to the company.

Requirements

Stage 1 Requirements

Upload the following documents on the member portal in JPEG format in size: 1024 KB| Height: 1167 | Width: 850 to issue the entry permit. To adjust your document size, you may use the following online tool <https://ezgif.com/resize> and proceed with the payment.

Documents	Remarks
Wife's coloured passport copy	Passport should be valid for at least 6 months.
Wife's passport size photo – white background	Upload on the member portal in JPEG format in size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Sponsor's coloured passport copy with visa page	Passport and visa should be valid for at least 6 months.
Salary certificate (Arabic) / Share Certificate copy	Share certificate is required if the sponsor is a shareholder.
Attested coloured marriage certificate copy	Attestation from UAE Embassy in home country and Ministry of Foreign Affairs in UAE.
Sponsor file receipt	If the sponsor has already an opened file in FAIC.
Ejari / Title Deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill (up to 3 months old).
Coloured copy of affidavit/NOC from husband's Consulate/Embassy	If the husband and wife are from different nationalities, then, upload it under notes and attachments.

Stage 2 Requirements

Submit the below documents at DMCC Member Success counters for residence visa stamping.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Two passport size photos for the wife	High quality and coloured.
<input type="checkbox"/>		Wife's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by a government approved hospital, clinic or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Sponsor's original Emirates ID	

Output

- Issuance of renewable residence visa valid for three years.

Further Information

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>
- Contact us at **600 54 DMCC (600 54 3622)** or **+971 4 4249600**.