



**Government of Ras Al Khaimah**  
**RAK Investment Authority**

RAK INVESTMENT AUTHORITY  
NEW EMPLOYMENT VISA CHECKLIST  
FOR INVESTORS/PARTNERS



# STEP 1: OBTAINING AN ENTRY PERMIT

## REQUIRED DOCUMENTS

1. Online visa application form duly filled out and signed by the company's authorised signatory with company stamp
2. Two passport copies of the applicant (passport must be valid for at least 6 months)
3. Two recent passport-sized, colour photographs with white background
4. Valid trade license copy
5. Copy of a valid lease deed of facility at RAKIA

## REQUIRED FEES FOR A THREE-YEAR VISA (AED)

	NORMAL	URGENT (ENTRY PERMIT)
1. Full Employment Package including Entry Permit, Medical Test and Emirates ID Application (3 years), Visa Stamping (3 years), and Investor Card (3 years)	4,550	5,550
2. Employment Package without Medical and Emirates ID	3,680	4,680

## APPROXIMATE TIME FRAME (WORKING DAYS)

	NORMAL	URGENT
Entry Permit	7	4

## HOW TO APPLY FOR AN ENTRY PERMIT

1. Fill out the online visa application at [www.rakia.ae/e-services](http://www.rakia.ae/e-services) and print it out.
2. Submit the application to RAKIA Government Services desk along with the required documents and payment.
3. The application will be processed by RAKIA and will be sent to RAK Immigration.
4. The application will be processed by RAK Immigration and the Entry Permit will be issued and handed over to RAKIA.
5. RAKIA will receive the Entry Permit and will contact the client for collection.
6. The company should collect the Entry Permit and utilise it within 60 days from the date of issue.

## GENERAL NOTES

- In order to apply for any service from the Government Services Department, the company's trade licence should be valid for at least 30 days.
- Information provided in this document is subject to change without notice. RAK Immigration Authority reserves the right to request additional documents.
- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at [www.rakia.ae/e-services](http://www.rakia.ae/e-services).
- Process related to visas can experience unexpected delays due to non-issued/expired Immigration file numbers; when the applicant has been previously issued with several Unified Identity (UID) numbers and compiling of the IDs is required; and/or when the Immigration needs to inspect the company's premises. Above all, process can be delayed for attaining security approval as they are controlled by the UAE Immigration Authority.
- The validity of the pre-approval is 6 months. It is highly recommended to apply for visa within 6 months to avoid re-applying for pre-approval.

## STEP 2: VISA STATUS CHANGE (UTILISING ENTRY PERMIT WITHOUT EXITING THE UAE, IF APPLICABLE)

### REQUIRED DOCUMENTS

1. Original passport of the applicant (must be valid for at least 6 months)
2. Original unutilised and unexpired Entry Permit
3. Copy of the Visa Cancellation in case the applicant has cancelled his/her previous employment visa or copy of the Visit Visa in case the applicant is in the UAE on a Visit Visa

### REQUIRED FEES (AED)

	NORMAL	URGENT	ROYAL
Visa Status Change	850	1,350	1,850

### APPROXIMATE TIME FRAME (WORKING DAYS)

	NORMAL	URGENT	ROYAL
Visa Status Change	4	2	1

### HOW TO APPLY FOR VISA STATUS CHANGE

- 1 Submit all required documents along with the payment to RAKIA Government Services desk.
- 2 The application will be processed by RAKIA and it will be sent to RAK Immigration.
- 3 The application will be processed by RAK Immigration. Afterwards, the original passport and Entry Permit with Status Change stamp will be handed over to RAKIA.
- 4 RAKIA will receive the original documents and will contact the company for collection/ Medical test.
- 5 Complete the process of medical test and Emirates ID application, then proceed to visa stamping.

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- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at [www.rakia.ae/e-services](http://www.rakia.ae/e-services).

# STEP 3: VISA STAMPING

## REQUIRED DOCUMENTS

1. Original passport of the applicant (must be valid for at least 6 months)   
In case the medical examination will be done through RAKIA, two sets of passport copy need to be submitted.
2. Original utilised Entry Permit of the applicant   
In case the medical examination will be done through RAKIA, two copies of Entry Permit are required.
3. Two recent passport-sized, colour photographs with white background   
In case the medical examination will be done through RAKIA, additional four passport-sized, colour photographs are required.
4. Valid trade license copy
5. Original medical report that is valid and issued by a government hospital in the UAE (applicable in case the medical examination was carried out by the client directly)
6. Copy of the Emirates ID application (applicable in case the medical examination and Emirates ID processing was carried out by the client directly)   
In case the Emirates ID processing was done through RAKIA, the original/copy of the previous Emirates ID card should be submitted (if available).
7. Accommodation: Copy of the attested Tenancy Contract / Hotel booking / Property Ownership Certificate (acceptance of non-attested tenancy contract is subject to the approval of the Immigration)
8. Copy of latest utility bills

## ADDITIONAL FEES REQUIRED TO UPGRADE EMPLOYMENT PACKAGE

	NORMAL	URGENT	ROYAL
1. Medical and Emirates ID PRO Service	500	750	N/A
2. Visa Stamping	N/A	1,000	1,500

## APPROXIMATE TIME FRAME (WORKING DAYS)

	NORMAL	URGENT	ROYAL
1. Collection of medical result (applicable only for PRO services)	4	2	N/A
2. Visa Stamping (process starts after the receipt of medical report)	7	4	2

## HOW TO APPLY FOR VISA STAMPING

1. Submit the printed copy to RAKIA Government Services desk along with required documents.
2. RAKIA will schedule and arrange the medical test and Emirates ID processing.
3. RAKIA will receive medical result, then will send the applicant's passport to RAK Immigration for visa stamping.
4. The application will be processed by RAK Immigration and the original passport will be handed over to RAKIA.
5. RAKIA will contact the client for collection of passport and ID Card.

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- For latest updates on visa rules, please refer to the Visa Rules & Regulations page at [www.rakia.ae/e-services](http://www.rakia.ae/e-services).