



GUIDE TO OBTAINING A UAE RESIDENCE VISA FOR DEPENDANTS

Ras Al Khaimah Free Trade Zone (RAK FTZ) offers a one-stop shop solution for all your visa requirements such as new applications, renewals, medical tests, Emirates ID issuance, and much more. Below is a simple, step-by-step guide designed to walk you through the process of applying for a UAE dependant residence visa or renewing their current visa.

1

COMPLETE AN ONLINE APPLICATION

Fill out an application form for a new dependant's visa, or renewal of their expiring visa online at www.rakftzeservices.com. Once the application is completed, print it out, sign it and email to visanotification@rakftz.com along with the required documents mentioned in the application or present it to any of our Government Services representatives.

2

PROCEED WITH PAYMENT

Once you have submitted the dependant visa request, you will receive an invoice. Proceed with payment. For your convenience, the payment can be completed in any of the following methods:

1. Cash at any of the RAK FTZ offices in Ras Al Khaimah, Dubai, or Abu Dhabi
2. Bank transfer to the account detailed on your invoice
3. Online, by following the customised link on your invoice

3

SIGN THE MINISTRY OF INTERIOR APPLICATION FORM

Once the payment has been received, you will be contacted by a Government Services representatives to inform you that a Ministry of Interior (MOI) application form is completed on your behalf. You will be requested to approach Government Services desk and sign the form.

4

COLLECT THE ENTRY PERMIT FOR DEPENDANT

This step is not required for visa renewal requests.

If you request for the issuance of a new dependant visa, you will be contacted once the entry permit is ready for your collection at any of the RAK FTZ offices. Entry permit is valid for 60 days.

Note: Once the entry permit has been utilised, applicants will not be permitted to exit the UAE unless the visa has been stamped or the permit has been cancelled.

5

APPLY FOR MEDICAL TEST AND EMIRATES ID

This step is only required for dependants above 18 years old.

Approach our RAK FTZ Government Services desk to apply for a medical test and issuance of Emirates ID. You will need the following documents:

- 6 recent passport-size photos with white background
- Original passport
- Original UAE entry permit (only if applying for new visa)
- Accommodation proof and utility bill

6

APPLY FOR VISA STAMPING

Once the medical test results and Emirates ID have been issued, you will be contacted by a Government Services representatives to inform you that a Ministry of Interior (MOI) application form is completed on your behalf. You will be requested to approach Government Services desk and sign the form.

7

COLLECT YOUR DEPENDANT'S PASSPORT

You will be contacted once the visa stamping for your dependant is completed. You can now collect the original passport from our Government Services desk.

Your dependant is now a resident of the United Arab Emirates.

Note: Residence visa becomes invalid if the bearer resides out of the UAE for more than 180 days