

HRP103

VISA AND APPOINTMENT PROCEDURES

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1. POLICY INTRODUCTION

National Ambulance provides employees with employment approval and visa administration which then allows other on-boarding processes to be initiated. This policy is related to Policies and Objectives

2. SCOPE

This procedure covers the processes involved with applying for and obtaining a visa for National Ambulance employees and relevant family members

3. ROLES AND RESPONSIBILITIES

HR are responsible for supplying the required documentation
Public Relations is responsible for the application processes.

4. RELEVANT LEGISLATION

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

Code, Name of Legislation	Jurisdiction
Code, Name of Legislation, Year here	Jurisdiction here

5. PROCESS

The following is a list of the duties that are performed by the Public Relations Officer /Public Relations Representative in conjunction with HR staff depending on whether the applicant/family member is:

- Outside the UAE
- On a residence visa
- On a visit visa

Outside the UAE:

A. Requirements:

Photo – passport size with white background
Coloured passport copy
Personal Details Form for Emirates ID

For a married employee package:

- Marriage certificate authenticated by home/relevant country and attested by UAE embassy in his home country or Ministry of Foreign Affairs
- Coloured passport copy of the eligible dependent/s
- Photo – passport size with white background of the eligible dependent

B. Procedures:

- Obtain PSG approval
- Apply and issue of entry permit

On Arrival to the UAE

- Arrange Emirates ID Application (typing centre)
- Arrange Medical/Health Insurance
- Arrange Medical Examination
- Arrange Residence Visa Stamping – on receipt of the EID Registration Receipt, Medical Insurance and Medical Exam Results
- Arrange Translation (Arabic) of the Home Country Driving License (for Clinicians only, or if applicable)

On a Residence Visa

A. Requirements:

- Photo – passport size with white background
- Coloured passport copy
- Coloured residence visa copy
- Coloured Emirates ID copy
- Residence visa cancellation receipt
- Personal Details Form for Emirates ID
- Insurance Continuity Certificate (where applicable)

For a married employee package:

- Marriage certificate authenticated by home/relevant country and attested by UAE embassy in his home country or Ministry of Foreign Affairs
- Coloured passport copy of the eligible dependent/s
- Photo – passport size with white background – of the eligible dependent/s
- Insurance Continuity Certificate (where applicable)

B. Procedures:

- **In case of visa transfer:**

Obtain PSG approval
Apply and issue entry/work permit
Arrange change status & obtain Immigration approval
Arrange Emirates ID Application (typing centre)
Arrange Medical/Health Insurance
Arrange Medical Examination
Arrange Residence Visa Stamping – on receipt of the EID Registration Receipt, Medical Insurance and Medical Exam Results
Arrange Translation (Arabic) of the Home Country Driving License (for Clinicians only, or if applicable)

- **In case of visa cancellation:**

Obtain PSG approval
Arrange change Status & obtain Immigration approval
Arrange Emirates ID Application (typing centre)
Arrange Medical/Health Insurance

Arrange Medical Examination
Arrange Residence Visa Stamping – on receipt of the EID Registration Receipt, Medical Insurance and Medical Exam Results
Arrange Translation (Arabic) of the Home Country Driving License (for Clinicians only, or if applicable)

On a visit visa:

A. Requirements:

Photo – passport size with white background
Coloured passport copy
Personal Details Form for Emirates ID

For a married employee package:

- Marriage certificate authenticated by home/relevant country and attested by UAE embassy in his home country or Ministry of Foreign Affairs.
- Coloured passport copy of the eligible dependent/s
- Photo – passport size with white background – of the eligible dependent/s

B. Procedures:

Obtain PSG approval
Apply and issue an entry/work permit
Arrange change status & obtain approval from Immigration
Arrange Emirates ID Application (typing centre)
Arrange Medical/Health Insurance
Arrange Medical Examination
Arrange Residence Visa Stamping – on receipt of the EID Registration Receipt, Medical Insurance and Medical Exam Results
Arrange Translation (Arabic) of the Home Country Driving License (for Clinicians only, or if applicable)

6. RELATED POLICIES AND FORMS

List related policies and procedures to the created/updated policy.

Policy & Procedure /Form

7. FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to qhse@nationalambulance.ae

8. DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- HR and Corporate Service Manager

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

Change Brief

Version No.	Date	Change
2	August 2013	New logo
3	February 2017	Due for Review, no changes
4	April 2019	due to review no changes
5	July 2021	<ul style="list-style-type: none">• Removal of the items that are no longer relevant, CICPA passes application, entry permit airport deposit, etc.• Rewording of the sentences/paragraphs• Changing of items format• Addition - Residence visa cancellation receipt & Insurance Continuity Certificate (where applicable) in item On Residence Visa – A. Requirements• Addition – Insurance Continuity Certificate in item On Residence Visa – A. Requirements• <i>Changes on item 5 – PRSM changed to Public Relations Officer /Public Relations Representative</i>

CEO Approval

Board Member Verification