

NYUAD Office of Human Resources:

IMMIGRATION SERVICES GUIDELINES

For NYUAD Employees, Assignees and Families

November 2019

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For NYUAD Employees, Assignees and Families

Welcome to NYUAD!

One of the most critical aspects of your onboarding and relocation to Abu Dhabi is the handling of your employment sponsorship. The UAE government mandates that individuals coming to reside in Abu Dhabi for employment purposes should be legally sponsored by their employer. * As an institution of higher education in the UAE, NYUAD is obligated to facilitate these processes and our team of professionals will inform and advise you about the necessary requirements and the part you will need to play. Our role is to actively serve on behalf of the university as liaison with the various government departments involved, to work closely with you to complete the sponsorship process for you and your family members, and to keep you informed throughout.

The attached materials are designed to aid your understanding of what is involved in accomplishing this for you. Some procedures will vary based on your country of citizenship or your visa sponsorship status at the time of hire (if you are hired from within the UAE). While a number of steps in the process require approvals by UAE government ministries and are therefore outside of our direct control, our goal is nonetheless to complete your NYUAD sponsorship as smoothly and expeditiously as possible. We encourage you to read through this entire guide, especially the *Summary of the Process* and the *FAQ's*.

Please feel free to reach out to us any time if you have questions.

Adeeb Alameri

Deputy CHRO - Talent, Immigration & Relocation Services and Project Management

NYUAD IMMIGRATION SERVICES TEAM			
Name	Title	Role/Contact Regarding	Contact Details
Adeeb Alameri	Deputy CHRO - Talent, Immigration & Relocation Services, and Project Management	Management of all immigration, Government and relocation services. Resolution of process and policy issues	aa7502@nyu.edu
Saif Alamoodi	<i>Manager, Immigration Services</i>	Background Check, work permit quotas, <i>Tawteen</i> process, and visit visas application, follow up with ministries and troubleshooting	sa186@nyu.edu
Abdul Kabeer	<i>Manager, Immigration Services - Operations</i>	Office administration; Managing applications and systems, day to day operations; contractors' management; inquiries and communication	abdul.kabeer@nyu.edu
Feras Al Nasser	<i>Senior PRO (Public Relations Officer)</i>	Documents submission to government offices; handling of medical test; systems update; records maintenance; general assistance.	feras.alnasser@nyu.edu
Narita Rajab	<i>Immigration Services Coordinator</i>	Administration of student Visas, new employment visas, communication and follow up; record keeping, and filing	nr2268@nyu.edu

* Or, if applicable, by a spouse or family member already employed in the UAE.

TABLE OF CONTENTS

TYPES OF UAE VISAS APPLICABLE TO NYUAD EMPLOYEES *Page 3*

SUMMARY OF THE RESIDENCE VISA PROCESS (SPONSORSHIP) FOR EMPLOYEES *Page 5*

SPONSORSHIP FOR YOUR FAMILY *Page 6*

DOCUMENTS REQUIRED FOR THE SPONSORSHIP PROCESS *Page 7*

UAE LEGAL RESTRICTIONS REGARDING RESIDENCE VISAS AND SPONSORSHIP *Page 8*

VISA CANCELLATION PROCESS AND REQUIREMENTS *Page 10*

GLOSSARY OF TERMS *Page 11*

FAQ'S *Page 12*

TYPES OF UAE VISAS APPLICABLE TO NYUAD EMPLOYEES

Below is a description of some types of visas that might be applicable for new joiners to enter, stay and work in Abu Dhabi, or for their families to visit:

#	Types of Entry Visas	Definition	Validity Period	Summary of Process	Applicable Circumstances
1	Visit Visa granted upon arrival	Entry visa granted for citizens of 60* countries upon their arrival at any UAE airport without pre-application	30 days from the date of first arrival, extendable for another 30 days for consecutive stay only; validity for maximum 60 days total.	Multiple entries. No paper work needed For extension, must apply by submitting passport at the Immigration office before expiry of 30 days.	Faculty members, affiliated visitors and their families visiting AD for 2 months or less.
			Citizens of EU countries, Brazil and South Korea will receive visa validity for 90 days from the date of first arrival, in 6 months.	Multiple entries. No paper work needed initially. Visit visa granted for 90 days' stay in the UAE is not extendable.	
2	Visit Visa - pre-arranged	Entry visa approved in advance of the entry, granted under sponsorship of NYUAD	30 days, extendable for another month	Single and Multiple entries. Advance paper- work needed.	Faculty and staff on initial visits who are not from one of the 60* countries which are granted visit visas upon arrival.
			90 days, not extendable		
3	Tourist Visa - pre-arranged	Entry visa approved in advance of the entry, granted under sponsorship of the travel partner of NYUAD (Nirvana Travel)	30 days, extendable for another month	Single entry Advance paper- work needed.	Accompanying family members of NYUAD faculty and staff, who are not from one of the 60* countries which are granted visit visas upon arrival.
			90 days, not extendable		
4	Mission Visa	Short term visa for stay in the UAE for work, approved in advance of the entry	90 days, not extendable	Single Entry. Advance paper-work needed. Not possible to switch to residence visa application from inside the UAE. Legalized degree/ diploma is required Cancellation required after the exit of the visa holder.	Employees and faculty hired for less than 3 months at NYUAD, with no travel plan during their term.
5	Residence Visa	Long term visa for stay in the UAE for work or residence purposes	2 years initially; then renewable every 2 years	Multiple entries. Advance paper-work needed. Medical test and finger printing required in the UAE after entry**. Legalized degree/ diploma required. Cannot stay outside UAE for longer than 180 consecutive days. Cancellation required prior to exit if the visa holder leaves permanently	Employees and faculty hired for longer than 7 weeks at NYUAD; also required for relocating families.

Visit Visas on arrival in the UAE

(A) Citizens of below listed countries or territories will get visit visas upon arrival in the UAE. This visa will be initially valid for 30 consecutive days' stay in the UAE, and extendable before expiry of 30 days one time for another 30 consecutive days (total 60 consecutive days from the date of entry). The visitor gets 10 days' grace period in addition to 30 days (total 40 days from the date of entry), to leave the UAE. There is no pre-documentation required for this kind of visa, only you should have your original passport(s) in hand while you are at Abu Dhabi Airport Immigration counter and complete the arrival form if asked. This visa is free of cost.

- Andorra • Argentina • Australia • Brunei • Canada • Chile • Hong Kong (China) • Ireland • Japan • Kazakhstan • Malaysia • Mauritius • Mexico • Monaco • Montenegro • New Zealand • People's Republic of China • Republic of El Salvador • Russian Federation • Saint Vincent and the Grenadines • San Marino • Singapore • Ukraine • United Kingdom • United States of America • Vatican

Our office will assist you in getting this visa extended, once, if required, and if you are visiting Abu Dhabi for NYUAD related business. Please check with our office (Immigration Services inside HR, N201, level 2, C2) 1-2 weeks before of the expiry of 30 days along with your passport(s). During the initial 30 days if you exit UAE, and come back, it is not necessary you will get a fresh visa with validity as mentioned above, but you may get only the remaining days from the 30 days which is calculated from the date of your first arrival. We recommend, you enter through arrival passport control (not e-gate) and enquire the Immigration officer about your remaining days. If you could not do this or didn't get a satisfactory answer from the officer, please feel free to bring your passport to our office (N201, C2) after arrival and we'll enquire the details for you.

(B) If you are a passport holder of the below country or territory, your passport will be stamped with a multiple entry 90-days visit visa that's valid for 6 months from the date of issue, and for a stay of 90 days in total.

- Austria • Belgium • Brazil • Bulgaria • Croatia • Cyprus • Czech Republic • Denmark • Estonia • Finland • France • Germany • Greece • Hungary • Iceland • Italy • Latvia • Liechtenstein • Lithuania • Luxembourg • Malta • Netherlands • Norway • Poland • Portugal • Romania • Seychelles • Slovakia • Slovenia • South Korea • Spain • Sweden • Switzerland • Uruguay

Citizens of the European countries listed above are also entitled to apply for a paid pre-arranged visit visa if the 'on arrival 90-days visa' has been fully utilized, or if they wish to use the pre-arranged visa.

(C) Holders of British overseas passports issued in Hong Kong or China can obtain a visa on arrival at Abu Dhabi Airport.

Citizen of Bahrain, Kuwait, Oman and KSA can also enter the UAE without a visa. The residence permits holders the above four countries will need to apply for a UAE visa before arriving in the UAE.

Indian nationals holding a normal passport valid for a minimum of six months from the arrival date, and a visit visa or green card issued by the USA which is valid for a minimum of six months, can obtain a visa on arrival for a maximum stay of 14 days for a charge of AED120 (subject to change). They can apply to extend their stay for an additional 14 days for AED250 (subject to change).

**** Citizens of Sri Lanka, Egypt, India, Kenya, Bangladesh, Indonesia, Lebanon, Nigeria, Senegal and Tunisia are required to have a medical test and employment entry permit stamped by UAE embassy in those countries prior to entering the UAE. Medical test will be redone by UAE government after arrival as well.**

Important Notes:

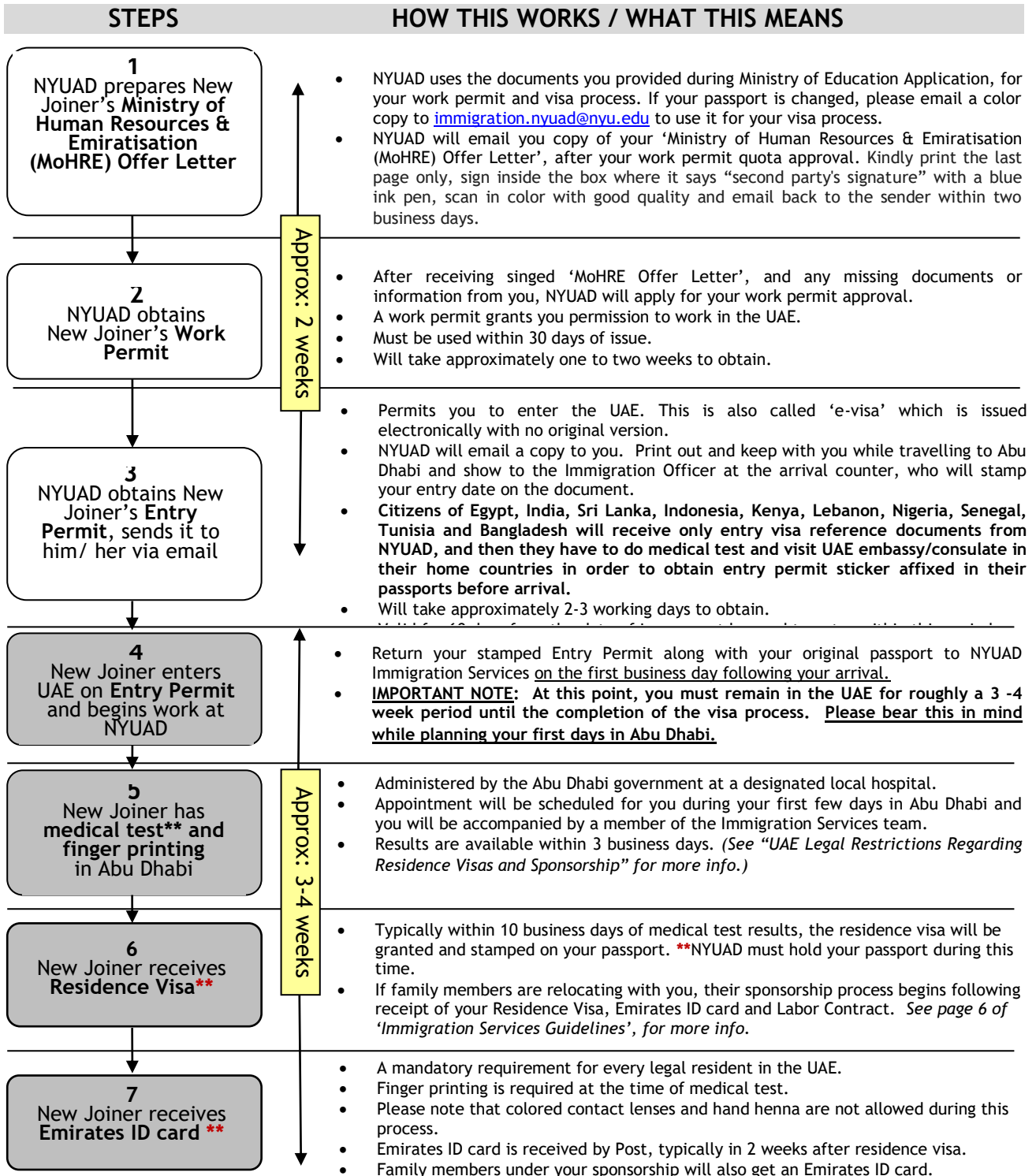
UAE residence visa gets invalidated automatically if the visa holder stays out of the UAE more than 180 consecutive days from the date of last UAE exit. He/she cannot re-enter UAE until the visa is cancelled manually by NYUAD Immigration Services, and obtain a new entry permit.

Please keep copies of passport(s) and/or entry visa(s) for you and/or family with you always until you get your residence visa(s) and Emirates ID card(s) after arrival, in order to produce it when required in the UAE, especially during emergency.

If you renew your passport, it's optional to transfer your UAE residence visa into your new passport. Please keep both passports (new and old with UAE visa) attached together, when travelling in and out of the UAE. For transferring visa into new passport, please contact immigration.nyuad@nyu.edu

SUMMARY OF THE RESIDENCE VISA PROCESS (SPONSORSHIP) FOR EMPLOYEES

Steps in the clear boxes take place prior to your arrival in Abu Dhabi; steps in gray take place post-arrival.



Total timeframe for obtaining residence visa: 5 weeks
Approx. 2 weeks prior to entering the UAE + Approx. 3 weeks after arriving in Abu Dhabi

** Citizens of Egypt, India, Sri Lanka, Indonesia, Kenya, Bangladesh, Lebanon, Nigeria, Senegal and Tunisia are required to have a medical test and entry visa stamping prior and after entering the UAE

SPONSORSHIP FOR YOUR FAMILY

If you have family members relocating with you permanently to Abu Dhabi, the NYUAD Immigration Services office will assist you in obtaining residence visas for them. Your spouse and children are eligible for sponsorship as your dependents. Male biological children can be sponsored up to 18 years only and females at any age until they get married. (See page 8 of 'Immigration Services Guidelines' for more info.)

Sponsorship of a step-child by a step-father is granted upon the sole discretion of the Immigration Officer in Abu Dhabi on a case-to-case basis and is not guaranteed. A male step-child can be sponsored up to 18 years only and a female at any age until she gets married. If the biological father of the step-child has a residence visa in the UAE, then he should sponsor the child. As per UAE law, sponsorship of your family can be done only after your arrival, after completing your own residence visa process, and receiving your Emirates ID card; it cannot be carried out in advance of your relocation.

If your dependents are citizens of any of the 60 countries mentioned on page 4 of 'Immigration Services Guidelines': they are able to accompany you because they will get visit visas on arrival at the UAE airport. We will complete their residence visas in the UAE as soon as possible before the expiration of their visit visas.

Dependents who are citizens of countries other than the 60 mentioned on page 4 of 'Immigration Services Guidelines': will either need 1) to get pre-arranged tourist visas through Nirvana Travel, NYUAD travel partner, or 2) wait until NYUAD completes your residence visa process before your dependents enter the UAE on their own entry permits. No matter which option you choose, NYUAD will assist you.

The typical process for family sponsorship is as follows (based on family entering with you on visit visas):

STEP	HOW THIS WORKS / WHAT THIS MEANS
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center;">1 Gets dependents' documents legalized</p> </div>	<ul style="list-style-type: none"> Similar to the process the employee followed for security clearance. For queries and assistance, please contact (immigration.nyuad@nyu.edu). It is highly recommended to complete this process before your relocation.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center;">2 NYUAD obtains dependents' Entry Permits</p> </div>	<ul style="list-style-type: none"> Will take approximately 2 weeks to obtain after receipt of all documents. Note that you may require attending yourself at Abu Dhabi Immigration Department in order to submit family's visa applications. Valid for 60 days from the date of issue, either to enter UAE, or to obtain a Visa Position Amendment if already in the UAE on visit visas. IMPORTANT NOTE: At this point, dependents must remain in the UAE for roughly a 3-week period until the completion of the visa process.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center;">3 Spouse has medical test and finger printing in Abu Dhabi</p> </div>	<ul style="list-style-type: none"> Only for spouse and children 18 years or older. Administered by the Abu Dhabi government at a designated local hospital. Appointment will be scheduled for you during your first few days in Abu Dhabi and you will be accompanied by a member of the Immigration Services team. Results are available within 2 business days. (See "UAE Legal Restrictions Regarding Residence Visas and Sponsorship" for more info.)
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center;">4 Spouse/Dependents receive their Residence Visas**</p> </div>	<ul style="list-style-type: none"> Typically within 7 business days of medical test results, the residence visa will be granted and stamped on your passport. **NYUAD must hold dependents' passports during this time. Dependents do not receive labour cards, since they are not employees.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center;">5 Spouse/Dependents receive Emirates ID cards**</p> </div>	<ul style="list-style-type: none"> A mandatory requirement for every legal resident in the UAE. Finger printing is required at the time of medical test for spouse and children 15 years or older. Please note that colored contact lenses and hand henna are not allowed during this process.

Total timeframe for obtaining family residence visas varies, but typically is: 5-6 weeks from entry into the UAE

DOCUMENTS REQUIRED FOR THE SPONSORSHIP PROCESS

No	Types of Document
1	Your passport valid more than 7 months at the time of your arrival in the UAE with at least 2 empty visa pages; also a color scanned copy of your passport, which we store electronically to use throughout the process when the original is not required. Original passport is required only after arriving in Abu Dhabi.
2	A jpeg passport-sized (4.5x3.5cm) photo on a white background (no exceptions are permitted by UAE ministries).
3	Original legalized version of your highest academic credential which was collected from you as a part of your Ministry of Education Application.
4	For your accompanying spouse: Original legalized version of your marriage certificate along with #1 and #2 above for spouse.
5	For accompanying children: Original legalized version of child's birth certificate along with #1 and #2 above for each accompanying child. No Objection Certificate (NOC) from child's biological father if the whole family is not sponsored by a female employee.
6	Health insurance card (issued by NYUAD once you arrive in Abu Dhabi)
7	Tenancy contract for your place of residence in Abu Dhabi with Municipality Attestation which is called ' <i>Tawtheeq</i> ' and Water & Electricity bill or receipt of registration with ADDC (Abu Dhabi Distribution Company). This is required for residence visas of spouse and/or dependents after arrival in the UAE. A tenancy contract from other emirates of the UAE will not be accepted.
8	Last three months' bank statement from your UAE bank for family visa, if the sponsor is a female employee only.
9	Medical test from home country, applicable for citizens of Egypt, India, Sri Lanka, Indonesia, Kenya, Bangladesh, Lebanon, Nigeria, Senegal and Tunisia only. See Page 8 of 'Immigration Services Guidelines' for further info. Family do not need medical test from abroad.

Legalization of Marriage, and Children's Birth Certificates:

Please be informed that as per the current UAE Immigration visa regulations, in order to apply for residence visas for your spouse, your marriage certificate and to apply for your children's residence visas, their birth records should be legalized by the UAE Embassy/mission in the country where these documents were issued. We have legal agents who helps our employees to complete this process as smoothly and expedite as possible. Please email color copies of the above listed documents to immigration.nyuad@nyu.edu, we'll review it and initiate the process on your behalf.

This is a pre-requisite, and should be initiated prior to relocating to Abu Dhabi, similar to legalization of your educational certificate which was done as a part of your Background Check process. For queries and assistance on the legalization process, please contact NYUAD Immigration Services at immigration.nyuad@nyu.edu

For step-children, the documents listed below are required to be legalized from the UAE Embassy in the country where these documents were issued.

- 1) A certificate from a court verifying that the mother is the legal custodian of her child.
- 2) A no objection letter from the biological father confirming that the child can travel and live in the UAE with the step-father and get a residence visa sponsored by the step-father.
- 3) Birth certificate of the child.

UAE LEGAL RESTRICTIONS REGARDING RESIDENCE VISAS AND SPONSORSHIP

PLEASE NOTE: As with all immigration related processes and procedures, these conditions are subject to change from time to time as per the UAE government.

There are a few types of conditions or circumstances for which the UAE government has some restrictions. Currently, UAE law includes the restrictions listed below, and we feel it is in your best interest to ensure that you are aware of them prior to accepting an offer of employment from NYUAD. An applicant or their dependents who come to the UAE under any of these circumstances will not qualify to be legal residents of the UAE. Should any of these conditions apply to you or your dependents relocating to Abu Dhabi, please contact the individuals mentioned at the end of the section immediately to discuss.

Ministry of Education Application

All those to be employed in designated sectors are required to be cleared through a UAE Ministry of Education Application process prior to receiving an offer. As a higher education institution, NYUAD falls within such designated sectors. Those to be employed in NYUAD must pass this clearance as part of the hiring process. Failure to pass Ministry of Education Application, disqualifies a person from being employed with NYUAD. If you have not received Ministry of Education Application, please contact your HR contact at NYUAD to ensure this is completed as soon as possible.

Health Status

As mentioned previously, a medical test is required as a part of the residence visa process for an employee, as well as for his/her relocating spouse and/or dependents age 18 or above. According to the Health Authority Abu Dhabi (HAAD), the test includes, physical examination, screening to detect pulmonary tuberculosis by chest x-ray and blood test for HIV/AIDS. For more information, please visit HAAD Website (<http://www.haad.ae/haad/tabid/1200/default.aspx>). A positive test result for HIV/AIDS, and Tuberculosis would bar someone from obtaining a residence visa in the UAE, and therefore would mean they would be ineligible for employment by NYUAD. **We recommend that you undergo similar medical tests prior to your acceptance of employment with NYUAD and prior to your departure for Abu Dhabi so that you can be optimally informed about your own health status and that of your spouse and/or eligible dependents.**

As per current UAE Immigration rules, citizens of Sri Lanka, India, Bangladesh, Egypt, Kenya, Indonesia, Lebanon, Nigeria, Senegal and Tunisia are required to undergo a medical test in their home countries prior to their relocation to the UAE. After obtaining the test result, it has to be attested by the UAE Embassy in the above countries and then get entry visa stamped in the passport. For Indian citizen the entry visa will be granted by the UAE embassy/consulates in New Delhi or Kerala. For further details on the medical test, and location of the medical facilities, please contact any of the following GAMCA (GCC Approved Medical Centers' Association) offices below. Similarly, you may follow the below link for list of medical centers in all GAMCA counties and booking appointments. (<http://gcchmc.org/Gcc/Home.aspx>)

<p>GAMCA - Colombo, Sri Lanka: No. 63/1, Ananda Rajakaruna Mawatha, Maradana, Colombo 10, Sri Lanka Tel: +94 11 5836053, Fax: +94 1 2679222 Email: gamcacolombo@sltnet.lk OR GAMCA - Kurunegala, Sri Lanka: No. 140, 1st Floor, Colombo Road, Kurunegala, Sri Lanka Tel: +94 37 2229737, Fax: +94 37 2230987 Email: gamcakurunegala@yahoo.com</p>	<p>GAMCA - Jakarta, Indonesia: J1 Tebet Timur IVF No. 11, Jakarta Selatan 12820, Indonesia, Tel: +62 21 8295397, Fax: +62 21 83783919 Email: gamca.indonesia@gmail.com</p> <p>GAMCA - Mumbai, India Dhanashri Building, 1st Floor, P. G. Solanki Marg (Ghass Galli), Near Minerva Theatre, Grant Road (E), Mumbai - 400007, India, Tel : +91-22-23000741 / 43 Email : gamca@gamcabom.com, Website : www.gamcamumbai.com</p>
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Health Insurance

If you elect NYUAD Health Insurance Coverage and you are either transferring from an Abu Dhabi or Al Ain visa or you are sponsored by a relative in the UAE, we would require a Continuity of Health Insurance Certificate from your previous health insurance provider in order to process your health insurance enrollment. If this is applicable to you, please obtain a certificate from your sponsor/employer and submit this to NYUAD prior to your start date. If you are unable to obtain this certificate, please notify the NYUAD Recruitment Manager before you accept our employment offer. If a lapse of insurance coverage occurs, you will be responsible for paying any fines associated with the break in insurance coverage. Failure to pay fines can result in not obtaining your NYUAD work permit in Abu Dhabi. To contest a fine, a grievance can be filed with the Health Authority of Abu Dhabi (HAAD).

Relationships Ineligible for Dependent Sponsorship

Under UAE law, a male employee who is a member of a heterosexual married couple can sponsor his spouse/dependents for the residence visa.

An employee, male or female, with an unmarried domestic partner of any sexual orientation will not be able to sponsor his/her partner. However, his/her partner may live and work in the UAE if they obtain their own employment through which they can be sponsored for a residence visa.

Similarly, a legal resident on an employment visa may sponsor biological children, females at any age until they get married, and males up to 18 years only. The sponsorship of legally adopted children is granted only at the sole discretion of the UAE government on a case-by-case basis and the approval process could take much longer than family sponsorship for biological children due to the internal procedures at the Ministry of Interior. *Please note: Step-children do not qualify for sponsorship unless one of their biological parents has a residence visa with NYUAD. (Please contact immigration.nyuad@nyu.edu for important instructions regarding supporting documentation).*

Israeli Passports

Currently, the UAE does not have diplomatic relations with the country of Israel and therefore does not recognize Israeli passports for the purposes of entry into the country. Citizens of other nations, who have traveled to Israel and therefore have Israeli stamps in their passports, will not be affected.

If you have questions or would like to discuss any of these matters further, please contact:

- **Adeeb Alameri**, Deputy CHRO - Talent, Immigration & Relocation Services and Project Management, aa7502@nyu.edu, +971 50 4422257

VISA CANCELLATION PROCESS AND REQUIREMENTS

Visa cancellation is a compulsory legal process required by the UAE Government to keep the employer's records updated and to avoid any future discrepancies that may lead to fines or penalties imposed by the government. It involves inactivating an employee's sponsorship file by the sponsor in both the Ministries of Human Resources and Immigration. Any holder of a UAE residence visa will need to get it cancelled prior to the end of their NYUAD employment whether they are departing due to a resignation, termination or contract expiration. Even employees on short term contracts or assignments of 6 months to one year, must have their visas cancelled prior to departing. If the employee him/herself is sponsoring family members, those sponsorships have to be cancelled first before the employee's visa is cancelled. Failure to have your visa cancelled prior to departure may mean that you will be barred from re-entering the UAE.

Documents Required for Visa Cancellation:

1. Original passport of the employee
2. Original Emirates ID card of the employee
3. Original passports of family and/or dependents, if you are sponsoring their visas
4. Payment of any traffic fines and penalties in the UAE*
5. Completing offboarding form and signing off visa cancellation application(s)

An employee must sign a dedicated form for visa cancellation prepared by the NYUAD Immigration Office for him/herself.

Process Time and Procedure:

Typically, the visa cancellation process requires around 3-5 working days. An employee's original passport will be required by the NYUAD Immigration Office during these days. Usually there is a grace period of 29 calendar days after visa cancellation, unless specified by the UAE Immigration Department, either to exit the UAE or to change status into a residence visa for another employer or sponsor.

Visa cancellation is applied and approved online. We'll cancel your electronic labor card first and then request for visa cancellation. A certificate of visa and labor card cancellation is issued to NYUAD upon completing both processes. This document sometimes has to be shown by the employee at the airport departure counter while exiting the country. The airport official will either retain the document or stamp it and return it to you. Employees are requested to scan this document if stamped or a copy of UAE exit stamp affixed on their passports and email a copy to (immigration.nyuad@nyu.edu) after they reach their destination. Cancellation of your Emirates ID is done automatically along with visa cancellation.

Since visa cancellation has to occur before final departure from the country, it is recommended to dedicate a week before final departure for this process, especially if you have any other travel plans in the region before your repatriation travel.

If you would like to know more about this process, please feel free to contact NYUAD Immigration Services (immigration.nyuad@nyu.edu).

***Please note:** If you own a vehicle or drive in the UAE, you should settle any traffic fines and penalties associated with your vehicle registration, driver's license or Emirates ID card, before initiating visa cancellation. The UAE Traffic Department is linked with the Department of Immigration and your passport and visa cancellation process will be held up unless you first settle your traffic fines. Please follow below link for finding Abu Dhabi Traffic Department which is located on 25th Street, Muroor, after Mushrif Mall. <https://goo.gl/maps/CrrHJDDZyd22>.

If you would like to check AD Police Portal for traffic fines, please click [here](#)

GLOSSARY OF TERMS

It may be helpful to have access to a brief glossary of terms to help you in communicating about your immigration status:

Term	Explanation
<i>Residence Visa</i>	Also commonly called a <i>Residence Permit</i> - a document stamped on your passport by the UAE government which allows a non-citizen to live in the country.
<i>Visit visa</i>	A visa allowing a visit to the UAE for 30 or 90 days (Note: citizens of some countries are granted a visit visa upon arrival; others must apply before entering.)
<i>Work Permit</i>	A document issued by the UAE government which allows a person to be employed in the country. It is the first step in the residence visa process.
<i>Entry Permit</i>	A document issued by the UAE government which allows a person to enter the country in order to begin employment after they have been hired. It is emailed to the person by NYUAD while they are outside UAE.
<i>Attestation, Legalization</i>	A process by which original documents (e.g., academic degrees, marriage certificates, birth certificates) are verified by authorities in their country of issue and by the UAE government. These terms are interchangeable.
<i>Educational Certificate</i>	Actual degree; Official letters from a university/college verifying graduation are accepted as an alternative for this document. The letter should be in the university letterhead and carry official stamp and signature on it.
<i>Labour Card</i>	An ID card issued electronically by the UAE government following the issuance of a residence visa to a person who is employed in the UAE. No Physical card available
<i>Labour Contract</i>	A document issued electronically by the UAE government which verifies basic info about your employment (e.g., name of employer, profession, salary, probationary period, expiration date of your employment contract, etc.)
<i>PRO</i>	Public Relations Officer - A person responsible for interfacing with government ministries, law enforcement authorities, public officials, etc. for the purposes of assisting employees and their families in obtaining visas, and other requirements or services provided by the UAE government. Individual is registered as a representative of the employer for these purposes.
<i>MoE</i>	Ministry of Education - A UAE government body who is monitoring the Ministry of Education Background Check Application, which is required for employment by universities.
<i>NOC Letter</i>	No Objection Certificate - A letter from a person's current sponsor (e.g., employer or family member) stating that they have no objection to the person being employed by someone else.
<i>MoHRE Offer Letter</i>	The 'Ministry of Human Resources & Emiratisation Job Offer or MoHRE Offer Letter', is a mandatory document effective Jan 2016, required by the Ministry for obtaining your work permit and employment visa approvals in the UAE. This Ministry was previously know as 'Ministry of Labor'.

FAQ'S

- 1) I would like to begin the visa process far in advance of my relocation to make sure there is enough time; when can I begin?

Because the UAE entry permit must be used within 60 days of issue, NYUAD Immigration Services will begin the actual visa application process no more than six weeks prior to your planned arrival in Abu Dhabi so that your documents will not expire. This does not in any way adversely impact your visa timeline.

- 2) Can I receive my visa before I relocate?

No, this is not possible. Since the residence visa process requires that you be present in the country to complete certain steps, (e.g., the medical test and finger printing, though you have done it prior to arrival), you will not receive your visa prior to relocating, but you will get an entry permit - employment emailed to you prior to your arrival. You will normally get it approximately 1- 2 weeks before you arrive.

- 3) Can I take the medical test prior to arriving in Abu Dhabi? What is involved in the medical test?

The medical test must be administered after you have been granted a permit to work in the UAE (Work Permit) and after you have entered the UAE for work purpose (on your Entry Visa). The test involves a blood test (for HIV/AIDS) and a chest x-ray (for Tuberculosis). For more information, please see page 8, "UAE Legal Restrictions Regarding Residence Visas and Sponsorship."

Apart from above, as per current UAE Immigration rule, citizens of **Sri Lanka, Egypt, India, Kenya, Bangladesh, Indonesia, Lebanon, Nigeria, Senegal and Tunisia** are also required to undergo a medical test within their home countries (countries of passport used for UAE visa purpose) prior to their relocation to the UAE. After obtaining the test result, it has to be attested by the UAE Embassy in those countries, and complete visa stamping process in the passport as well. For more information, please see page "UAE Legal Restrictions Regarding Residence Visas and Sponsorship" or contact NYUAD Immigration Services at (immigration.nyuad@nyu.edu)

- 4) Do all new employees need to have their educational certificates legalized?

Yes. All final candidates need to complete legalization of their highest academic degree/diploma and transcript as a part of their Ministry of Education Application.

- 5) If I am too busy to accomplish the legalization process on my own and I choose to submit my original documents (e.g., marriage certificate) for legalization, how do I know they are safe in transit? When will I get my original documents returned to me at the end of the legalization process?

The immigration services firms which will be handling your documents are very experienced at handling valuable original documents and will transport them in secure packaging carefully tracked and monitored for safe delivery. The originals will be returned to you by the firm and the legalized copies to NYUAD within one week after the completion of legalization.

- 6) Does my relocating spouse/partner need his/her degree legalized?

No, this is not a requirement in order for you to sponsor him/her. However, you will need to have your marriage license and children's birth certificates legalized for family sponsorship.

- 7) I have heard that I cannot enter the UAE with Israeli stamps in my passport; is that true?

Not true. It is possible to enter the UAE with a passport issued by another country bearing an Israeli stamp. However, because the UAE does not have diplomatic relations with Israel, it does not recognize Israeli passports for the purposes of entry into the country. (See also page 8, “UAE Legal Restrictions Regarding Residence Visas and Sponsorship.”)

8) I am not relocating internationally; I am already working here and am joining from another institution in the UAE. Is my process different?

Yes, somewhat different. You will be a local hire. The details of this may vary somewhat depending upon your specific circumstances. Once you return the forms sent to you by NYUAD HR, we will determine what is needed and follow up with you. In the meantime, if you have questions, please contact NYUAD Immigration Services at nyuad.immigration@nyu.edu

9) I might need to begin work sooner than the typical timeframe described for completing the necessary visa steps prior to arrival. Is that possible?

Actually, no. Because NYUAD follows standards of compliance in accordance with UAE immigration policies, employees and supervisors will need to adhere to the established timeframes for the hiring process.

10) Am I allowed to travel freely in and out of the UAE on my residence visa?

Yes, as long as you obtain whatever visa is required to enter another country. However, please note that when you first arrive in the UAE using your Entry Permit, you must remain in the UAE for roughly a 3-4-week period until the completion of the residence visa process. (See page 5, “Summary of the Residence Visa Process for Employees.”) Please bear this in mind while planning your first days in Abu Dhabi. A residence visa expires if the bearer stays out the UAE for more than 6 months (180 consecutive days).

11) Is there anything else I should know about the residence visa process?

Yes - You should be aware that, once you have received your residence visa, you are not allowed to drive in Abu Dhabi using your international driving license. You must immediately transfer your license to a UAE license. (Contact PeopleLink team (nyuad.peoplelink@nyu.edu) for more information on the process, after your arrival/joining at NYUAD.

Please also note that a residence visa is required in order for you to open a local bank account or obtain a liquor license (Again, please see a member of our team for more info.)

12) As long as I have signed an employment offer with NYUAD, will I be able to sponsor my family?

Certain conditions apply. Under UAE law, a male employee who is a member of a heterosexual married couple can sponsor his spouse/dependents for the residence visa.

An employee, male or female, with an unmarried domestic partner of any sexual orientation will not be able to sponsor his/her partner. However, his/her partner may work and live in the UAE if they obtain their own employment through which they can be sponsored for a residence visa.

Similarly, a legal resident on an employment visa may sponsor biological children, females at any age until they get married, and males up to 18 years only.

13) Do I or my family need to be in the UAE to renew my residence visa?

Yes, for the residence visa renewal process, the visa holder and the visa sponsor must be inside the UAE until the process is completed, which takes typically 2-3 weeks. A UAE residence visa is typically renewable in every two years.

14) If I wanted to sponsor my family under my residence visa, what are the requirements?

In order to sponsor your family, the following documents are required prior to their entry:

1. Color copy of passport; should be valid more than 7 months throughout the visa application process.
2. Recent, color passport size (4.5x3.5cm) photograph on white background (2 hard copies each)
3. Original legalized version of marriage certificate and children's birth certificates.
4. Color copy of tenancy contract of your housing in Abu Dhabi along with *Tawtheeq* (Abu Dhabi Municipality attestation document for the property, to be obtained from your landlord) and copy of your water & electricity bill or registration receipt. If you live in NYUAD Saadiyat Campus, please provide copy of your 'use agreement' instead of tenancy contract and water and electricity bill. If you own a house in the UAE, copy of your 'title deed' will be required.
5. Original Emirates ID card of visa sponsor
6. Your UAE bank statement for the last three months (for females to sponsor their families)

15) I have already signed my NYUAD Offer Letter and why I have to sign 'MoHRE Job Offer Letter' as well?

The 'Ministry of Human Resources & Emiratization Job Offer or MoHRE Offer Letter', is a mandatory document effective Jan 2016, required by the UAE authorities for obtaining your work permit and employment visa approvals in the UAE. Kindly note that this document is only for visa and work permit purposes and your NYUAD employment offer which you had signed earlier, will remain the same with agreed terms and conditions. This document is prepared after getting work permit quota approval for your visa process from MoHRE.

16) What are the countries whose citizens receive entry permits from the UAE embassy/consulate?

Citizens of Egypt, India, Indonesia, Sri Lanka, Kenya, Lebanon, Nigeria, Senegal, Tunisia and Bangladesh will receive a visa reference document from NYUAD Immigration Services, instead of actual entry permit (e-visa). The candidate has to complete medical test in his/her passport country and then visit UAE embassy/consulate in his/her passport issued country along with original passport, medical report and reference document in order to get entry visa affixed in his/her passport before travelling to the UAE. The time-frame from this process may vary from country to country. If you live in a country other than your passport country, you have to travel to your passport country in order to complete this process. For example, if you are an Indian passport holder living in the US, you have to travel to India to complete your medical test, fingerprinting and visa stamping, before travelling to the UAE.

17) What are the documents required for residence visa renewal?

Typically, UAE residence visa is granted for two years and should be renewed close to the expiry date. Overstaying in the UAE after the expiry without renewal for more than 30 days, will bring fines and penalties while renewing or cancelling. Similarly, staying out of the UAE more than 180 consecutive days from the date of the last UAE exit will invalidate the visa and the person cannot re-enter without cancelling that visa and getting a new entry permit (e-visa). The typical time-frame to complete the whole renewal process which includes a medical test and finger printing in some cases, is two to three weeks.

Following are the documents required for residence visa renewal

1. Original passport(s), new and old with UAE visa, valid more than 7 months and with at least two blank visa pages in it.
2. Original/copy Emirates ID card(s)
3. Color copy of health insurance card(s) for you and/or for family
4. Two passport size recent color photographs in white background for each
5. Color copies of *Tawtheeq* (lease) and water & electricity bill. If you live in NYUAD Campus, please provide your building and apartment number only. If you own a house in the UAE, copy of your 'title deed' will be required (required only for family visa renewal only).
6. Your UAE bank statement for the last three months (for females to sponsor their families)