

**APPLICATION FORM FOR A DUBAI VISA**  
**PHOTOCOPIES CAN BE USED**

1. Type of visa being applied for (*tick one*): VISIT ☐ 4 DAYS ☐ EK PNR
2. Full name of Applicant: \_\_\_\_\_
3. Kindly mention your Skyward Membership Number, if any and tick on the appropriate box.  
Skyward Membership Number:  ☐ Blue ☐ Silver ☐ Gold
4. Address for correspondence: **courier will return passports at this address.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PIN code: \_\_\_\_\_ Phone no: (with STD code) \_\_\_\_\_

5. Names of family members accompanying you on this trip

Name	Passport no.	Relation
1.		
2.		
3.		
4.		

6. Are you applying as a **dependent** of Principal Applicant?

- ☐ Yes: write name of Principal Applicant: \_\_\_\_\_  
☐ No

7. If applying as Principal Applicant, **attach visiting card or complete the following:** -

Name of Business/Employer	
Address of Business/Employer	
Designation	

**IMPORTANT:** unemployed or retired persons should indicate above the details of last employment, and indicate date of cessation of last employment here: \_\_\_\_\_

**8. Personal Details**

a. Nationality	
b. Previous nationality if any	
c. Full name ( <i>Name, middle name, surname</i> )	
d. Father's name ( <i>Name, middle name, surname</i> )	
e. Mother's name ( <i>Name, middle name, surname</i> )	
f. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
g. Marital Status	
h. Married female applicants – husband's name	
i. Occupation	
j. Religion	
k. Educational qualifications	
l. Main language spoken	
m. Date of birth (dd-mm-yyyy)	
n. Place of birth	Country <input type="text"/> Place <input type="text"/>

**9. Passport details**

a. Type	<input type="checkbox"/> Ordinary <input type="checkbox"/> Diplomatic/Official
b. Passport number	
c. Issuing Government	
d. Place and date of issue	
e. Expiry date	

## 10. Purpose of Visit

☐ Tourist ☐ Business ☐ Family Visit

## Contact in UAE

Name	
Address	
Area – City	
Phone no.	
E-mail id	

## 11. Current residential address

Line-1	
Line-2	
City, Country	
Phone no. (resi.)	
Fax no. (with STD code)	
E-mail id	

## 12. Visa fee

- Visa fee at time of printing this form: **Visit Visa – Rs. 3082 / 4 Days' Visa – Rs. 1582**
- Subject to change without notice
- Inclusive of courier charges – nothing has to be paid separately to Blue Dart
- Payable by DD drawn on Mumbai favouring **DVPC a/c ABN Amro 2537893**
- Co – operative bank DDs are not accepted
- For a family travelling together, fee amount for all family members can be paid with one DD – DDs for consolidated amount should be enclosed with visa application of Principal Applicant

## 13. Check list of documentation to be submitted with this visa application form:

☐ Tick if from a **PRINCIPAL APPLICANT** – and enclose the following:

MANDATORY	Tick if enclosed
1. Current passport – must be valid for at least 6 months beyond visit	
2. Photocopy of 1 <sup>st</sup> 2 and last 2 pages of above passport	
3. Emirates return or onward ticket	
4. Photocopy of Flight Coupon-1 of Emirates ticket	
5. Demand Draft favouring "DVPC a/c ABN AMRO 2537893" payable in Mumbai	

AS REQUIRED TO CONFIRM PROOF OF ELIGIBILITY	Tick if enclosed
1. Previous passport	
3. Banker's certificate of long-term Fixed Deposits (original – <i>will NOT be returned</i> )	
4. Income-tax returns for last 2 years (original and 1 photocopy each – <i>originals will be returned</i> ), and photocopy of PAN card	
5. Letter of Invitation from Dubai based close family member, along with photocopy of Inviting person's labour contract attested by Emirates' Commercial Visa Section in Dubai	

☐ Tick if from a **DEPENDENT APPLICANT** – and enclose the following:

MANDATORY	Tick if enclosed
1. Current passport – must be valid for at least 6 months	
2. Photocopy of 1 <sup>st</sup> 2 and last 2 pages of above passport	
3. Emirates return or onward ticket	
4. Photocopy of Flight Coupon-1 of Emirates ticket	
5. Demand Draft favouring "DVPC a/c ABN AMRO 2537893" payable in Mumbai	

**IMPORTANT:** Applications for a 4 Days' visa will be processed only if all flights are confirmed.

Whereas Visit Visa applications will be processed on basis of wait-listed tickets, you are recommended not to travel to Dubai if your flights out of Dubai do not get confirmed. Any overstay beyond duration of visa invites heavy fines and penal action – there will be no waiver on grounds of wait-listed flights.

**IMPORTANT: All applicants must read these conditions before signing the application below.**  
**Unsigned applications will be refused and visa fees forfeited.**

1. This facility is open only to Indian passport holders visiting Dubai on Emirates Airline (hereinafter referred to as EK), and fulfilling the eligibility conditions announced from time to time by the Government of Dubai. Issuance and approval of a visa is regulated by Government of Dubai and governed by their rules and regulations that are amended/updated from time to time. Subject to the Applicant fulfilling the eligibility conditions, EK will sponsor the applicant to Dubai Immigration.
2. EK has outsourced the administrative processes of handling visa applications to VFS ( India ) Pvt. Ltd. (hereinafter referred to as VFS). VFS has set up and is managing the Dubai Visa Processing Centre (hereinafter referred to as DVPC) for this purpose. VFS' role is limited to accepting the visa application and required documentation (including passport) and applicable visa fee, forwarding the application to the Government of Dubai for consideration of visa issue, and communicating the Government of Dubai's decision of issue or refusal of visa to the applicant along with return of passport.
3. Each Visa Applicant desirous of being sponsored for a visa by EK should be holding a valid ticket issued by EK and booked to travel only on EK. EK will not be responsible for and will not be liable for the applicant not being able to travel due to denied boarding, offloading, cancellation of flight, delays or and any other cause or circumstances beyond their control.
4. The Applicant will be required to fill in a Visa Application Form accurately and submit the same with the applicable visa fees, valid passport and necessary documentation as specified therein in a sealed packet via courier to VFS at the DVPC. Applicants must hold valid travel documents and it is their responsibility to ensure they do not make any wrong or illegal statements.
5. The Sealed visa application packs received by VFS at its DVPC will be opened in the presence of two authorised officials of the DVPC. These officials will make an inventory of the enclosures and documents in the pack and shall certify the same. Applicant accepts that this certified inventory will be treated as the official record of papers submitted to DVPC, and shall not be entitled to dispute the same at a later stage. VFS will not assume any responsibility or liability for incomplete Visa Forms and/or incomplete supporting documents or inadequate Visa Forms forwarded by the Applicant to the DVPC.
6. VFS will accept no responsibility for late, lost or misplaced applications and/or the veracity of the contents of the same. Incomplete and double applications will be disregarded. The Applicant accepts that the courier acceptance and delivery service is operated by a third-party, and VFS does not assume any responsibility or liability for any deficiency in service on part of the courier company. In case an application together with the Passport and supporting documents is lost or damaged in transit, the liability of VFS is restricted to reimbursement of fees charged by the Ministry of External Affairs, Government of India, for replacement of lost/damaged passport through normal application procedure. VFS shall not be responsible or liable for any consequential loss or damage caused to the Applicant due to loss of his Passport.
7. The decision to grant or refuse a visa is the sole prerogative of the Government of Dubai. EK and VFS do not influence the Government of Dubai in any manner for issuance or refusal of the visa. The decision of the Government of Dubai is final. In case of rejection of a visa application, no correspondence will be entertained and no visa fees will be refunded and no reasons will be required to be given in writing.
8. Issuance of a visa or approval of visa application does not in any way give the applicant a right to enter UAE or Dubai. The entry is at the sole discretion of the Immigration Officer at Dubai Airport who is a representative of the Government of Dubai. All applicants should have valid travel documents and it is their responsibility to ensure they do not make any wrong or illegal statements. In case of denial of visa or entry into Dubai / UAE by the Government of Dubai, VFS or EK will not be held responsible in any way.
9. Applicants applying for a visa on basis of wait-listed tickets understand and accept that they are fully liable to all fines, penalties and legal action imposed by Dubai Immigration resulting from overstay should they not be able to depart from Dubai within the validity period of their visa because of non-confirmation of seats. EK reserves the right to deny boarding to passengers on flights into Dubai if they do not hold confirmed reservations on flights out of Dubai. VFS and EK are not responsible or liable for any inability to travel and/or penal action taken by Dubai Immigration in case of flights out of Dubai not being confirmed.
10. The visa must be accepted as offered and is non-transferable.
11. VFS or EK are not liable for any losses or damages, which the applicant may suffer arising from delay in processing or receiving of visa. EK is merely the sponsor and VFS the administrative agency, and cannot accept any liability relating to the applicant whatsoever.
12. The visa is valid as per the Government of Dubai's rules and regulations as amended from time to time. The visa must be availed between this time period.
13. Applicants expressly declare that they do understand these terms and conditions and are individuals and not a company or any professional and/or commercial entry.
14. All Indian and UAE Government regulations apply and in case this facility is deemed invalid or cancelled due to any Indian / UAE or any other Government regulation or order, VFS or EK will not be held liable for any compensation or claim by the applicants.
15. No refund of Visa Fees will be issued due to rejection of visa by the Government of Dubai, or due to cancellation or inability of applicant(s) to travel.
16. Applicants will be solely responsible to ensure they fulfil all Indian and UAE Government requirements for travel which may include getting "Emigration Check Required " clearances, Police clearances etc.
17. VFS will take all reasonable measures to ensure that information provided by the Applicants to VFS will remain confidential and protected from unauthorised access but VFS does not warrant against unauthorised access and will not be liable for any unauthorised access by any means to that information.
18. VFS reserves the right to add to, alter or vary these terms and conditions at any time without notice or liability, and all applicants availing of this facility shall be bound by the same.
19. Applicants are responsible for regularly reviewing these terms and conditions. Continued use of this facility following any such changes shall constitute your acceptance of such changes.

**I confirm that the above terms and conditions have been read and understood by me.**

Signature of applicant (of parent if below 14)

Date:

**FOR OFFICE USE ONLY**

Air Waybill # \_\_\_\_\_

**INWARD**

	Check I	Check II
1) Visa form		
2) Original passport		
3) Photocopy of passport		
4) Original Emirates ticket		
5) Photocopy of ticket		
6) Business card		
7) Demand draft		
8) Covering / Guarantee letter		
9) _____		
10) _____		

	Check I	Check II
Supporting documents:		
a) Original credit card statement		
b) Both sides credit card copy		
c) Letter from Bank for FD/Loan		
d) FD copy		
e) Original IT Returns		
f) Photocopy of Pan card		
g) Marriage certificate		
h) _____		
i) _____		

Inward check: Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Assessment check: Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**ASSESSMENT**☐ Pending

Comments: \_\_\_\_\_

☐ Forward to Appraisal Team

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pending cleared: Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**APPRAISAL**☐ Approved

Comments: \_\_\_\_\_

☐ Refused

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**CONFIRMATION**

SRN: \_\_\_\_\_

Comments, if any: \_\_\_\_\_

Application # \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**OUTWARD**

	Retained
1) Photocopy of passport	
2) Photocopy of ticket	
3) Business card	
4) Covering / Guarantee letter	
5) Photocopy of credit card statement	
6) Photocopy of credit card	
7) Letter from Bank for FD/Loan	
8) FD copy	
9) Photocopy of IT Returns	
10) Photocopy of Pan card / Application for PAN	
11) Photocopy of marriage certificate	
12) _____	

	Sent
a) Original passport	
b) Original ticket	
c) Payment receipt	
d) Standard letter	
e) Original credit card statement	
f) Original IT Returns	
g) Original marriage certificate	
h) _____	
i) _____	
j) _____	
k) _____	
l) _____	

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**DNRD**☐ Approved

VCN: \_\_\_\_\_ Issued on: \_\_\_\_\_

☐ Refused

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**AUDIT**

Comments, if any: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_