

UAE VISA GUIDELINES



Please read through fully, and keep scanned copies of the documents which have to be uploaded.

Step 1 : _____

- All Agents are to logon directly with **www.dtsvisa.in** and submit their own visa application online. (Applying for your visa through your own source, or taking a visa on arrival if you are eligible for the same will not mean a discount in the delegate registration pricing).

Step 2 : _____

- Once you click on the www.dtsvisa.in page – you can see a “Login” on the top right hand side of the page. Please click on the same. There will be a small pop-up box which opens up. Select “Agent Login”, and the proceed to enter the user details.

username = Taafi

password = AUHTourism@2018

Step 3 : _____

- After you are logged in, on the left hand side Select Tourist Visa, Nationality, Single Entry, and number of applicant. In case you require an OTB please click on the “OTB required” check box.
- OTB = Okay to Board. Please read the details below on the passengers who have to apply for “OTB”.

Step 4 : _____

Then click on “Apply Visa online”.

You are taken to a new page, which will give details on the type of visa you are applying. For all adults travelling you will need to submit the following scanned documents – (Please ensure that the scan’s clear and not blurred)

- 1. Colour Passport Size Photograph** (in .jpg format only, with size not exceeding 98kb).

2. Passport First Page Coloured Scan copy (in .jpg format only, with size not exceeding 98kb). The first page means the page which has your name details etc. Please ensure that you upload a coloured scan. Black and white scans, or images of large size, may delay your visa processing.

3. Passport Last Page Coloured Scan Copy (in .jpg format only, with size not exceeding 98kb). The last page means the page which has the parents / spouse and address details.

Please click on the check box “I Confirm” before proceeding to “Apply visa”.

Step 5 : _____

First Section

Details of Passenger 1 : Please fill in all details correction. Fields marked with a red * are compulsory fields.

- **Passport Details:** Please update passport details.
- **Check list:** Please select “choose file” button to upload the documents.
- **Flight Details:** Please update your arrival date and departure date. Rest of the fields are not mandatory.
- **Remarks Coloumn:** Fill in your TAFI Delegate Registration number.
- **Address Details:** Please update your address details and click “Save and continue”

**** If you fail to put in the registration number in the remarks coloumn, you application may not be processed.**

Note : _____

- By default the visa applied under TAFI will be for a Single Entry visa valid for 60 days, with a 30 days stay.
- UAE immigration has the final authority with regards to grant of the visa. Their decision is final and binding to all delegates.
- No payment has to be made by applicant. Visa application will only be processed after the registration details are submitted, and the same is approved by TAFI.
- The UAE immigration reserves the right to ask for additional documents. The Dnata team will be in touch directly with the delegate in case the same is required.
- In case you have any doubts, you are requested to contact your local chapter chairperson to guide you on the process of visa application.
- The visa charge for all delegates will be taken care under TAFI / Abu Dhabi DCT arrangement. Any misuse will lead to cancellation of all the delegates from the said company.
- When the visa is processed, a email will be sent on the email id mentioned in the “Details of the passenger” section. You will get a confirmation mail with a link. You can download your visa copy.
- **TAFI will not be responsible in case passenger is denied boarding due to ECR / OTB issue. No refunds will be entertained.**

General OTB Rules _____

(Okay to Board Rules) are as below, However you are requested to re-verify the same.

- **Emirates :** OTB required for ECR endorsed passports.
- **Etihad Airways :** Not required.
- **Jet Airways :** OTB required for ECR endorsed passports
- **Air India/Air India Express :** Required for ECR endorsed passports.
- **Indigo :** OTB required for ECR endorsed passports.

**In case of any questions regarding visas,
you may get in touch with**

dnata DVMS 24x7 Helpline : +91-120-6763630

convention@tafi.org.in

