

UAE Job Hunt – Visa & Salary Checklist

A practical one-pager for job seekers applying to Dubai & Abu Dhabi. Covers documents, licensing, visa flow, salary components, and red flags.

1) Documents to Prepare

- Passport valid 6+ months; passport-size photos per UAE spec
- ATS-ready CV with dates in MM/YYYY; experience letters
- Education certificates & transcripts (attested if required)
- Police clearance / background check (country of origin)
- Medical fitness (pre-employment) – done after offer
- Professional licenses (role-dependent): DHA/DOH (healthcare), KHDA/ADEK (teachers)

2) Visa & Hiring Flow (Typical)

- Application → Screening → Interview(s) → Offer Letter (LOA)
- Entry permit / work visa arranged by employer (sponsor)
- Medical & biometrics → Emirates ID → Work permit & residence visa
- Onboarding (contract signing, insurance, payroll)

3) Salary Components to Confirm (in writing)

- Base salary (tax-free) + housing & transport allowances (if any)
- Overtime/shift pay eligibility; food/utility allowances (blue-collar)
- Annual paid leave & return air ticket policy
- End-of-service gratuity; probation length; notice period
- Health insurance coverage for self (and dependents if applicable)

4) Role-Specific Licensing

- Healthcare: DHA (Dubai) or DOH/HAAD (Abu Dhabi) licensing
- Teachers: KHDA (Dubai) / ADEK (Abu Dhabi) approvals
- Engineers: project/municipality registrations may apply

5) Illustrative Salary Ranges (UAE)

Role	Monthly (AED)	Notes
Construction Helper	1,200 – 1,800	Often includes accommodation/transport
Registered Nurse	8,000 – 14,000	Benefits vary; DHA/DOH license required
IT Specialist	14,000 – 28,000	Premium for cloud/data/cyber skills

Ranges are indicative and vary by employer, city, benefits, and experience. Always verify the signed contract.

6) Red Flags to Avoid

- Paying large upfront fees for jobs/visas. Use licensed recruiters only.
- Tourist-visa work offers. Insist on proper work visa via employer sponsor.
- No written offer/ambiguous terms; pressure to travel immediately.

7) Useful Links (Public References)

- UAE Government Work & Residency: <https://u.ae/>
- Dubai Health Authority (DHA): <https://www.dha.gov.ae/>
- Department of Health – Abu Dhabi (DOH): <https://www.doh.gov.ae>

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