DHA
(Dubai Health Authority)

Document Specification: Dubai Residency Training Program (DRTP) Registration
Version 1.0
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1. Introduction

This document will guide you how to apply for Dubai Residency Training Program (DRTP)

*click on the process number to move to the steps guideless details:

1. Submit New Application for Dubai Residency Training Program (DRTP)
2. Select and pay

Note:
Why I do need to fill this form?
You need apply online to:
- Be able to apply for the Residency Training Program in DHA

Your Residency Training Program application status will be notified via email.

2. User Management

Refer to the following document for user management guideline

3. General Notes

Following are general notes which you need to know and understand before using the system

Note:
- In all forms * means mandatory field
- While using the system and filling any application, detailed error messages (in red) will be shown if required explaining the error for you and the solution
- All your tasks for any process will be listed under Pending Actions section in the Home Page
- Payment process is done through Dubai eGovernment ePay Gateway

4. Submit New Registration for DRTP

4.1. Terms & Conditions

Step 1: Accept the terms & conditions after reading the same.
4.2. Personal Details

**Step1:** Fill the Personal Information form and click next

**New Registration**

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name</td>
</tr>
<tr>
<td>Middle Name</td>
</tr>
<tr>
<td>* Last Name</td>
</tr>
<tr>
<td>Full Arabic Name</td>
</tr>
<tr>
<td>Maiden Name</td>
</tr>
<tr>
<td>* Upload Photo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>File Name</th>
<th>View File</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo</td>
<td>12543720453460[1].jpg</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| * Date of Birth | 02/04/1978 |
| * Gender | Male |
| * Marital Status | Married |
| Place of Birth | |
| * Nationality | United Arab Emirates |
| UAE National ID | |
| Home Address | |

4.3. Education Details

**Note:**
- You can add multiple education details. Minimum 1 education detail is required.
- Repeat steps 1 to 2 to add new education detail

**Step1:** Click [Add] button.

**Step2:** Fill the education details and upload the certificate copy ➔ Click [Submit]
4.4. Internship Details

**Note:** Repeat steps 1 to 2 to add new Internship Details

**Step 1:** Click [Add] button to add your Internship details

**Step 2:** Feed-in internship details > Click [Submit]
4.5. Language Certificate Information

**Note:**
- Repeat steps 1 to 2 to add new Language Certificate Information Details

**Step1:** Feed-in your language certificate information > Click [Next]

**Step2:** Feed-in Language Certificate details > Click [Submit]

4.6. Training Details

**Note:**
- Repeat steps 1 to 2 to add more training details

**Step1:** Click [Add] button to add training details if you have any (not mandatory)

**Step2:** Feed-in your training details > Click [Submit] button
Step 3: Click [Submit] button

4.7. Program Details

Step 1: Enter Program details

Step 2: Click [Next] button

4.8. Specialties

Step 1: Select the Specialty details
Step 2: Click [Next] button

4.9. Experience Details

Note:
- You can add multiple experience details.
- Repeat steps 1 to 2 to add new experience detail.

Step 1: Click ADD Button to enter the experience details

Step 2: Feed-in your training details > Click [Submit] button
**Step 3:** Click [Submit] button

**4.10. Confirmation and Payment**

**Step 1:** A reference number will be generated for your request > Click [Proceed to Pay] button to start payment process

**Step 2:** Review your payment details > Click [Pay] to make the payment.
**Step 3:** Review your transaction details > Click [Print Receipt] to print the receipt.

**Note:** After you complete this process, your application will be checked and verified by authorized staff.