



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 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 under stand 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

Step1: Accept the terms & conditions after reading the same.

Terms & Conditions > Personal Info. > Education > Internship > Language Certificate > Training > Program > Specialties > Experience

Terms & Conditions

- Applicants should have a valid passport copy.
- Non UAE national candidates should have a valid UAE Residence Visa.
- All certificates should be attested

- Candidates applying for Dubai Residency Training Program for Medical Specialties must complete the registration form & ensure that all the required information filled is true. Any changes in the form will be the responsibility of the applicant. All the required documents should be enclosed. Applicants should ensure that enclosures match the above-listed conditions. DHA has the right to directly reject any incomplete or inaccurate application or applications with enclosures that are not required.
- In case of absence of TOEFL or IELTS Certificate, the candidate should attach evidence of having registered for the same. A copy of the registration document or receipt indicating that the candidate has registered in one of the tests for efficiency of English language (TOEFL or IELTS) should be enclosed with the application form indicating the date of exam. Proof of scores obtained should be submitted prior to start of the program in September 2012. DHA has the right to reject applications where scores obtained are not submitted within the mentioned time frame or when scores obtained are less than what is required. Such applications may be rejected irrespective of whether they match with all other terms and conditions.
- DHA has the right to refuse any application to the Dubai Residency Training Program for Medical Specialties if it is found to have manipulated information or documentation. DHA can pursue legal action against the applicant in this regard through the proper channels of communication with concerned government agencies in UAE.
- Only electronic applications submitted during the registration period between March 11, 2012 and April 15, 2012 will be reviewed. Any request made before or after the registration period will be ignored.
- Please note that passing the initial assessment Residency Selection Exam (Emirates Medical Specialist Training Entry Examination (EMSTREx)) from the Faculty of Medicine and Health Sciences at UAE University **does not mean** acceptance in the Dubai Training Program Medical Specialties. It is one of the requirements for registration in Dubai Training Program Medical Specialties.
- Please note the registration and processing fee paid with the application for Dubai Residency Training Program for Medical Specialties (AED 600 + AED 10 for Knowledge Dirham) is non-refundable. This amount is paid for processing & reviewing the application.
- Any additional information or comments to be clarified will have to be legibly and neatly indicated in the remarks column.
- All short listed candidates will be invited for the interview. The interviewing panel is responsible for the selection of the best candidate based on the needs of different medical specialties available in Dubai Residency Training Program for Medical Specialties
- DHA has the right to exclude or reject those applications where the applicant does not show up at the interview, or when there is no response to phone calls or e-mails sent from Dubai Health Authority to the address indicated in the application form by the candidate.
- All terms and conditions of employment in DHA will be applicable to those applicants who choose to join the Dubai Residency Training Program for Medical Specialties
- Agreeing to these terms and conditions are a prerequisite for registration procedures in Dubai Residency Training Program

4.2. Personal Details

Step1: Fill the Personal Information form and click next

New Registration

Terms & Conditions > **Personal Info.** > Education > Internship > Language Certificate > Training > Program > Specialties > Experience

Personal Details

* First Name

Middle Name

* Last Name

Full Arabic Name

Maiden Name

* Upload Photo

| Title | FileName | | |
|-------|-------------------------|---------------------------|------------------------|
| Photo | 1254372804Siv60c[1].jpg | View File | Delete |

* Date of Birth

* Gender

* Marital Status

Place of Birth

* Nationality

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.

New Registration

Terms & Conditions > Personal Info. > **Education** > Internship > Language Certificate > Training > Program > Specialties > Experience

Education Details

Please provide FULL details of education for last 5 years, starting in order from latest to the previous education

* Education Details

No records have been added.

Step2: Fill the education details and upload the certificate copy → Click [**Submit**]

Education Details

* Applicant Name as appeared on certificate (MBBS or equivalent)

* Institution

* City

Area

* Country

* Qualification Attained (MBBS, MBChB, MD or others)

* Attended From Date

* Attended To Date

Conferred On

* Upload Education Documents. (Transcript of records for this certificate) Attach File

| Title | FileName | Submit | Cancel | | |
|-------|-------------------------|--------|--------|-----------|--------|
| MBBS | 1254372804Siv60c[1].jpg | | | View File | Delete |

4.4. Internship Details

Note:

- Repeat steps 1 to 2 to add new Internship Details

Step1: Click **[Add]** button to add your Internship details

New Registration

Terms & Conditions > Personal Info. > Education > **Internship** > Language Certificate > Training > Program > Specialties > Experience

Internship Details

Please provide FULL details of Internships

* Internship Details Add

No records have been added.

Previous Next

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

Internship Details

* Institution

* City

Area

* Country

* Attended From Date

* Attended To Date

* Upload Internship Documents. (Transcript of records for this certificate) Attach File

| Title | FileName | | |
|------------|-------------------------|-----------|--------|
| Internship | 1254372804Siv60c[1].jpg | View File | Delete |

Submit Cancel

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)

New Registration

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

Training Details

* Subject

Institution

* City

Area

* Country

* Attended From Date

* Attended To Date

Step3: Click [**Submit**] button

4.7. Program Details

Step1: Enter Program details

New Registration

[Terms & Conditions](#) >
 [Personal Info.](#) >
 [Education](#) >
 [Internship](#) >
 [Language Certificate](#) >
 [Training](#) >
 Program >
 [Specialties](#) >
 [Experience](#)

Registration Details

* Program

* Pre-Entry Exam Date

* Pre-Entry Exam Score (in %)

* Proof of Pre-Entry Exam Completion

| Title | FileName | | |
|-------|-------------------------|-----------|--------|
| Proof | 1254372804Siv60c[1].jpg | View File | Delete |

Remarks

Step2: Click [**Next**] button

4.8. Specialties

Step1: Select the Specialty details

New Registration

Terms & Conditions > Personal Info. > Education > Internship > Language Certificate > Training > Program > **Specialties** > Experience

Specialty Details

Please provide prefer choice of Specialty

* Specialty Details

| Prefer Choice | |
|---------------|-------------------|
| 1 | General Surgery |
| 2 | Internal Medicine |

Previous Next

Step2: Click [**Next**] button

4.9. Experience Details



Note:

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

Step1: Click ADD Button to enter the experience details

New Registration

Terms & Conditions > Personal Info. > Education > Internship > Language Certificate > Training > Program > Specialties > **Experience**

Experience Details

Experience Details Please provide FULL details of employer for last 5 years, starting in order from latest to the previous employer

Experience Details

Add

No records have been added.

Previous Submit

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

Experience Details

* Employer Name

* Address

WebSite

Telephone () () ()

Staff Id

* Employed From

* Employed To

* Designation

Department

Experience Letters from employers [Attach File](#)

| Title | FileName | | |
|-------------------|-------------------------|---------------------------|------------------------|
| Experience Letter | 1254372804Siv60c[1].jpg | View File | Delete |

Step3: Click [**Submit**] button

4.10. Confirmation and Payment

Step1: A reference number will be generated for your request > Click [**Proceed to Pay**] button to start payment process

Confirmation Page

Confirmation Page

Confirmation Page

Your reference number is: DHA/DRTP/1132012/170

Kindly note, your application will not be proceed till the time payment has not been done.

Step2: Review your payment details > Click [**Pay**] to make the payment.

Welcome drtpuser1! [Change Password](#) | [Log Out](#)

Transaction Payments

Please note that payments made are not refundable. If any error occurs, CLOSE this window and reopen the Payment task from your INBOX. Do not, under any circumstance, use the BACK button to retry your payment.

Mandatory Payments:

| Fee Name | Amount | Fee Name (Arabic) |
|-------------------------------------|---------|--|
| DRTP Registration & Processing Fees | 600.000 | DRTP Registration & Processing Fees Ar |
| Knowledge Dirham | 10.000 | Knowledge Dirham Ar |

Total Payment:

Total: 610

Step3: 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.