



Sheryan
شَرِيَان

Add/Upgrade Registration

User Guide

Last Updated December/2020

Quick Links



Licensing Health Professional
Policy



Professional Qualification
Requirements




Guidelines for Computer
Based Testing


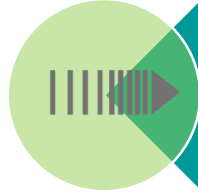




Data Flow Support Team








Information

-  Accessing your DHA E-Services Account
-  Sheryan Account Management
-  Ask Latifa / Health Licensing Support
-  Frequently Asked Questions

-  Licensing Health Professional Policy
-  How to Check Application Status
-  How to Re-submit Applications
-  How to Download the Registration/Eligibility letter

Steps

-  Accessing the Service
-  Fill-up Form
-  How to Link Verified Document
-  Review & Submit Form
-  Sample Added/Upgrade Registration Certificate



Note: Click the icon to skip to a specific section.



Follow the steps below to sign-up or login on the DHA Sheryan account.
Visit the [website](#) and click on the Login icon to access the DHA Sheryan [portal](#).

Login: Existing users can enter their username and password on this page.

DHA Single Sign On

Welcome! You have reached to DHA single sign-on page. The single sign-on page allows you to access many DHA eServices with one user account.

If you currently don't have a single sign-on account with the DHA, then click Register New Account to create one.

DHA single sign-on account allows you to login and use the services as an individual or a corporate.

FOR HELP use this [User Manual](#)

Login With

☐ DHA Account ☐ UAE PASS

User Name User Name is required

Password Password is required

Forgot Password Or User Name

Login

Or

Register New Account

Registration: New users must create an account. Click the 'Register With Us' button to create a new username & password.

Be a part of DHA family
Access DHA Eservices with an click.

Register New Account

UserName*

Email (abcd@example.com)*

Password* Confirm Password*

First Name* Middle Name

LastName* Nationality*

Country Code* United Arab Emirate: ▼

+971 Mobile Number (e.g 501234567)*

Click or touch the Microphone

Register



Set Preference

- After login, a prompt to set preference for 'Individual Home' or 'Corporate Home' will appear.
- Access to all the services provided by Dubai Health Authority will be on the next page

For Individual For Corporate ✓ Application Enquiry

DHA Service Start Page

Are you an individual who want to use DHA Services for personal use?

From DHA Individual Home Page you will be able to access broad range of service like Registering yourself as a new Health Professional, Renewing your license etc.

[Individual Home](#)

☐ set as default page

Are you a corporate owner or employee who want to use DHA Services for your corporate?

From DHA Corporate Home Page you will be able to access broad range of service like Registering a new Health Facility, Renewing the facility, adding partner etc.

[Corporate Home](#)

☐ set as default page

Good to Know:



DHA E-service account is managed by IT Department. For assistance, call 800-342.



Once an email is registered for an account, it cannot be used for another account.



Each user must have one account. Do not create multiple accounts.




Click on the Health Licensing Service icon to access the [DHA Sheryan Portal](#)


For Individual For Corporate ▼ Application Enquiry


🏠 Corporate Home Page


Individual Corporate

Select the service that you would like to use
Select Corporate
prime hospital ▼

 **Health Licensing Service**
User Guide

 **Event Management**
User Guide

 **Statistics Service**

 **Infectious Diseases
Notification Service**

Good to
Know:

Sheryan is an application
within your DHA
E-service account.

Users who can access
facility dashboard are
categorized as Privileged
or Limited Access user.

Users must keep their
log-in details
confidential to avoid
unauthorized access.

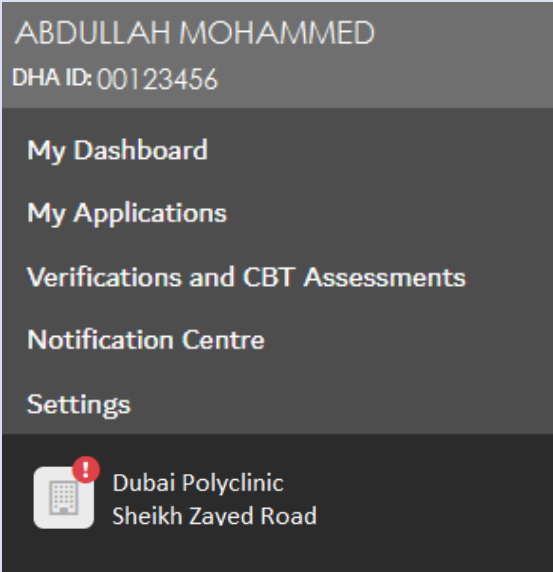
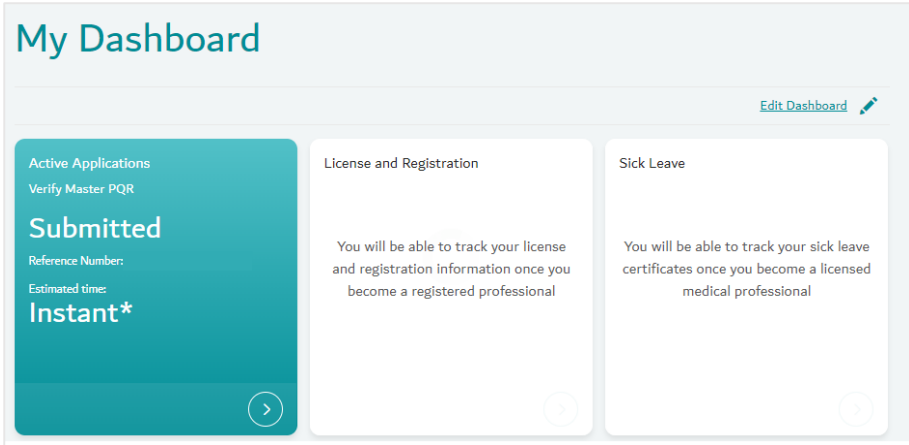
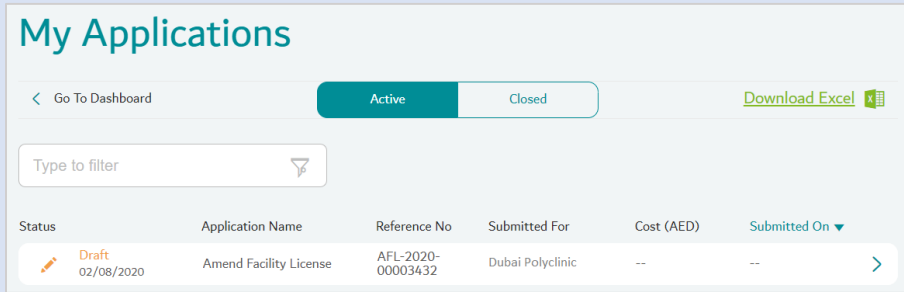


Before proceeding to the licensing services, users must be familiar with account management.

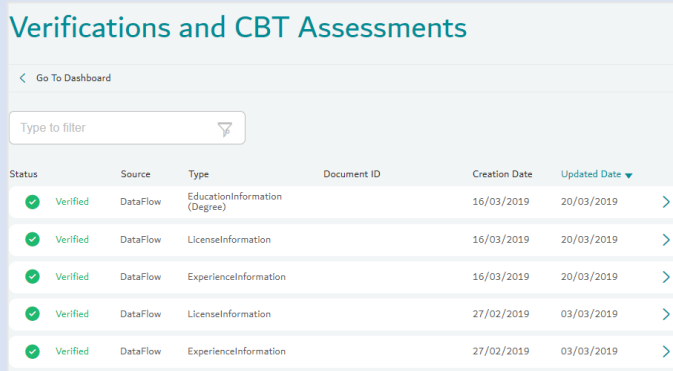
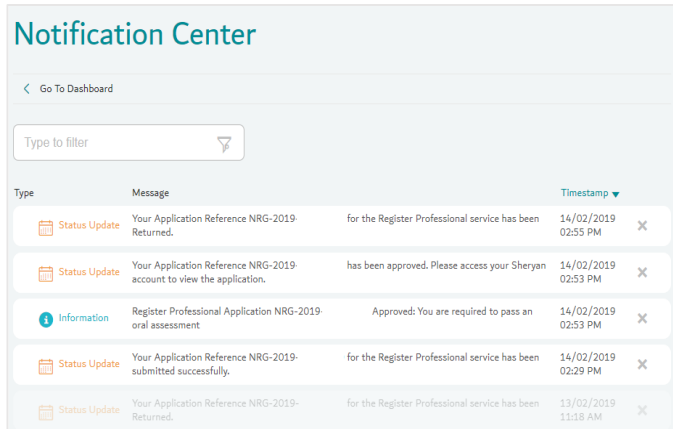


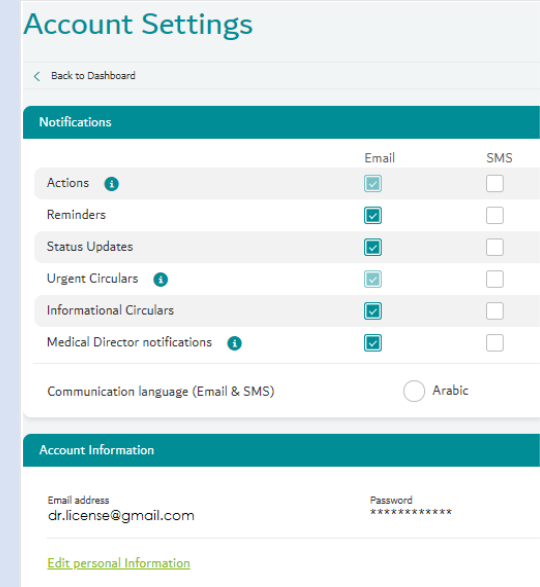
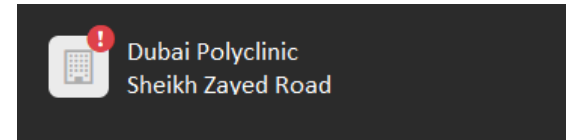
Icon	Action
عربي /English	Change Language Preference
	Accessibility (Text Resize, Contrast Switch, Read Speaker)
	Search
	The initials depend on the user's first and last name. Click on the icon to view your unique ID, access your dashboard, applications, verified documents, notifications and settings pages.



Menu Screenshot	Account Menu Options	Screenshot
	Name and Unique ID - important when accessing third party services (Prometric, Dataflow) and license activation by a hiring facility.	Note: The unique ID never changes and is only an identifier.
	My Dashboard - quick view of application status, current registration/ license status, services, issued sick leaves, etc.	
	My Applications - comprehensive view of applications. There are 2 tabs on the screen: Active tab- will show a list of all applications that are either in draft, submitted, returned to you. Closed tab- will show a list of all applications that are either approved, rejected or cancelled by the user.	



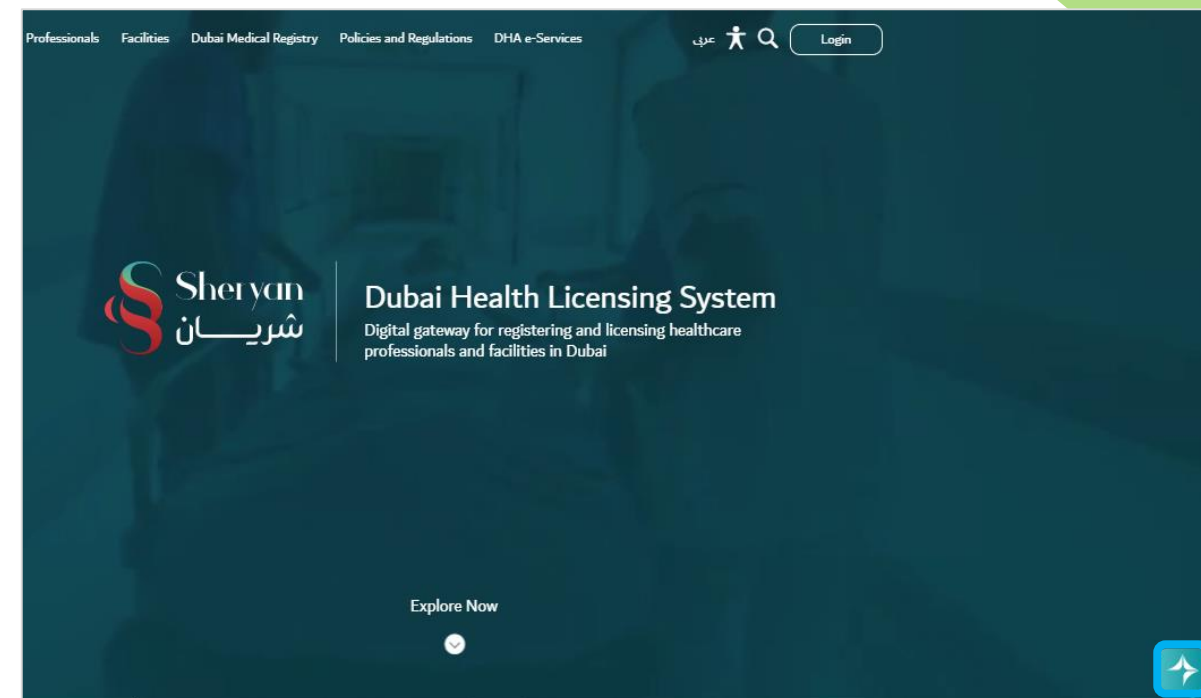
Account Menu Options	Screenshot
<p>Verifications and CBT Assessments - list of all verified documents from Dataflow and assessment results from Prometric.</p> <p>This will be empty for users who are not registered healthcare professionals.</p>	
<p>Notification Centre - (!) alerts represented by a red exclamation point beside your name's initials can be seen here.</p>	

Account Menu Options	Screenshot
<p>Settings - changes in notification preference (SMS/Email), account information (name, email, password, etc.), and personal information (mobile number, address, etc.) can be made here.</p>	
<p>Linked Facility User – if you are a linked user, you can access the facility dashboard by clicking on the facility name on your menu.</p>	
<p>Logout - exit the account.</p>	





DHA's virtual assistant, Latifa, is trained to answer your questions on Sheryan's healthcare licensing services for Professionals and Facilities. Interact with her by clicking the Ask Latifa icon the lower right hand corner of the [DHA website](#) or the [Sheryan Homepage](#).



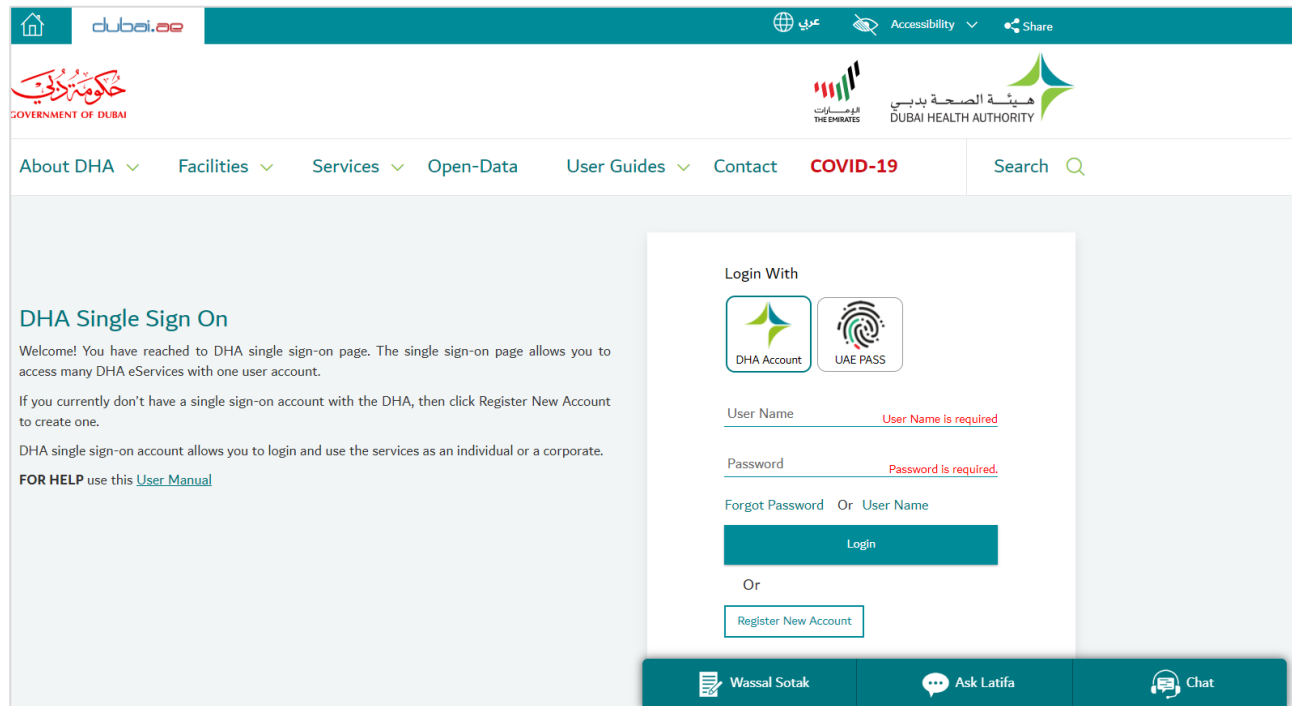
Good to Know: Latifa works through Artificial Intelligence and constantly learns as you ask her more questions.



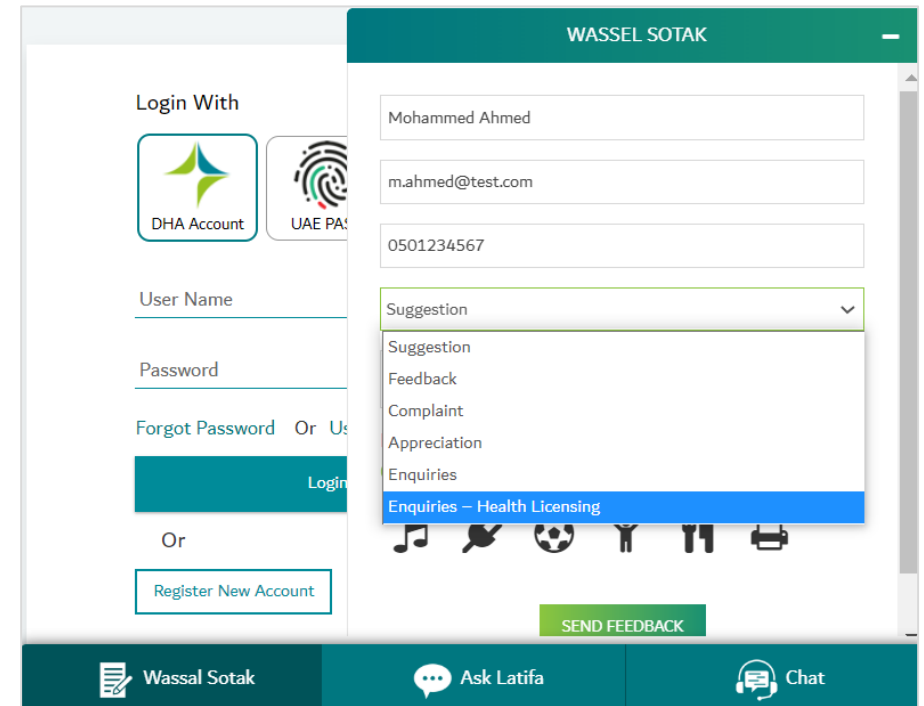
The Health Licensing Department is available to assist you. Contact us by clicking the Wassel Sotak icon the lower right hand corner of the [DHA website](#).

Fill-up the form. Select Enquiries – Health Licensing and select the correct category before typing your message.

We will get in touch with you within five (5) working days.



The screenshot shows the 'DHA Single Sign On' page. It features a header with the Dubai Government logo and navigation links. The main content area includes a 'Login With' section with 'DHA Account' and 'UAE PASS' options. Below this are input fields for 'User Name' (with a red error message 'User Name is required') and 'Password' (with a red error message 'Password is required'). There are also links for 'Forgot Password' and 'User Name', a 'Login' button, and a 'Register New Account' button. The footer contains icons for 'Wassel Sotak', 'Ask Latifa', and 'Chat'.



The screenshot shows the 'Wassel Sotak' mobile app interface. It features a 'Login With' section with 'DHA Account' and 'UAE PASS' options. Below this are input fields for 'User Name' and 'Password'. There are also links for 'Forgot Password' and 'User Name', a 'Login' button, and a 'Register New Account' button. A dropdown menu is open, showing a list of categories: 'Suggestion', 'Feedback', 'Complaint', 'Appreciation', 'Enquiries', and 'Enquiries – Health Licensing' (which is highlighted in blue). The bottom of the screen has a navigation bar with icons for 'Wassel Sotak', 'Ask Latifa', and 'Chat'.



Frequently Asked Questions

An efficient way to gather information is to check the [Frequently Asked Questions/FAQ page](#).

The link can be found at the bottom of the HRS web page.

The screenshot shows the Sheryan website's 'Frequently Asked Questions' page. The header includes the Sheryan logo and navigation links: Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, DHA e-Services, and a Login button. A breadcrumb trail shows 'Home > FAQs'. The main heading is 'Frequently Asked Questions'. Below it is a search bar with the text 'What do you need help with?' and a placeholder 'Search to Filter'. Below the search bar is a list of FAQ topics: 'New Healthcare Facility License' and 'Activate Facility License', each with a right-pointing arrow. The footer contains links for 'About DHA', 'Careers', 'FAQs' (highlighted with a blue box), and 'Sitemap'. It also includes 'Contact Us' and 'Employees E-Services'. A section for 'This site is best viewed in' shows icons for various browsers. The footer also features the 'Dubai Smart City' logo and social media icons. At the bottom, it states 'All Rights Reserved. Dubai Health Authority 2020' and provides links for 'Terms & Conditions' and 'Privacy Policy'.

Sheryan
شريان

Professionals Facilities Dubai Medical Registry Policies and Regulations DHA e-Services Login

Home > FAQs dubai.ae عربي

Frequently Asked Questions

What do you need help with?

Search to Filter

E.g. "Can't login to Sheryan" or "Can I work in Dubai?" or "Error code"

New Healthcare Facility License

Activate Facility License

About DHA
Careers
FAQs
Sitemap

Contact Us
Employees E-Services

This site is best viewed in

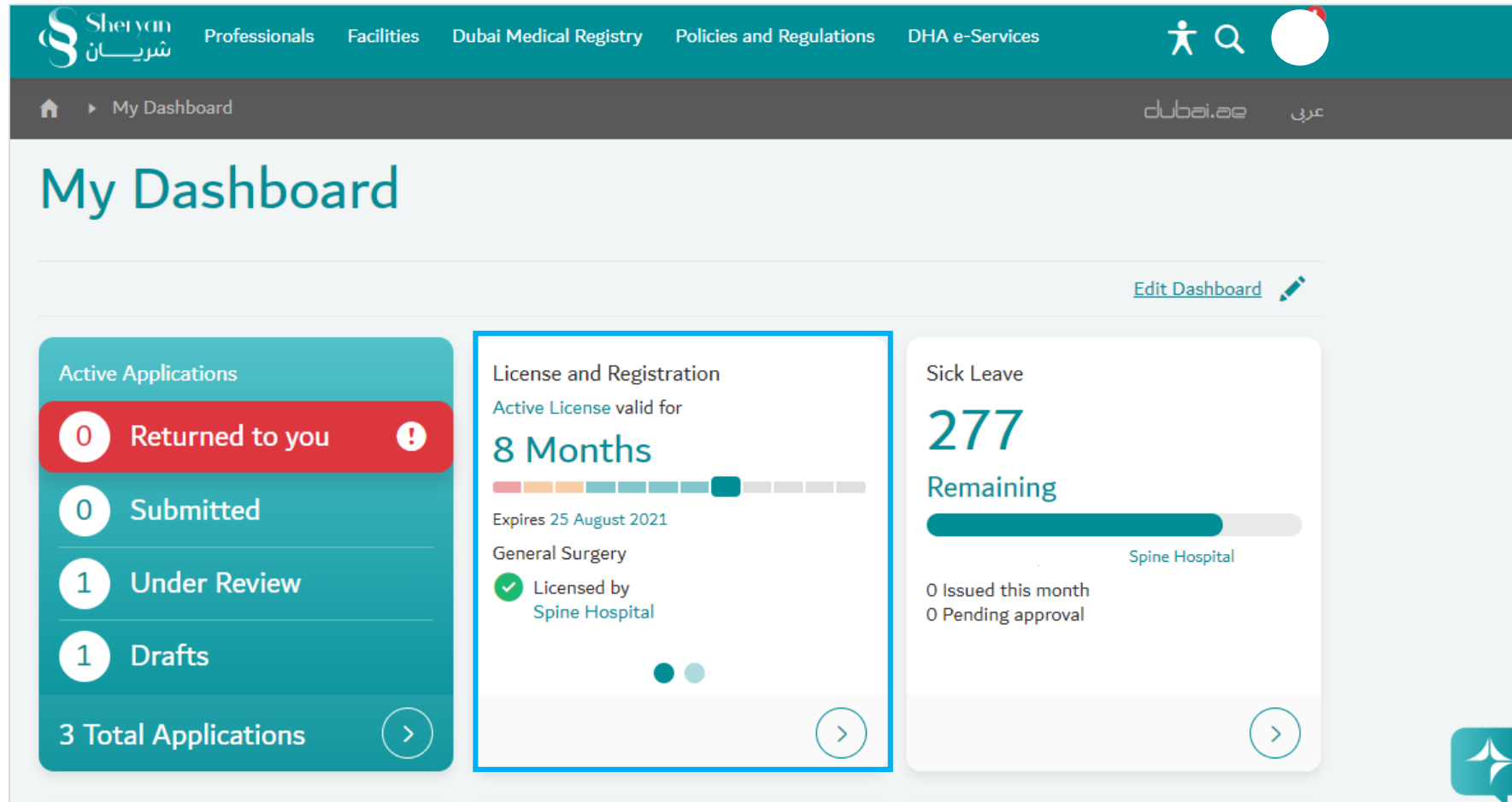
دبي الذكية
SMART DUBAI

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Terms & Conditions Privacy Policy



Logging-in to professional account, then click on the side arrow of 'License and Registration' widget.



The screenshot shows the 'My Dashboard' page of the Sheryan Professional account. The dashboard is divided into three main sections: 'Active Applications', 'License and Registration', and 'Sick Leave'. The 'Active Applications' section on the left lists four categories: 'Returned to you' (0), 'Submitted' (0), 'Under Review' (1), and 'Drafts' (1), with a total of 3 applications. The 'License and Registration' section in the center shows an 'Active License valid for 8 Months' with a progress bar and an expiration date of 25 August 2021. It also indicates 'General Surgery' is 'Licensed by Spine Hospital'. The 'Sick Leave' section on the right shows '277 Remaining' days with a progress bar and notes '0 Issued this month' and '0 Pending approval'. A blue box highlights the 'License and Registration' widget, and a blue arrow points to the right arrow icon at the bottom right of the widget. The top navigation bar includes links for Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, and DHA e-Services. The bottom right corner features a chat icon.



Good to Know : It is recommended to go through the Self-Assessment Tool, pass the required assessment and verify required documents before applying for the Add/Upgrade Registration service.



Accessing the Service

Click on 'Update Registration'.

The screenshot displays the 'Professional License' section of a user's dashboard. The top navigation bar includes a home icon, 'My Dashboard', 'Professional License', and the 'dubai.ae' logo with an Arabic language option. The main content area is divided into two sections: 'Spine Hospital' and 'Registrations'.

Spine Hospital License Details:

- Status:** Active (indicated by a green checkmark). It is a 'Full-time License' with a license number of '-001' and expires on '25 August 2021'.
- Specialities:** General Surgery.
- Valid for:** 8 Months, shown with a progress bar.
- Actions:** A note states 'Actions on your license will be taken by your facility.'

Registrations Section:

- General Surgery License Details:**
 - Status:** Fully Active (indicated by a green checkmark). It expires on '09 November 2021'.
 - Valid for:** 11 Months, shown with a progress bar.
- Update Registration:** A button with the text 'Update Registration' is highlighted with a blue border.

A chat icon is visible in the bottom right corner of the dashboard.



Good to Know : It is recommended to go through the Self-Assessment Tool, pass the required assessment and verify required documents before applying for the Add/Upgrade Registration service.



Upgrade Existing Title



Good to Know : Upgrade registration allows the healthcare professional to upgrade to a higher title.



Step 1 : Click on 'Upgrade Type' then choose 'Upgrade Existing Title'

Step 2 : Click on 'Upgrade', then select the requested title and specialty to be upgraded

Note: Only one update type can be selected.

▼ Application Details

Select the positions you wish to apply for in this section. A DHA licensing expert will assess if you meet the requirements for this position or not. If you are unable to find the specialty you would like to apply for, set the Title drop-down as "Other" and Specialty as "DHA to Determine". The Credentialing Team will review your case based on the submitted documents and suggest the closest applicable specialty.

Choose Update Type

Update Type

Select Update Type 1 ▼

Upgra

☐ Add New Position

☒ Upgrade Existing Title

☐ Remove Limited To

☐ Remove Trainee Restriction

Spe

Nursing

Assistant Nurse



Filling Up Application Form (Upgrade)

Step 3 : click on 'Upgrade'

Professional Services > Add/Upgrade Professional Registration

dubai.ae عربي

Update Type

Select Update Type 1 ▼

Upgrade Existing Title

Assistant Nurse Nursing	
Category	Title
Nurse and Midwife	Assistant Nurse
Speciality	
Nursing	

Upgrade

Confirm



Step 4: Select the requested title, then the requested Specialty, then click on 'Confirm'.

Professional Services Add/Upgrade Professional Registration dubai.ae

Upgrade Existing Title

Assistant Nurse Nursing

Category
Nurse and Midwife

Title
Assistant Nurse

Speciality
Nursing

Requested Title

Registered Nurse ▼

- Select Title
- School Nurse
- Specialty Nurse
- Registered Nurse**

Confirm



Add New Position



Good to Know : Add New Position allows the healthcare professional to add other titles of the same level to their existing one.



Step 1: Click on 'Upgrade Type' then choose 'Add New Position'.

▼ Application Details

Select the positions you wish to apply for in this section. A DHA licensing expert will assess if you meet the requirements for this position or not. If you are unable to find the specialty you would like to apply for, set the Title drop-down as "Other" and Specialty as "DHA to Determine". The Credentialing Team will review your case based on the submitted documents and suggest the closest applicable specialty.

Choose Update Type

Update Type

Select Update Type 1 ▼

☒ Add New Position

☐ Upgrade Existing Title

☐ Remove Limited To

☐ Remove Trainee Restriction

Please fill in this section.



Step 2: click on 'Add Position'

▼ Application Details

Complete

Select the positions you wish to apply for in this section. A DHA licensing expert will assess if you meet the requirements for this position or not. If you are unable to find the specialty you would like to apply for, set the Title drop-down as "Other" and Specialty as "DHA to Determine". The Credentialing Team will review your case based on the submitted documents and suggest the closest applicable specialty.

Choose Update Type

Update Type

Select Update Type 1 ▼

Add Position+

Confirm



Filling Up Application Form (Add)

Step 2: select 'Category, Title and Specialty' based on the new qualification granted.

Step 3: Click 'Save' then 'Confirm'.

Professional Services ▶ Add/Upgrade Professional Registration

dubai.ae

Category
Physician ▼

Title
Consultant ▼

Speciality
Cardiac Anesthesia ▼

Save Cancel

[Add Position+](#)

Confirm



Fill-up Form



Step 4: Fill up personal details providing correct information in all fields.

▼ Personal Details

Complete

Personal Information

DHA Unique ID
00162181

English First Name

Rameshkumar

English Last Name

Arabic First Name (Optional)

Arabic Last Name (Optional)

كومار .


Maiden Name (Optional)

Maiden Name



Step 5: Click on 'Go to Prometric' to book for exam if not exempted.
Application cannot be submitted without assessment result.

▶ Personal Details

Complete 

▼ CBT Assessment Nursing exam

Review Exam Equivalency Criteria chapter in the [Unified Professional Qualification Requirements \(PQR\)](#) and [Licensing Healthcare Professionals Policy](#).

CBT

Online Assessment Name: Nursing exam

Follow the steps to apply for CBT assessment:

1. Copy DHA Unique ID [Copy Id](#)


2. Use it to generate the Prometric eligibility ID through the following [link](#)

Go To Prometric



Filling up the Application Form (CBT)

If exempted from CBT, provide evidence, click
'Add Assessment Exemption'

 Professional Services Add/Upgrade Professional Registration dubai.ae عربي

Assessment Exemption

☒ I have reviewed the assessment exemption policy and confirm that I am exempt from assessment and have the necessary evidence.

Assessment Exemption

Do You Have An Assessment Exemption

Yes

[Add Assessment Exemption](#) If available

Confirm



Filling up the Application Form (CBT)

If assessment already pass, applicant shall link the result within the application

Professional Services > Add/Upgrade Professional Registration dubai.ae عربي

Assessment Exemption

☐ I have reviewed the assessment exemption policy and confirm that I am exempt from assessment and have the necessary evidence.

[Link Result](#)

[Confirm](#)

CBT Assessment

Please select that applies

☒ Assessment Name : Nursing exam
Assessment Date : 19/07/2016
Assessment Expiry Date : 19/07/2021
Assessment Country : AE
Assessment Status : Completed
Assessment Result : Pass
Assessment Attempt Number: 1
DHA Facility Code:

[Link](#) [Cancel](#)



Filling up the Application Form (ORAL ASSESSMENT)

If Oral Assessment is required
Step 1: Fill up personal details providing
correct information in all fields.

▼ Personal Details

Complete

Personal Information

DHA Unique ID

00162181

English First Name

Rameshkumar

English Last Name

Arabic First Name (Optional)

Arabic Last Name (Optional)

كومار .

Maiden Name (Optional)

Maiden Name



Filling up the Application Form (ORAL ASSESSMENT)

Step 2: click on oral assessment if exempted from oral assessment, provide evidence. Click on 'Add Assessment Exemption'

▼ ORAL Assessment Cardiac Anesthesia

Review Exam Equivalency Criteria chapter in the [Unified Professional Qualification Requirements \(PQR\)](#) and [Licensing Healthcare Professionals Policy](#).

ORAL

ORAL Assessment Name: Cardiac Anesthesia

Assessment Exemption

☐ I have reviewed the assessment exemption policy and confirm that I am exempt from assessment and have the necessary evidence.

Confirm



Good to know: You will be able to schedule oral assessment once application is approved.



Assessment Exemption

Once clicked on 'Add Assessment Exemption,
you can select on the verified exemption
document

Professional Services > Add/Upgrade Professional Registration

Assessment Exemption -

Please select that applies

☐ Document Name: D001-)-ED01.jpg
Document Type: Education
Issuing Authority : National Board of Examinations
Issuing Country : India
PSV Document Result : Verified-Clear

☐ Document Name: D001-)-ED01.jpg
Document Type: Education
Issuing Authority : National Board of Examinations
Issuing Country : India
PSV Document Result : Verified-Clear


☒ Document Name: DNB Surgery.jpg
Document Type: Education

[Link](#) [Cancel](#)



Assessment Exemption

Once document is linked, it will show in the application. Click 'Save', then 'Confirm'.


 Professional Services Add/Upgrade Professional Registration dubai.ae عربي

Assessment Exemption

☒ I have reviewed the assessment exemption policy and confirm that I am exempt from assessment and have the necessary evidence.

Assessment Exemption

Do You Have An Assessment Exemption
Yes

Document Type Education	Issuing Authority National Board of Examinations 
Issuing Country India	Document DNB Surgery.jpg

[DNB Surgery.jpg](#)

Confirm



Step 3: Link all required components from your PSV report

▼ Base Education

Link DataFlow Data

Education Information

Link a Relevant Verified Document

Add Base Education +

Note: In this section link your base medical education degree.

Confirm

► Application Details

Complete ✓

► Person

Complete ✓

► CBT A

Complete ✓

Base Education

Complete ✓

▼ Base E

Complete ✓

Add Base

Complete ✓

Please make

Complete ✓

Confir

Complete ✓

Experience

Complete ✓

► Upgra

Complete ✓

Education Information

Please select that applies

☐

Certificate Name : Others
Validity : 31/01/1996 -

☒

Qualification Attained : Degree
Issuing Authority : Philipps University
Major : DOCTOR OF MEDICINE
Issue Date : 14/04/1989
Philipps - Germany

☐

Qualification Attained : Degree
Issuing Authority : Federal Regulation For The Medical Professions
Major : Medical Doctor
Issue Date : 09/06/1988
Germany

Link

Cancel



Good to Know : All required documents must be verified by Data-Flow and linked to the application



Click on 'Add Experience'

[Home](#) > [Professional Services](#) > [Add/Upgrade Professional Registration](#) dubai.ae عربي

Experience 1

Add Experience Letter

Link a Relevant Verified Document

[Add Experience Letter +](#)

☒ Not Applicable

Add License

Link a Relevant Verified Document

[Add License +](#)

☒ Not Applicable

Add Good standing certificate

Link a Relevant Verified Document

[Add Good standing certificate +](#)

☒ Not Applicable

[Add Experience](#)

Please make sure you provide the correct information in all fields.

Confirm



Link Verified Document

Tick the box beside the verified document, click on 'Link' then confirm

Add Good standing certificate
Link a Relevant Verified Document

[Add Good standing certificate +](#)☐ Not Applicable

Professional Experience Information

Please select that applies

☒

Designation: Consultant

Duration: 01/03/2016 - 16/01/2018

Bad Säckingen, Germany

PSV Document Result : Verified-Clear

Link

[Cancel](#)

Add Good standing certificate
Link a Relevant Verified Document



Once document is 'Link', it will show in the application.

Professional Services > Renew Professional Registration dubai.ae دبي

Experience 2 [Remove Section](#)

Name of Professional in Employment	Issuing Authority Name
<input type="text"/>	<input type="text"/>
Employer Name	Employer Country
<input type="text"/>	Germany
Employer City	Employment Start Date
Bad Säckingen	Employment End Date
Designation	Department
Consultant	Internal Medicine
PSV Document Result	
Verified-Clear	
<input type="text"/>	

Add License
[Link a Relevant Verified Document](#)



Step 4: Click on 'Add From PSV'

▼ Other Documents (Optional)

In case the document you wish to upload consists of multiple pages, kindly upload them as one PDF document – please note that the maximum number of attachment is 10.

Add Documents

[Add From PSV +](#)

[Add Manually +](#)

Please make sure you provide the correct information in all fields.

Confirm

**Tick the box beside the verified document,
then click on 'Link'.**

Other Documents

Please select that applies

- ☐ Document Type: Education
Issuing Country : Germany
PSV Document Result : Verified-Clear
- ☐ Document Type: Experience
Issue Date : 01/03/2016
Issuing Authority :
Issuing Country : Germany
PSV Document Result : Verified-Clear
- ☐ Document Type: License
Issue Date : 26/03/2013
Issuing Authority : Regierung Von Oberbayern
Issuing Country : Germany

Link

[Cancel](#)



Step 5: Write comments if necessary (limits to 200 letters, then 'Confirm'.

▶ Added Consultant Cardiac Anesthesia

Complete ✓

▶ Other Documents (Optional)

Complete ✓

▼ Comments

Please fill in this section.

Comments

Please check my transcript

Confirm



Step 5: Review Form/Payment & Submit the Application

Step 6: Make sure that all sections are completed & all tabs turn to green

Make sure to read Terms & Conditions before submitting the application

Click on 'Review Form' to review the summary of information provided

Proceed to payment & submit the application to be reviewed by DHA staff

The screenshot displays a web application interface for reviewing an application. It features a list of sections, each with a green bar indicating completion. The sections are: Application Details, Personal Details, ORAL Assessment Cardiac Anesthesia, Base Education, Added Consultant Cardiac Anesthesia, Other Documents (Optional), Comments, and Terms & Conditions. Below this list, a disclaimer states: 'Please make sure you provide the correct information in all sections. By submitting your application you agree that all information provided is accurate and complete.' At the bottom, there are three buttons: 'Review Form' (highlighted with a blue border), 'Go Back', and 'Withdraw Application'.

Section	Status
Application Details	Complete ✓
Personal Details	Complete ✓
ORAL Assessment Cardiac Anesthesia	Complete ✓
Base Education	
Base Education	Complete ✓
Experience	
Added Consultant Cardiac Anesthesia	Complete ✓
Other Documents (Optional)	Complete ✓
Comments	Complete ✓
Terms & Conditions	Complete ✓

Please make sure you provide the correct information in all sections. By submitting your application you agree that all information provided is accurate and complete.

[Review Form](#) [Go Back](#) [Withdraw Application](#)




Application status will be 'Under Review'. by DHA
Once approved, an eligibility/registration letter
will be issued under the 'Closed' tab of 'My
Application'.


My Applications

[Go To Dashboard](#)

Active

Closed

[Download Excel](#) URG-2020-00000769 

Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼
 Under Review 28/12/2020	Add/Upgrade Professional Registration	URG-2020- 00000769	--	0.00	28/12/2020 >


Showing all 1 Active Applications


My Applications

[Go To Dashboard](#)

Active

Closed

[Download Excel](#) URG-2020-00000665 

Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼
 Issued 09/11/2020	Add/Upgrade Professional Registration	URG-2020- 00000665	--	0.00	20/10/2020 >

Showing all 1 Closed Applications



Sample Added/Upgrade Registration Certificate

Valid for one year and could be renewed yearly with the fulfillment of the requirements.

This certificate can be verified [online](#).
Enter the Pin and Barcode found at the lower right hand corner of the page.


GOVERNMENT OF DUBAI


DUBAI HEALTH AUTHORITY

شهادة تسجيل مهني صحي
Healthcare Professional Registration Certificate

Date: 12-10-2020
Dear asdf qwert,
Welcome to the Dubai Medical Registry!
We are pleased to inform you that you have been registered in the Dubai Medical Registry with the following details

تاريخ: 2020-10-12
الجميل العزيز ممت ممت
مرحباً بك في سجل دبي الطبي
يسعدنا إعلامك بأنه قد تم تسجيلك
في سجل دبي الطبي حسب البيانات التالية

Name:	اسم: qwert	الجنسية:
Nationality:	Albania	الجنسية:
Registration No.:	86964018	رقم التسجيل:
Registration Title:	الطب التقليدي ممارس علاج ولاهر الصينية Complementary and Alternative Medicine - Practitioner - Acupuncture	تخصص التسجيل

In order to activate the professional license, the health facility you would like to work with, must add you to the facility account and complete the licensure process. For more information about your registration, please visit the DHA licensing Portal "Sheryan" – using your User ID and password.

Yours Sincerely,

لتفعيل ترخيصك المهني يتوجب على المنشأة الصحية التي ترغب العمل فيها إضافتك في حسابها وإكمال إجراءات الترخيص. لمزيد من المعلومات حول تسجيلك، يرجى زيارة بوابة الترخيص الإلكتروني شريان باستخدام اسم المستخدم وكلمة المرور الخاصة بك.

ونفضلوا بقبول فائق الاحترام والتقدير،

Health Regulation Sector Dubai Health Authority

قطاع التنظيم الصحي هيئة الصحة بدبي

Remarks:

ملاحظات:

- Any modifications will invalidate this certificate.
- This is an electronically generated certificate, that doesn't require signature or stamp
- This is NOT a valid Health professional license.
- This certificate is valid up to one year from the issuing date
- For verification, please visit:
<https://services.dha.gov.ae/sheryan/wps/portal/home/services-professional/online-verification>

- أي تعديل في الشهادة تعتبر لاغية.
- يتم إصدار هذه الشهادة إلكترونياً ولا تتطلب ختم الهيئة أو الحضور لتوقيعها
- هذه الشهادة ليست ترخيصاً رسمياً ولا يمكن مزاولة المهنة الصحية باستخدامها
- مدة سريان هذه الشهادة سنة ميلادية واحدة من تاريخ الإصدار
- للتحقق من هذه الشهادة، يرجى زيارة موقع هيئة الصحة بدبي:
<https://services.dha.gov.ae/sheryan/wps/portal/home/services-professional/online-verification>


For more information visit dha.gov.ae
Approved electronic document issued without signature by Dubai Health Authority

للمزيد من المعلومات يرجى زيارة
بوابة إلكترونية معتمدة وسارية بدون توقيع من هيئة الصحة بدبي

CP_9.3 F-03


PIN: 971
160250955



ADDITIONAL INFORMATION

[Application Status](#)
[Resubmit Returned Application](#)
[Download Document](#)



How to Check Application Status

Status	Action
DRAFT	Application is pending in your account. It is not submitted.
SUBMITTED	Application is successfully submitted and pending for DHA action.
APPROVED	Application is completed.
ISSUED	Application is completed, document issued.
RETURNED	Application is returned in your dashboard. Read the comment, complete the pending action and re-submit the application.
REJECTED	<p>Application is rejected. Read the comment in the application. Possible reasons:</p> <ul style="list-style-type: none">• Requirements not met• Missing documents• Instructions not followed etc. <p>Rejected applications cannot be activated. You must re-apply.</p>
CANCELLED/AUTO-CANCELLED	Application exceeded 90 days without any action.



How to Re-Submit Applications

Step 1: Login to your account, open the menu and select 'Applications'.


The screenshot shows the 'My Dashboard' page of the Sheryan Dubai Medical Registry. The top navigation bar includes links for Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, and DHA e-Services. The user is logged in as Neeraj, with a DHA ID visible. The dashboard features a sidebar menu on the right with options: My Dashboard, My Profile, My Applications (highlighted with a red box), Verifications and CBT Assessments, Notification Centre, and Settings. The main content area displays 'Active Applications' with a list: 1 Returned to you (with a warning icon), 0 Submitted, 1 Under Review, and 1 Drafts, totaling 4 applications. A 'License and Registration' card shows an active license valid for 8 months, expiring on 25 August 2021, for General Surgery, licensed by Spine Hospital. A 'Sick Leave' card shows 277 days remaining, with 0 issued this month and 0 pending approval. A 'Logout' button is located at the bottom right of the sidebar.

Note:


After opening the **RETURNED** application the status will change to **DRAFT**.
If the application is in **DRAFT** status, it is not **SUBMITTED** and not received by DHA.





Step 2: Under Active tab, search for the status 'Returned' or reference number Click on the arrow on the right to open the application form.

 My Applications dubai.ae عربي

My Applications

[Go To Dashboard](#) **Active** Closed [Download Excel](#) 

Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼
 Returned 28/12/2020	Add/Upgrade Professional Registration	URG-2020-00000769	--	0.00	28/12/2020 

Showing all 1 Active Applications



Step 3: Scroll down at the bottom of the page and click 'Edit' button.

Service: Add/Upgrade Professional Registration

Applied On: 28/12/2020

Reference no. URG-2020-00000769

 **Waiting on Applicant** on 28/12/2020

● Waiting on Applicant
29/07/2020

● Under Review
29/07/2020

● Submitted
27/07/2020

● Payment Pending
27/07/2020

[Edit](#)

[Request Refund](#)



How to Re-Submit Applications

Step 4: Fill-up each section, upload the required document. All sections must be complete and bright green. Click Review Form.

Step 5: Review the summary of information provided. Agree to the terms and conditions again. Click Submit.

The status will change to Re-Submitted.

The screenshot displays a web-based application review interface. It features a list of sections, each with a green bar indicating completion. The sections are: Application Details, Personal Details, ORAL Assessment Cardiac Anesthesia, Base Education, Added Consultant Cardiac Anesthesia, Other Documents (Optional), Comments, and Terms & Conditions. Each section has a 'Complete' status and a checkmark icon. Below the sections, there is a disclaimer: 'Please make sure you provide the correct information in all sections. By submitting your application you agree that all information provided is accurate and complete.' At the bottom, there are three buttons: 'Review Form' (highlighted with a blue border), 'Go Back' (a text link), and 'Withdraw Application' (a text link).

Section	Status
Application Details	Complete ✓
Personal Details	Complete ✓
ORAL Assessment Cardiac Anesthesia	Complete ✓
Base Education	Complete ✓
Added Consultant Cardiac Anesthesia	Complete ✓
Other Documents (Optional)	Complete ✓
Comments	Complete ✓
Terms & Conditions	Complete ✓

Please make sure you provide the correct information in all sections. By submitting your application you agree that all information provided is accurate and complete.

[Review Form](#) [Go Back](#) [Withdraw Application](#)



How to Download the Certificate

Step 1: Login to your account, open the menu and select 'Applications'.

The screenshot displays the 'My Dashboard' interface of the Sheryan Dubai Medical Registry. The top navigation bar includes links for Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, and DHA e-Services. The user's name 'Neeraj' and DHA ID are shown in the top right. A dropdown menu is open, with 'My Applications' highlighted. The dashboard content area shows 'Active Applications' with a list: 1 Returned to you (with an exclamation mark icon), 0 Submitted, 1 Under Review, and 1 Drafts, totaling 4 applications. A 'License and Registration' card shows an active license valid for 8 months, expiring on 25 August 2021, for General Surgery, licensed by Spine Hospital. A 'Sick Leave' card shows 277 days remaining. A 'Logout' button is at the bottom right of the dashboard.

Sheryan شريان

Professionals Facilities Dubai Medical Registry Policies and Regulations DHA e-Services

Neeraj
DHA ID: ()

My Dashboard

My Profile

My Applications

Verifications and CBT Assessments

Notification Centre

Settings

Logout

My Dashboard

Active Applications

- 1 Returned to you !
- 0 Submitted
- 1 Under Review
- 1 Drafts

4 Total Applications >

License and Registration

Active License valid for

8 Months

Expires 25 August 2021

General Surgery

✓ Licensed by Spine Hospital

Sick Leave

277

Remaining

0 Issued this month


0 Pending approval






How to Download the Certificate

Step 2: Under Closed tab, search for the abbreviation 'URG/Add'
Click on the arrow on the right to open the application.

My Applications

[Go To Dashboard](#) Active **Closed** [Download Excel](#) 

URG-2020-00000665 

Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼	
 Issued 09/11/2020	Add/Upgrade Professional Registration	URG-2020-00000665	--	0.00	20/10/2020	

Showing all 1 Closed Applications



Step 3: Scroll down at the bottom of the page and click 'View Eligibility Letter' button.

Service: Add/Upgrade Professional Registration

Applied On: 26/08/2020

Reference no. URG-2020-00000588

✓ Issued on 07/09/2020

● Waiting on Applicant
06/09/2020

● Under Review
03/09/2020

● Submitted
26/08/2020

● Payment Pending
26/08/2020

[View Eligibility Letter](#)

[Request Refund](#)



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Reviewed by:	Aisha Ali AlMaamari Head of Healthcare Professional Licensing Section
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