



Sheryan  
شریان

# Renew Professional 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



Required Status to Apply  
for Renew Registration



Sheryan Account  
Management



How to Check Application  
Status



Ask Latifa / Health Licensing  
Support



How to Re-submit  
Applications



Frequently Asked  
Questions



How to Download the  
Document

### Steps



Accessing the Service



Fill-up Form



Review& Submit Form



View Registration

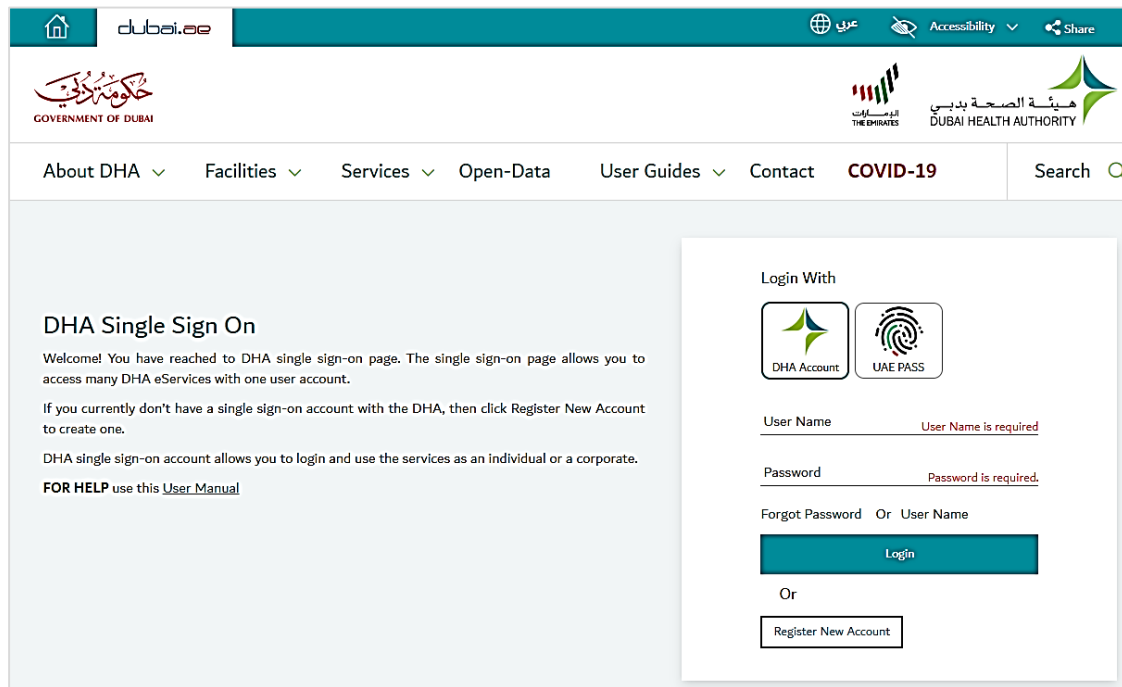


**Note:** Click the icon to skip to a specific section.



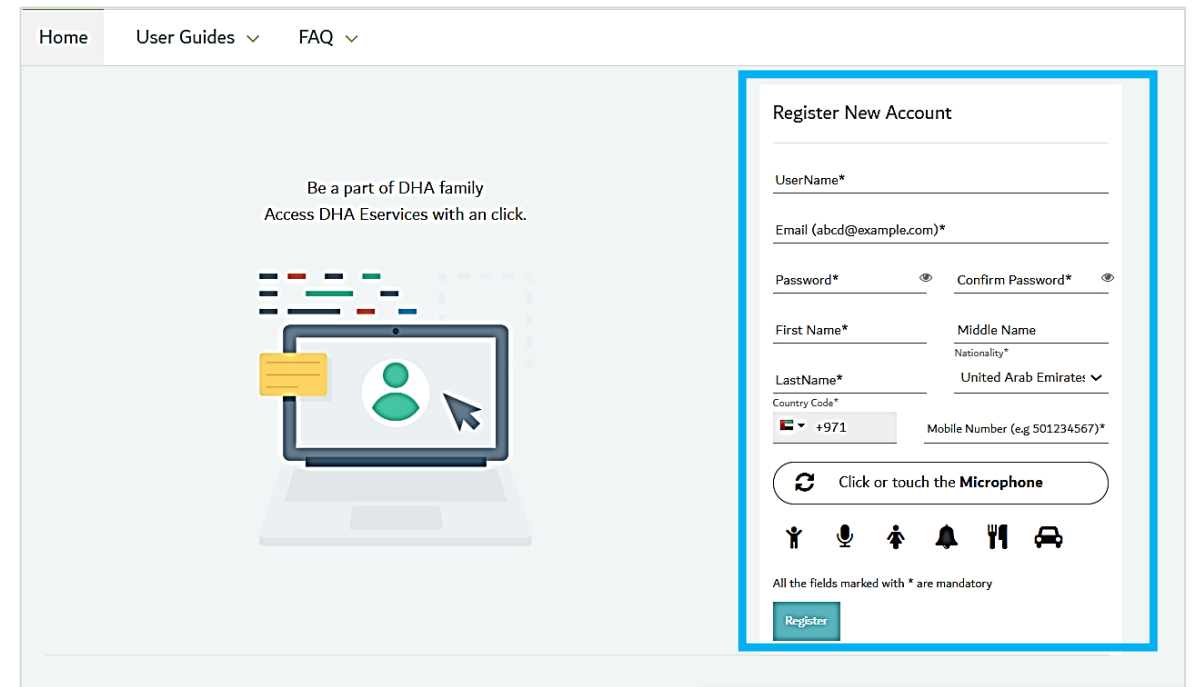
Follow the steps below to sign-up or login on the DHA Sheryan account.  
Visit the [website](#) and click on the Login icon to access the DHA Sheryan [portal](#).

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



The screenshot shows the 'DHA Single Sign On' page. The header includes the 'dubai.ae' logo and navigation links for 'About DHA', 'Facilities', 'Services', 'Open-Data', 'User Guides', 'Contact', and 'COVID-19'. The main content area has a 'DHA Single Sign On' heading and a welcome message. Below this, there is a 'Login With' section with icons for 'DHA Account' and 'UAE PASS'. The login form includes 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 links for 'Forgot Password' and 'Or User Name', a 'Login' button, and a 'Register New Account' button.

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



The screenshot shows the 'Register New Account' page. The header includes 'Home', 'User Guides', and 'FAQ'. The main content area has a heading 'Be a part of DHA family' and 'Access DHA Eservices with an click.' Below this is an illustration of a laptop with a user icon. The registration form includes fields for 'UserName\*', 'Email (abcd@example.com)\*', 'Password\*' (with an eye icon), 'Confirm Password\*' (with an eye icon), 'First Name\*', 'Middle Name', 'Nationality\*', 'LastName\*', 'United Arab Emirate: v', 'Country Code\*' (with a dropdown menu), and 'Mobile Number (e.g 501234567)\*'. There is a 'Click or touch the Microphone' button and a 'Register' button. A note at the bottom states 'All the fields marked with \* are mandatory'.



### 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.

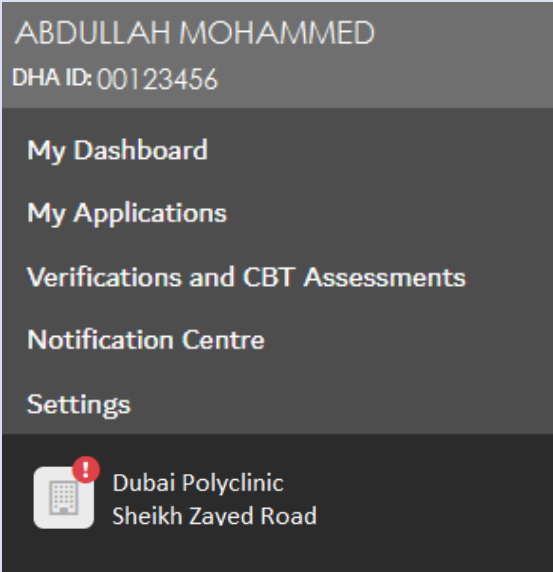
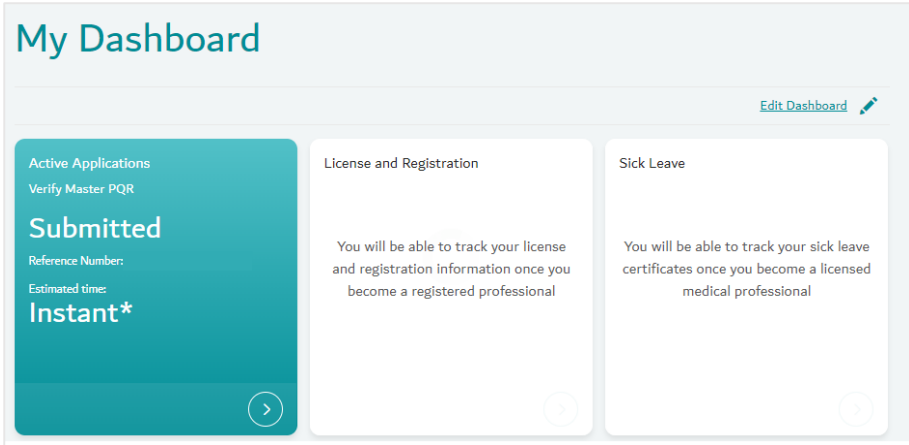
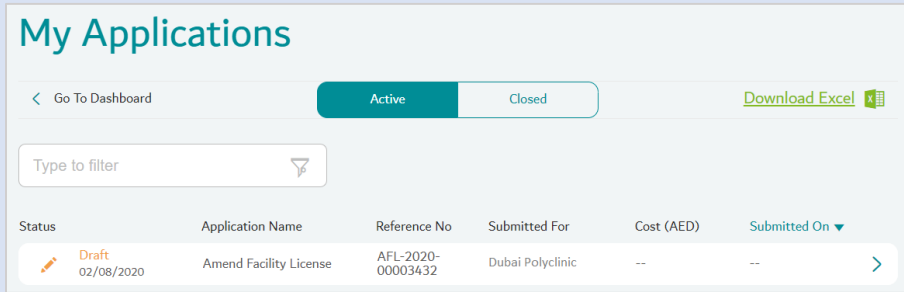


Before proceeding to the licensing services, users must be familiar with account management.



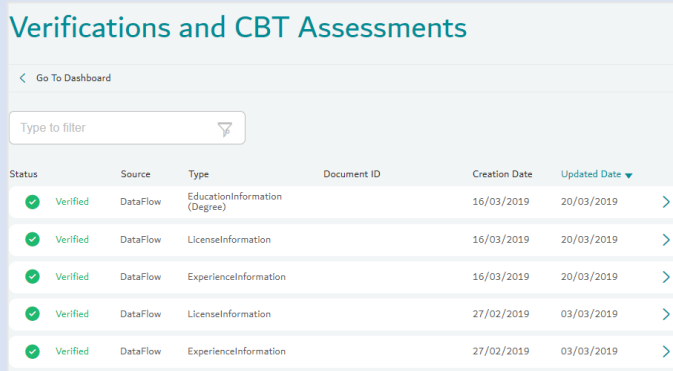
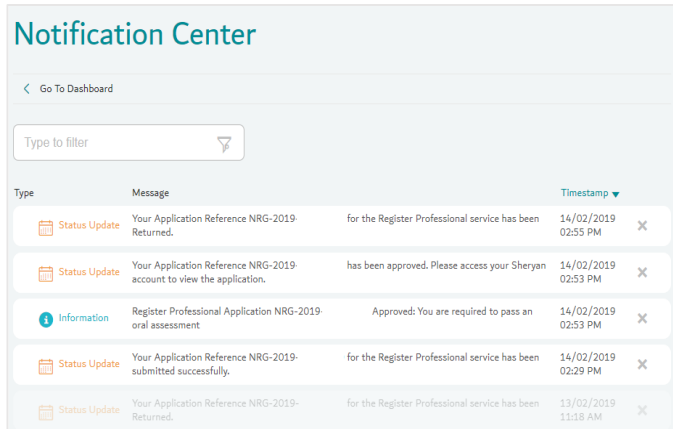
Icon	Action
عربي /English	Change Language Preference
	Accessibility (Text Resize, Contrast Switch, Read Speaker)
	Search
	The initials depend on the user’s first and last name. Click on the icon to view your unique ID, access your dashboard, applications, verified documents, notifications and settings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

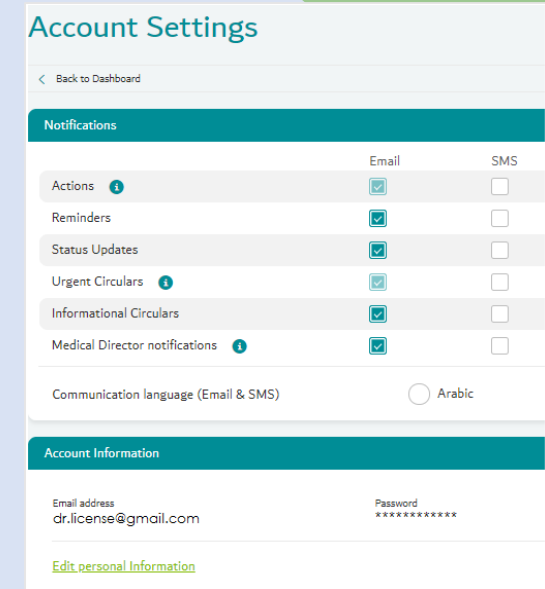
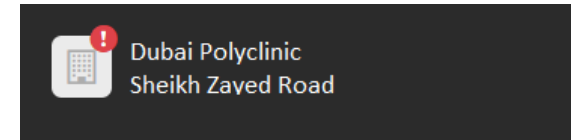


Menu Screenshot	Account Menu Options	Screenshot
	Name and Unique ID - important when accessing third party services (Prometric, Dataflow) and license activation by a hiring facility.	Note: The unique ID never changes and is only an identifier.
	My Dashboard - quick view of application status, current 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.	





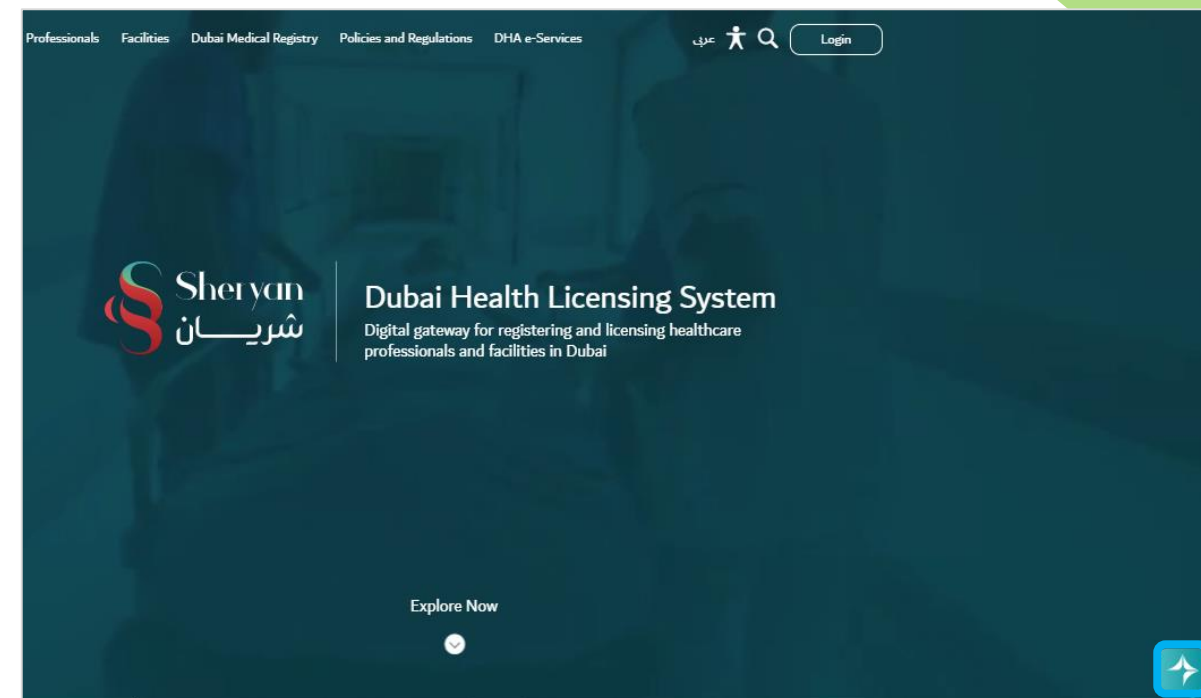
Account Menu Options	Screenshot
<p>Verifications and CBT Assessments - list of all verified documents from Dataflow and assessment results from Prometric.</p> <p>This will be empty for users who are not registered healthcare professionals.</p>	
<p>Notification Centre - (!) alerts represented by a red 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](#).



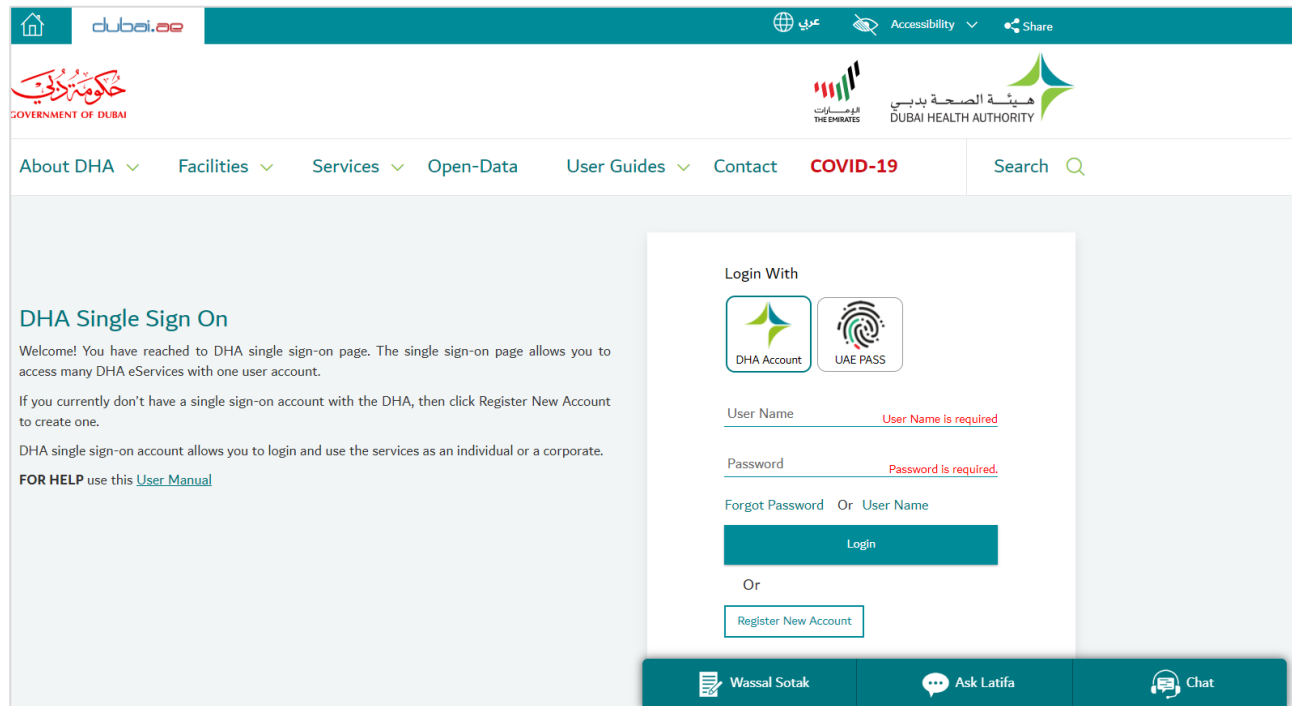
Good to Know: Latifa works through Artificial Intelligence and constantly learns as you ask her more questions.



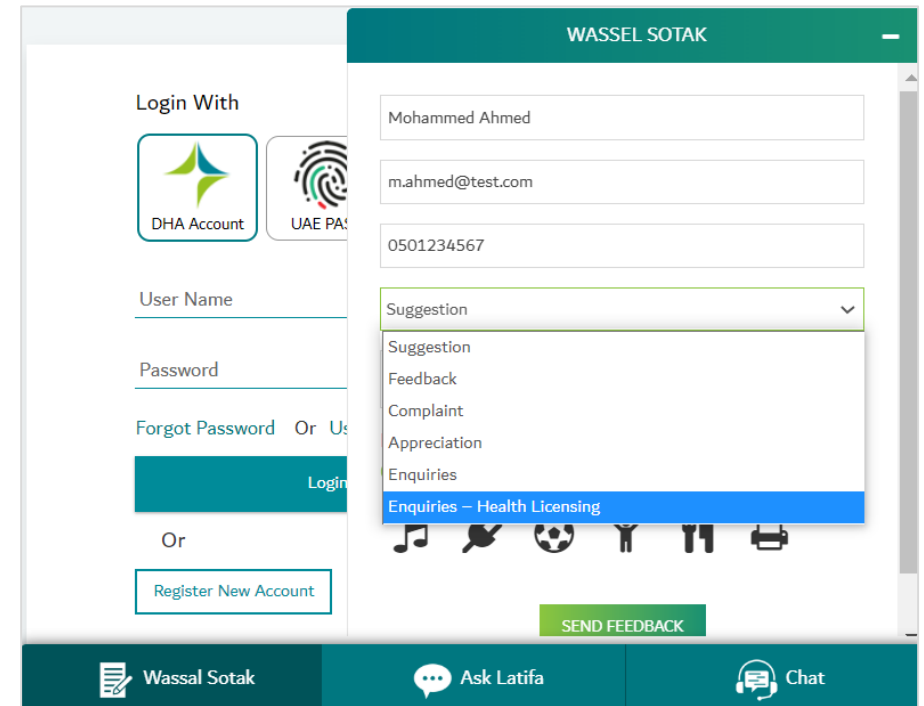
The Health Licensing Department is available to assist you. Contact us by clicking the Wassel Sotak icon the lower right hand corner of the [DHA website](#).

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. A footer bar 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). At the bottom, there is a 'SEND FEEDBACK' button and a footer 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 'Frequently Asked Questions' page on the Sheryan website. 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'. An example text below the search bar reads: 'E.g. "Can't login to Sheryan" or "Can I work in Dubai?" or "Error code"'. Two FAQ items are listed: 'New Healthcare Facility License' and 'Activate Facility License', each with a right-pointing arrow. The footer contains links for 'About DHA', 'Careers', 'FAQs' (which is highlighted with a blue box), and 'Sitemap'. It also includes 'Contact Us' and 'Employees E-Services'. A message states 'This site is best viewed in' followed by icons for Chrome, Edge, Firefox, and Safari. The 'SMART DUBAI' logo is also present. At the bottom, it says 'All Rights Reserved. Dubai Health Authority 2020' and provides links for 'Terms & Conditions' and 'Privacy Policy', along with social media icons for YouTube, Instagram, Facebook, and Twitter.

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

All Rights Reserved. Dubai Health Authority 2020

Terms & Conditions Privacy Policy



## Required Status to Renew Registration

Status	Description	Action required
<b>Cancelled</b>	Professional cannot renew the registration	Go through “ <a href="#">Self-Assessment Tools</a> ” then “ <a href="#">Get Registered</a> ” with the fulfillment of the requirements ( <a href="#">PQR</a> )
<b>Fully Active, About to Expire (Red)</b>	Will expire very soon, then registration will be cancelled *	The action must be done as soon as possible before it gets cancelled.
<b>Fully Active, About to Expire (Orange)</b>	Will expire within the 90-day period*	Action could be done within the period.
<b>Active-in-Transition (Red)</b>	Professional license is cancelled and an action has to be done soon.*	Either join another facility (Activate License) or renew the registration
<b>Active-in-Transition (Orange)</b>	Professional license is cancelled and an action has to be done within the 90-day period*	Either join another facility (Activate License) or renew the registration

\*Check dashboard for exact number of days left.



## Examples: When it is possible to renew the registration

In this case, professional has to apply again for self-assessment tools and get registered with fulfillment of all the requirement

License and Registration  
Registration  
**Cancelled**  
Otolaryngology  
! Not Licensed

This screenshot shows a registration status of 'Cancelled' for the profession of Otolaryngology. The text 'Not Licensed' is displayed with a red exclamation mark icon. A progress bar at the top is empty. A circular arrow icon is visible in the bottom right corner.

Still one day left, you can submit the renewal application in the same day. If not submitted at the same day, it will be automatically canceled.

License and Registration  
Fully Active, About to Expire Registration valid for  
**1 Day**  
Expires 5 October 2020  
Nursing  
! Not Licensed

This screenshot shows a registration status of 'Fully Active, About to Expire' for the profession of Nursing, with only '1 Day' remaining. The expiration date is '5 October 2020'. The text 'Not Licensed' is displayed with a red exclamation mark icon. A progress bar at the top shows a small red segment. A circular arrow icon is visible in the bottom right corner.

With in 3 months of the validity of registration also professional can renew the registration.

License and Registration  
Fully Active, About to Expire Registration valid for  
**3 Months**  
Expires 21 January 2021  
Ophthalmology  
! Not Licensed

This screenshot shows a registration status of 'Fully Active, About to Expire' for the profession of Ophthalmology, with '3 Months' remaining. The expiration date is '21 January 2021'. The text 'Not Licensed' is displayed with a red exclamation mark icon. A progress bar at the top shows a small orange segment. A circular arrow icon is visible in the bottom right corner.



When it is possible to renew the registration

registration could renew before the 24 day is over Or join new facility

### License and Registration

Active In Transition Registration valid for

24 Days



Expires 21 November 2020

Geriatric Medicine

! Not Licensed



### Licenses

**Status**  
! Cancelled  
Full-time License  
License: 0014

**Specialities**  
Geriatric Medicine

Actions on your license will be taken by your facility.

**Status**  
! Cancelled  
Full-time License  
License: 0014

**Specialities**  
Geriatric Medicine

Actions on your license will be taken by your facility.

### Registrations

[Update Registration](#)

Geriatric Medicine

Valid for

24 Days



**Status**

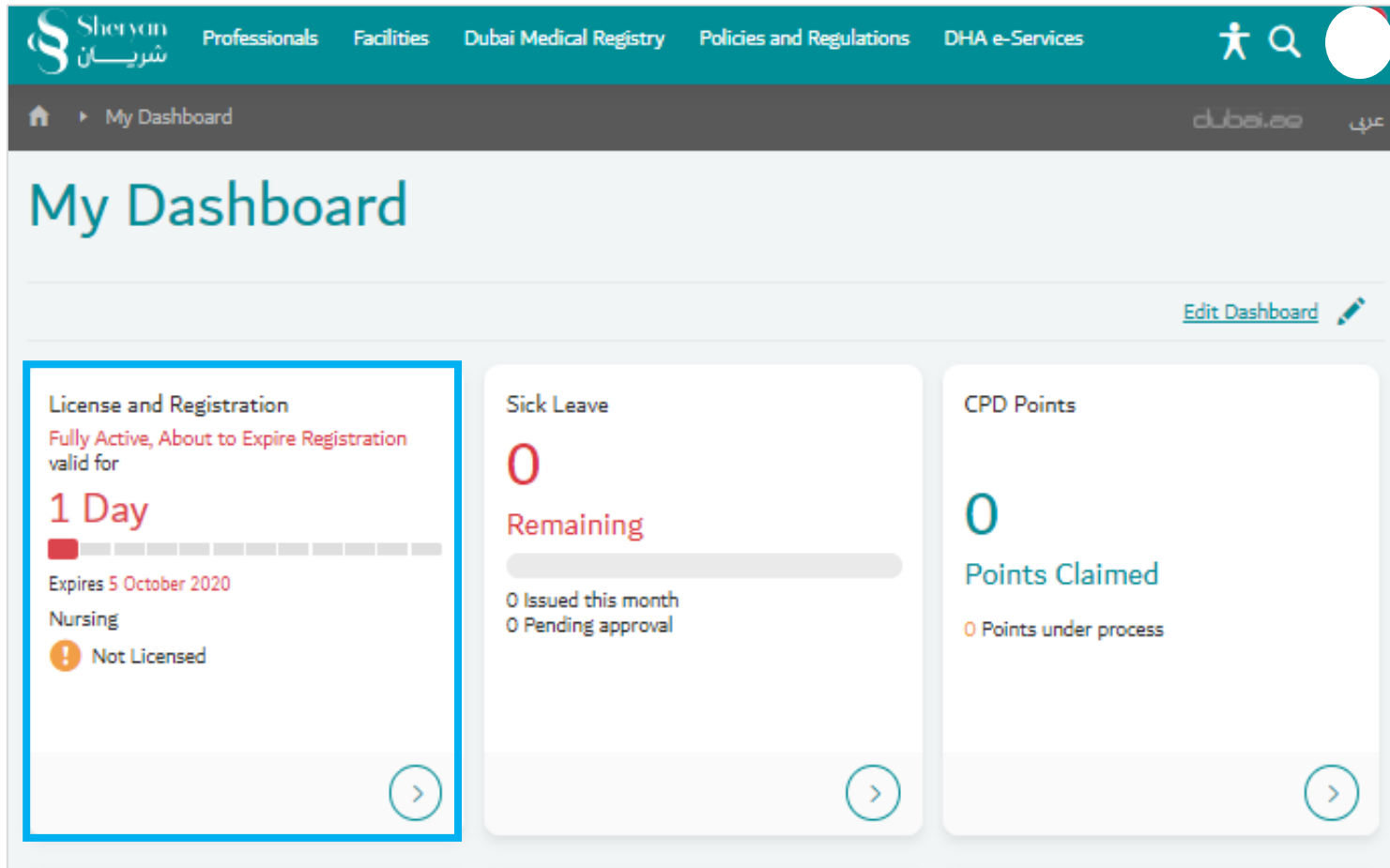
! Active In Transition  
Expires On 21 November 2020

Renew



## Step 1: Accessing the Service

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



The screenshot shows the 'My Dashboard' page of the Sheryan Professional account. The dashboard has a teal header with the Sheryan logo and navigation links: Professionals, Facilities, Dubai Medical Registry, Policies and Regulations, and DHA e-Services. A search icon and a user profile icon are on the right. Below the header is a dark grey bar with a home icon, 'My Dashboard', and 'dubai.ae' in Arabic. The main content area is titled 'My Dashboard' and includes an 'Edit Dashboard' link with a pencil icon. There are three widgets: 1. 'License and Registration' (highlighted with a blue border): Shows 'Fully Active, About to Expire Registration valid for 1 Day' with a progress bar, 'Expires 5 October 2020', 'Nursing', and a warning 'Not Licensed'. 2. 'Sick Leave': Shows '0 Remaining' with a progress bar and '0 Issued this month', '0 Pending approval'. 3. 'CPD Points': Shows '0 Points Claimed' and '0 Points under process'. Each widget has a right arrow icon at the bottom right.

Sheryan شريان

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

My Dashboard

دبي.ae

### My Dashboard

[Edit Dashboard](#)

**License and Registration**

Fully Active, About to Expire Registration valid for

**1 Day**

Expires 5 October 2020

Nursing

⚠ Not Licensed

**Sick Leave**

**0**

Remaining

0 Issued this month

0 Pending approval

**CPD Points**

**0**

Points Claimed

0 Points under process





## Step 1: Accessing the Service

**Under 'Registrations', choose the registration that is eligible to be renewed and click on 'Renew'**

Dr.

Cancelled

Status

!

Cancelled

Full-time License

License: 00224

Specialities

Nursing

Actions on your license will be taken by your facility.

Cancelled

Status

!

Cancelled

Full-time License

License: 00224

Specialities

Nursing

Actions on your license will be taken by your facility.

Registrations

Nursing

Valid for

1 Day

Status

!

Fully Active, About to Expire

Expires On 05 October 2020

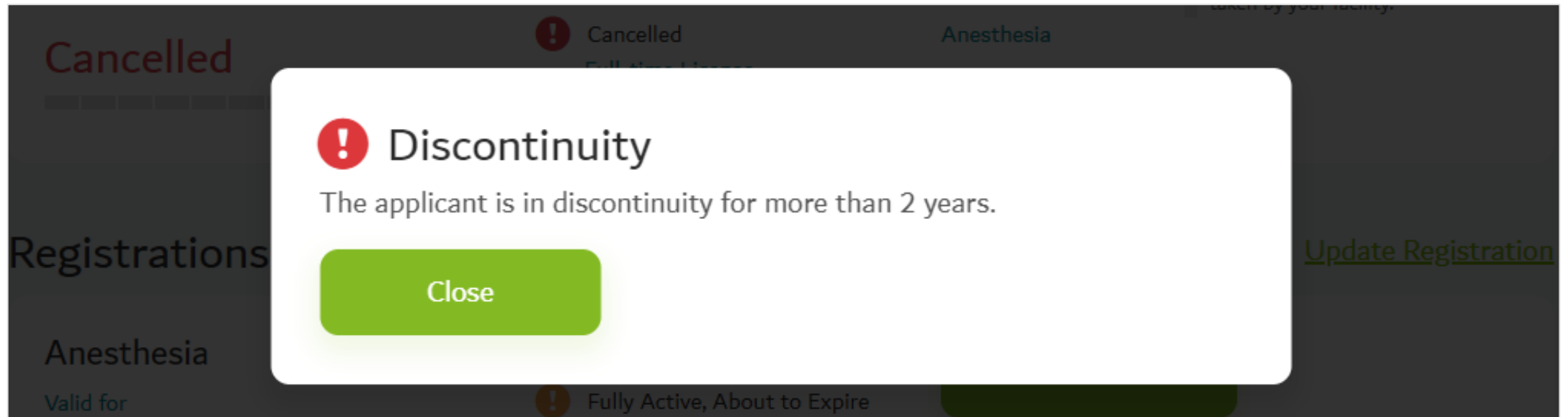
Renew

Update Registration

## Step 1: Accessing the Service

If you encounter an error “! Discontinuity”, it is only a warning message. This does not stop you from submitting your application. Please continue with the renewal.

Ensure that your verified documents (e.g. experience, log book, good standing, license) are updated in your account, before submitting.



## Step 2: Filling up Application Form

The application form will open, fill up accurate information.

### Renew Professional Registration

▶ Application Details

▶ Personal Information

▶ Terms & Conditions

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

Save

[Go Back](#)

Choose Action and select 'Restore/Renew with Full Registration'

▼ Application Details

#### Choose Action

Choose the action that you would like to take as part of this application. Choose Renew Provisional Registration if you wish to stay on the register. Note that provisional registrations may not be activated on licenses directly. Choose Restore Full Registration if you wish to restore Provisional Registrations as Full Registrations. Restoring Full Registration is required before being able to activate a registration on a license to practice.

Action

Select Option ▼

Select Option

Restore/Renew with Full Registration




If your registration is provisional, license cannot be activated. You have to renew the registration as fully active. Then the facility can the activate the professional license.



## Step 2: Filling up the Application Form

Select the title to be renewed, then  
click 'Confirm'.

 Professional Services Renew Professional Registration dubai.ae عربي

Action

Restore/Renew with Full Registration ▼

Restore/Renew with Full Registration

Select which Provisional Registrations to be restored to Full Registrations. Registrations that have been restored to Full Registrations may be directly Activated on Health Licenses. You may select any of your provisional registrations to restore them to full registrations.

☒

Category  
Allied Health

Speciality  
Anesthesia

Expiry Date  
13/01/2020

Title  
Technician

Status  
Fully Active, About to Expire

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

Confirm



## Step 2: Filling up the Application Form

Fill up personal information & make sure that information is correct (Emirates ID, passport should be valid). Scroll down, click 'Confirm'.

### ▼ Personal Information

#### Personal Information

DHA Unique ID  
00027700

English First Name

Asma

English Last Name

Arabic First Name (Optional)

اسمي

Arabic Last Name (Optional)

Professional Services > Renew Professional Registration

dubai.ae عربي

Postcode

0000

Address In UAE(Optional)

Address In UAE

Communication Preference(Optional)

Email ▼

Email Address

cujmk03yyw@privacy-mail.top

Tel (Contact No)

+971 50 888 8777

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

Confirm



## Step 2: Filling up the Application Form

Link all required components from the PSV report

▼ Consultant Ophthalmology

Link DataFlow Data

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



Good to Know: Only verified documents can be linked in this section of the application.



## Step 2: Filling up the Application Form

Upload other requirements under 'Other Documents'. Click 'Add from PSV' if it is verified. Click 'Add Manually' if it is not verified.

▶ Consultant Ophthalmology Complete ✓

▼ 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

Other Documents

Please select that applies

☒ Document Type: Education  
Issuing Country : India  
PSV Document Result : Complete

Link [Cancel](#)



### Step 3: Review Form/Payment & Submit the Application

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

## Renew Professional Registration

- ▶ Application Details Complete ✓
- ▶ Personal Information Complete ✓
- ▶ Consultant Ophthalmology Complete ✓
- ▶ Other Documents (Optional) 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](#)





## Step 4: Application Submitted

The application will be under review by DHA staff after successful payment.



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



Professional Services Renew Professional Registration

dubai.ae عربي

## Get Registered



Application Name: [Get Registered](#)

Application Submission Time : 13:21

Application Submission Date: 01-11-2020

Application Status: [Submitted](#)

Application Reference Number: [RRG-2020-00000118](#)

My Applications

dubai.ae عربي

## My Applications

[Go To Dashboard](#)

Active

Closed

[Download Excel](#)

RRG

Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On
<b>Under Review</b> 01/11/2020	Renew Professional Registration	RRG-2020-00000118	--	0.00	01/11/2020

Items per page: 10


Showing 1-1 of 1 Active Applications

First Previous 1 Next Last





## Approved Application



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

 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 ▼
 <b>Renewed</b> 02/07/2019	Renew Professional Registration	RRG-2019-00003118	--	220.00	02/07/2019 

Showing all 1 Closed Applications



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

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

## شهادة تسجيل مهني صحي Healthcare Professional Registration Certificate

Date: 23-09-2020  
Dear Anila Virani,  
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: 2020-09-23  
السيد العزيز انيلا قاسم علي فراني  
مرحباً بك في سجل دبي الطبي  
يسعدنا إعلامك بأنه قد تم تسجيلك  
في سجل دبي الطبي، حسب البيانات التالية

Name:	الانلا قاسم علي فراني Anila Virani	الاسم:
Nationality:	Pakistan	الجنسية:
Registration No.:	00018395	رقم التسجيل:
Registration Title:	طبيب أسنان أطفال Dentist - Specialist - Pediatric Dentistry	تسمى 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.

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.

Yours Sincerely,

وتفضلوا 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 تعبر لإلغاء.  
- يتم إصدار هذه الشهادة إلكترونياً ولا تتطلب عتم الهيئة أو الختم  
- 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](https://services.dha.gov.ae/sheryan/wps/portal/home/services-professional/online-verification)  
Approved electronic document issued without signature by Dubai Health Authority

للمزيد من المعلومات يرجى زيارة  
بوابة إلكترونية مخصصة وصارفاً بدون توقيع من هيئة الصحة بدبي



# ADDITIONAL INFORMATION

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



## How to Check Application Status

Status	Action
<b>DRAFT</b>	Application is pending in your account. It is not submitted.
<b>SUBMITTED</b>	Application is successfully submitted and pending for DHA action.
<b>APPROVED</b>	Application is completed.
<b>ISSUED</b>	Application is completed, document issued.
<b>RETURNED</b>	Application is returned in your dashboard. Read the comment, complete the pending action and re-submit the application.
<b>REJECTED</b>	<p>Application is rejected. Read the comment in the application. Possible reasons:</p> <ul style="list-style-type: none"><li>• Requirements not met</li><li>• Missing documents</li><li>• Instructions not followed etc.</li></ul> <p>Rejected applications cannot be activated. You must re-apply.</p>
<b>CANCELLED/AUTO-CANCELLED</b>	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 displays the Sheryan Professional's Dashboard. 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 corner. The main content area is titled 'My Dashboard' and features a sidebar menu on the left with the following items: 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), and Sick Leave (277 Remaining, 0 Issued this month, 0 Pending approval). The 'My Applications' menu item is highlighted in the sidebar. The '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 Application 'RRG'  
Click on the arrow on the right to open the application form.

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



Status	Application Name	Reference No	Submitted For	Cost (AED)	Submitted On ▼	
 <b>Returned</b> 01/11/2020	Renew Professional Registration	RRG-2020- 00000118	--	0.00	01/11/2020	

Items per page: 10 ▼ Showing 1-1 of 1 Active Applications

First Previous 1 Next Last



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

### Renew Professional Registration

[< Back](#)

#### Service: Renew Professional Registration

Applied On: 01/11/2020

Reference no. RRG-2020-00000118

 **Waiting on Applicant** on 01/11/2020

#### Audit Trail

Below is a detailed view of all the interactions on this application.

- **Waiting on Applicant**  
01/11/2020
- **Under Review**  
01/11/2020
- **Payment Exemption Approved**  
01/11/2020
- **Submitted**  
01/11/2020

[Edit](#)





**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.

▶ Application Details	Complete	✓
▶ Personal Information	Complete	✓
▶ Consultant Ophthalmology	Complete	✓
▶ Other Documents (Optional)	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 Re-Submit Applications



The status will change to Re-submitted.

 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 ▼
 <b>Resubmitted</b> 01/11/2020	Renew Professional Registration	RRG-2020-00000118	--	0.00	01/11/2020 

Items per page: 10 ▼

Showing 1-1 of 1 Active Applications

First Previous 1 Next Last




## 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. A user profile dropdown menu is open on the right, showing the user's name 'Neeraj' and DHA ID. The menu options are: My Dashboard, My Profile, My Applications (highlighted with a blue box), Verifications and CBT Assessments, Notification Centre, and Settings. The main dashboard area shows a summary of 'Active Applications' on the left, including 'Returned to you' (1), 'Submitted' (0), 'Under Review' (1), and 'Drafts' (1), with a total of 4 applications. The center section displays the 'License and Registration' status, indicating an 'Active License valid for 8 Months' expiring on 25 August 2021, and 'General Surgery' licensed by Spine Hospital. The right section shows 'Sick Leave' with 277 days remaining, including 0 issued and 0 pending approval this month. A 'Logout' button is visible at the bottom right of the menu.






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

 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 ▼
 <b>Renewed</b> 02/07/2019	Renew Professional Registration	RRG-2019- 00003118	--	220.00	02/07/2019 

Showing all 1 Closed Applications



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

# Renew Professional Registration

< Back

## Service: Renew Professional Registration

Applied On: 02/07/2019

Reference no. RRG-2019-00003118

✓ Renewed on 02/07/2019

My Applications ▶ Renew Professional Registration

dubai.ae عربي

## Audit Trail

Below is a detailed view of all the interactions on this application.

● Renewed  
02/07/2019

[View Eligibility Letter](#)

[Request Refund](#)



<b>Prepared by:</b>	Salma Abdalla Mohamed Masoud Senior Administrative Officer
<b>Verified by:</b>	Vanessa Alexandra Avisado Rafael Administrative Officer
<b>Reviewed by:</b>	Aisha Ali AlMaamari Head of Healthcare Professional Licensing Section
<b>Approved by:</b>	Dr. Hisham Hassan Alhammadi Director of Health Licensing Department

