

COP28 UAE Visa Application Guide

UNFCCC-Registered Participants including Party Delegates, IGOs, NGOs

2023.10.16



COP28UAE

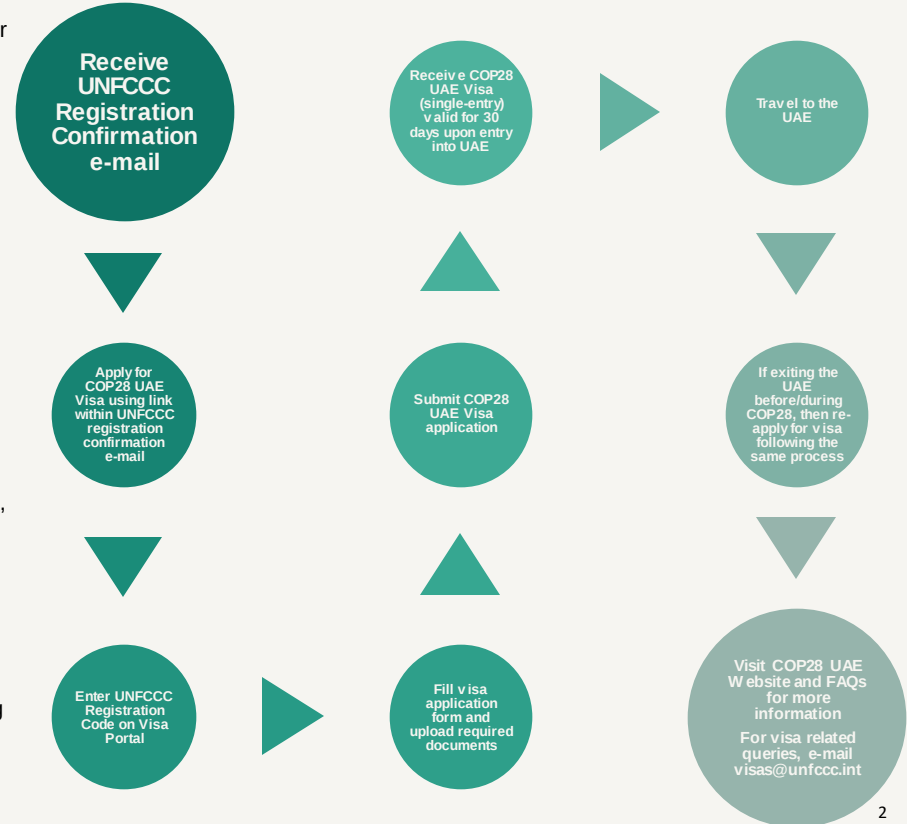


COP28 UAE Visa

For UNFCCC-Registered Participants

The UAE Government has authorized an electronic, free of charge Special Entry Permit for all UNFCCC-registered COP28 UAE event attendees, also known as the COP28 UAE Visa. It is mandatory for all foreign UNFCCC-registered participants entering the UAE to apply for the COP28 UAE Visa, prior to arrival, using the visa application link within the UNFCCC registration confirmation email.

- Once you receive your UNFCCC registration confirmation email, visit the visa portal using the link within that e-mail,
- On the portal, enter your UNFCCC code, fill out the form, upload required documents and submit visa application,
- To facilitate a seamless visa issuance process, it is imperative to provide all the required information including UNFCCC registration code on the visa application portal,
- Once your application is approved, you will receive an email with a link to download your COP28 UAE Visa. Issued visa allows holder a single-entry visit into the UAE,
- Processing of the COP28 UAE Visa application may take up to 72 hours after submission,
- Participants are therefore strongly encouraged to take the necessary steps to apply, as soon as their UNFCCC registration is confirmed,
- Visa application status can be checked using the link within UNFCCC registration confirmation e-mail,
- All foreign participants entering the United Arab Emirates (UAE) must have original nationality passport valid for minimum 6 months from date of entry into the UAE,
- Should any participant wish to leave the UAE and return during COP28 UAE, they must re-apply for COP28 UAE visa following the same process as previously, using UNFCCC registration code. Please note, applicant can apply only after exiting the UAE.
- All enquiries regarding visa arrangements should be addressed directly to visas@unfccc.int.



COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

• Once you receive your registration confirmation email, **please download** your acknowledgment letter by clicking the link in the email,

• Once you click the link, kindly fill in the respective information,

• Click submit and download acknowledgment letter. Please note down the **code provided for applying for COP28 UAE Visa**. Please note that this code is individual and unique. Do not attempt to use someone else's code,

You can download the acknowledgement letter by clicking [here](#).

To apply for visa, [please click here](#). For more information please refer to the [Information for Participants \(IFP\)](#).

Do you intend to travel to Dubai, United Arab Emirates for COP 28?

☒ Yes

☐ No

Intended date of arrival (optional)

dd/mm/yyyy

Intended date of departure (optional)

dd/mm/yyyy

COP 28 UAE aims to deliver an inclusive experience for all those attending the COP, including persons with disabilities. To determine what needs exist and to assess the feasibility of providing relevant operational services, please let us know:

Are you a person with disabilities who requires support services to participate at the COP:

☐ Yes

☐ No

If yes, please describe below, the type of service you would require:

Note: This data may be aggregated and shared with the host country to help plan and deliver a safe and secure United Nations Climate Change Conference 28.

[Submit](#)



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

Secretariat of the United Nations Framework Convention on Climate Change / Platz der Vereinten Nationen 1 / 53113 Bonn, Germany



Registration code: 52BMD7

To Diplomatic Missions: Please take note of the registration code 52BMD7 that may be used to confirm this registration. Please log into the system to find the most updated information.

ACKNOWLEDGEMENT OF PARTICIPANT'S NOMINATION / UNFCCC VISA SUPPORT LETTER

to attend the meeting session United Nations Climate Change Conference 28, Dubai, United Arab Emirates, from 16 Nov 2023 to 15 Dec 2023 as specified below.

COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

•Begin COP28 UAE Visa application process by **clicking on the link next to “To apply for visa”**. Once you click the link, you will be welcomed to the COP28 UAE Visa portal,

•**Please enter your registration code correctly** (case sensitive) to access visa portal,

•If the registration code is correct, you will access your visa application page,
•Please choose language English if you would like to switch from Arabic to English language,

You can download the acknowledgement letter by clicking [here](#).

To apply for visa [please click here](#). For more information please refer to the [Information for Participants \(IFP\)](#).

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The Government of the United Arab Emirates represented by the General Directorate of Residency and Foreign Affairs – Dubai welcomes you to the application submission page for COP28 UAE Visa.
Please enter the UNFCCC registration code which can be found in the acknowledgement letter to start the visa application.

Enter Reference Number




English

جديد البصيرة (خدمة) 

المرفقات 
 الرسوم والدفع 
 بيانات الطبي 

COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

- Please ensure you complete required fields (marked with red asterisk, except greyed fields) **with accurate data** under “applicant details”,
- Please **double-check entered information** before moving to documents upload page,
- **No payment is required on fees & payments page,**

- Under passport type, **please select normal** unless you are holder of diplomatic passport,
- Please enter your **passport number correctly**. Your passport validity should be minimum 6 months from intended date of entry into the UAE,

- Please enter your **current nationality correctly** and previous nationality(if any),
- Please enter your **first, middle and last name** as per your passport in **English**,
- Please enter your first, middle and last name as per your passport in **Arabic** if your passport is in Arabic,

COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

- Please enter DOB and select birth country. **Ensure data entered is correct,**
- Please enter **birth-place and passport place of issue in English,**
- Please enter **birth-place and passport place of issue in Arabic,** if your passport is in Arabic,

- Please fill-in remaining required fields,
- If you have a **valid UNLP with minimum 6 months** validity from intended date of entry into the UAE, then **you may select this check box** and provide details,

- If you do not have a valid UNLP then you can **leave this box un-checked and continue,**
- You are most likely applying for a COP28 UAE Visa from outside the UAE, **please leave this box un-checked and continue,**

Date of Birth *	DD-MM-YYYY	Birth Country *	-- Select --
Birth Place En *		Birth Place Ar *	تيجوسيجالبا
Gender *	-- Select --	Passport Issue Country *	-- Select --
Passport Issue Date *	DD-MM-YYYY	Passport Expiry Date *	DD-MM-YYYY
Passport Place of Issue EN *		Passport Place of Issue AR *	بيرلين
☐ Do you have a UN Passport (United Nations Laissez-Passer) ?			
Applicant Details			
☐ Is Inside UAE			
• It is the responsibility of the sponsor to enter the correct status of the applicant (inside or outside the country). • Additional fees will be applied when selecting this option.			
Save			Continue

COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

- Please enter your mother's name in English,
- Please enter your mother's name in **Arabic**, if your passport is in **Arabic**,

- For fields that are greyed, you are **not required** to fill.
- **Please fill in remaining required fields,**
- Please enter **correct profession** as per passport,

- Please select first language, **which country and which state within that country** will you be traveling from using the COP28 UAE Visa,
- Please **double-check information** before continuing,

Mother Name En *	Mother Name Ar *
	مارتا سالجادو
Marital Status *	Relationship with Sponsor *
-- Select --	Not Related
Religion *	Faith *
-- Select --	UnKnown
Education *	Profession *
-- Select --	Type or click for list
First Language *	Coming From Country *
-- Select --	-- Select --

First Language *	Coming From Country *
-- Select --	-- Select --
Coming From State *	
-- Select --	

COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

- Please enter your e-mail address correctly. The correct e-mail address is very crucial for you to receive the visa from no-reply@dnrd.ae.
- Please add no-reply@dnrd.ae to your trusted incoming e-mail's list, so the notification are not in junk/spam,

- Please select your preferred SMS language (note, this will be the language of the e-mail notification),
- Please enter your address inside UAE. If you do not know the exact location of your stay, you may input the details of where you intend to stay,

- If Floor, Building/Villa and Flat/villa Number is unknown, please fill in with "NA",
- Please enter your address outside UAE,
- Please **double-check entered information** before continuing to documents upload page,

Contact Details

Please provide contacts to receive confirmation and future communication about this application:

Email *

Preferred SMS Language *

Address inside UAE

Emirate *

City *

Area *

Street *

Building/Villa *

Floor *

Flat/Villa no. *

Landmark

Makani No

Address Outside UAE

Country *

Mobile Number *

City *

Address *

COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

• On documents upload page, please ensure required documents; applicant photo and passport pages are uploaded,

• Please upload your **clear recent passport-size applicant colored photo with white background** (jpg/png/pdf, max 500kb),

• **Please follow personal photo specifications** (as outlined in next slide),

The screenshot shows the 'Upload Documents' page in the COP28 UAE Visa Application Process. At the top, there is a progress bar with three steps: 'Application Details', 'Documents' (which is highlighted with a red dot and a green circle), and 'Fees & Payments'. Below the progress bar, the page title is 'Upload Documents'. A note states: 'To avoid any delay in application processing, the uploaded documents should be valid and clear. Please note that attachments should be clear and legible before posting. In case of non-compliance, the applicant shall be responsible for any financial obligation resulting from the application rejection.' Below this, it specifies 'Allowed File Types : jpg/pdf/png and Maximum size of the file is 500 KB'. The section 'Personal Photo *' contains a large rectangular area with a light gray background and a white box in the center that says 'Drag here or click to upload a file'. Below this area is a button labeled 'Scan and upload File'. At the bottom right of the page, there are two buttons: 'Back' and 'Save'.



الهيئة الاتحادية للهوية
والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY,
CITIZENSHIP, CUSTOMS & PORT SECURITY

Personal Photo Specifications



too close



too far away



blurred



ink marked/creased



looking away



unnatural skin tones



too dark



too light



washed out colour



pixelated



Photograph quality

Suitable quality and resolution of the captured images are imperative, so the following tips must be observed

The photographs must be:

- no more than -6months old
- 40-35mm in width
- close up of your head and top of your shoulders so that your face takes up %80-70 of the photograph
- in sharp focus and clear
- of high quality with no ink marks or creases

The photographs must:

- show you looking directly at the camera
- show your skin tones naturally
- have appropriate brightness and contrast
- be printed on high quality paper, and at high resolution

Photographs taken with a digital camera must be high quality colour and printed on photo-quality paper.



hair across eyes

eyes closed



portrait style

eyes tilted



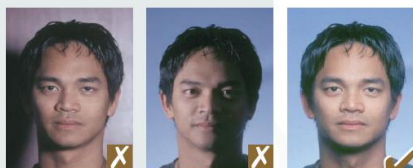
busy background

not centred



flash reflection on skin

redeye



shadows behind head shadows across face

Style and lighting

Suitable quality and resolution of the captured images are imperative, so the following tips must be observed

The photographs must:

- be colour neutral
- show your eyes open and clearly visible—no hair across your eyes
- show you facing square on to the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of your face clearly
- be taken with a plain light-coloured background
- be taken with uniform lighting and not show shadows or flash reflections on your face and no red eye



dark tinted lenses flash reflection on lenses



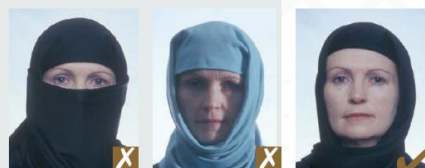
frames too heavy

frames covering eyes



wearing a hat

wearing a cap



face covered

shadows across face



shows another person mouth open and too close to face

Glasses and head covers

Suitable quality and resolution of the captured images are imperative, so the following tips must be observed

If you wear glasses:

- the photograph must show your eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible, avoid heavy frames—wear lighter framed glasses if you have them)
- make sure that the frames do not cover any part of your eyes.

Head coverings:

- are not permitted except for religious reasons, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.

Expression and frame

Your photographs must:

- show you alone (no chair backs, toys or other people visible), looking at the camera with a neutral expression and your mouth closed.

COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

- After you have successfully uploaded your clear personal photo as per photo specifications,
- Please upload **clear colored copy of passport** with minimum 6 months validity from arrival into UAE (jpg/png/pdf; max 500kb),
- **If you entered UNLP during application details**, please make sure to upload **clear colored copy of UNLP** (jpg/png/pdf; max 500kb),

- **Please ensure your passport photo is crystal-clear with all its four borders visible,**
- Be sure to avoid any distractions and background elements while scanning your passport pages,
- Please ensure to upload **relevant passport information pages** to avoid delay of your visa application processing,

- **Passport Front and Last Page:** Certain nationalities have important information on the last page of their passport. If your nationality does not have any information on the last page, please attach front cover page and bio page,
- **If any attachments are missing or unclear, visa application will be returned for modification,**

Applications > New Visit Entry Permit - Private

Application Details

Documents

Fees & Payments

Perfect Scan Copy



Too Small to read or Black and White



Side Cut Out when Scan



Blurry and can't Read





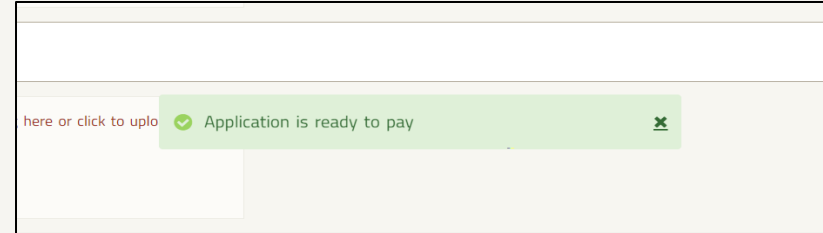
COP28 UAE Visa Application Process

For UNFCCC-Registered Participants

- After you have successfully uploaded **clear colored passport pages as per specifications**,
- Please click continue to review your visa application details and attachments,

- Please continue to fees & payments page. Disregard auto-generated pop-up alert application is ready for payment. **COP28 UAE Visa is free-of-charge**,
- Please **double-check all information** before submitting your visa application,

- Ensure to **avoid incorrect/incomplete information**,
- Proceed to submit your visa application and await response,
- For any queries, e-mail visas@unfccc.int



Thank you!

Thank you!



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