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 do I 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 understand before using the system

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

4. Submit New Registration for DRTP

4.1. Terms & Conditions

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

- 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 in order to ensure that all the required information filled in 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. This has the right to reject any incomplete or inaccurate application or applications with enclosures that are not acceptable.
- Applicants should possess a TOEFL or IELTS Certificate. The candidate should attach evidence of having registered for the same. A copy of the registration document is not required, but the candidate has registered in one of the tests for proficiency in English language (TOEFL or IELTS) should be enclosed with the application form indicating the date of issue. 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 the requirements to be met.
- All applicants may be rejected irrespective of whether they match all other terms and conditions.
- DHA has the right to reject any application to the Dubai Residency Training Program for Medical Specialties if it is found to: have manipulated information or documentation. DHA cannot be held responsible for any application that is rejected on this basis.

All terms and conditions of employment in ten are applicable to those applicants who choose to join the Dubai Residency Training Program for Medical Specialties.
4.2. Personal Details

**Step 1:** Fill the Personal Information form and click next

### New Registration

**Personal Details**

- **First Name:** DRTP
- **Middle Name:** User
- **Last Name:** One
- **Full Arabic Name:**
- **Maiden Name:**
- **Upload Photo:**
  - **Title:**
  - **Filename:** 12543726043\6041.jpg
  - **View File**
  - **Delete**

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

4.3. Education Details

**Note:**

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

**Step 1:** Click [Add] button.

**Step 2:** Fill the education details and upload the certificate copy → Click [Submit]
4.4. Internship Details

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

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

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

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

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

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

4.6. **Training Details**

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

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

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

4.7. Program Details

Step 1: Enter Program details

Step 2: Click [Next] button

4.8. Specialties

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

### 4.9. Experience Details

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

**Step 1:** Click ADD Button to enter the experience details

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

4.10. Confirmation and Payment

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

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

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