



UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

# Transfer License from DHA - DOH

*User Guide*

July 2025

# Table of Contents

Transfer the License of a Medical Professional From DHA / DoH. _____	1
OverView _____	1
Submitting the Application _____	1
Taking Action on the Work Invitation. ....	10
Application Review By MOHAP Officer. ....	11

# Transfer the License of a Medical Professional From DHA / DoH

## Overview

**This service enables medical facilities to apply for transferring the active medical professional licenses like doctors, nurses and technicians from DHA / DoH**

### Main Stakeholders

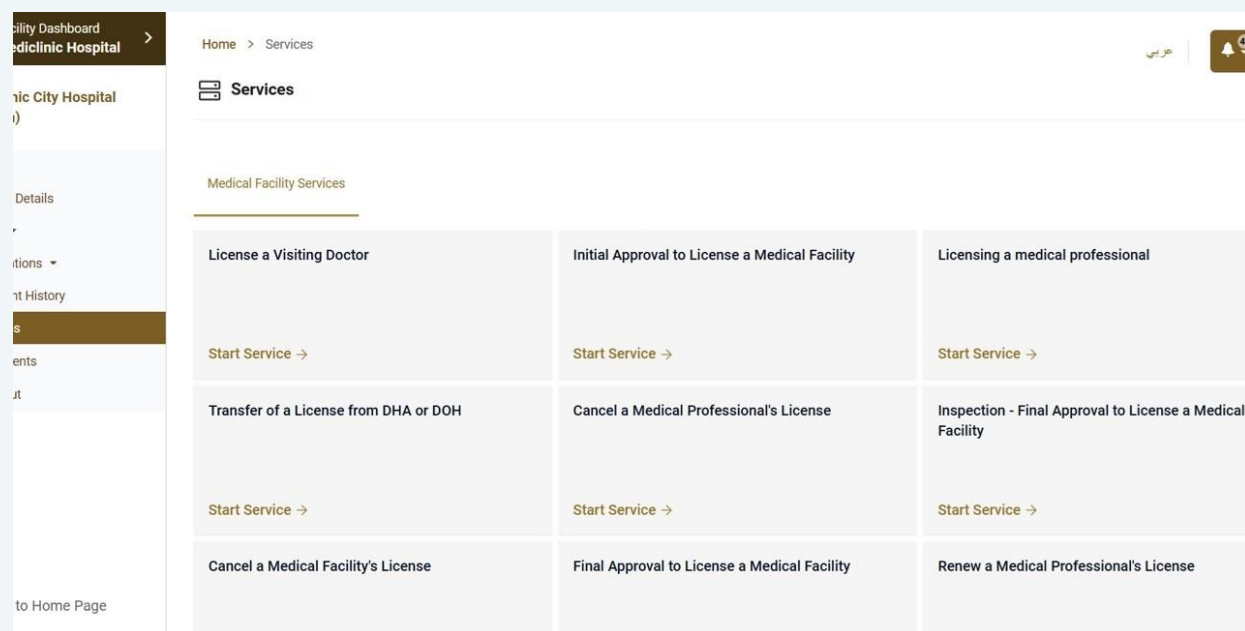
- **Medical Professional: Primary recipient of the service. Coordinate with the medical facility to submit the application and complete the payment**
- **Medical Facility PRO: Primary user of the service. Manage and track the entire application until completion of the service**
- **MOHAP Officer: Reviews applications, verifies documents, and processes approvals/rejections**

1

To access the Transfer the License of a Medical Professional From DHA / DoH services, the Medical Facility PRO must log in to their account and select the relevant Facility Profile for the application.

Medical professionals cannot apply for these services themselves; a facility must submit the application on their behalf.

To initiate the service, the Medical Facility PRO logs into their Facility Profile and navigates to the Services tab.



## 2 They Click "Start Service"

The screenshot shows the 'Facility Dashboard' for 'Mediclinic City Hospital (Avertra)'. The left sidebar contains navigation links: Task, Facility Details, Staff, Applications, Payment History, Services (highlighted), Documents, and Sign out. The main content area is titled 'Home > Services' and 'Services'. Under 'Medical Facility Services', there is a grid of service cards. The first card, 'License a Visiting Doctor', has a 'Start Service →' button highlighted with an orange circle. Other cards include 'Initial Approval to License a Medical Facility', 'Licensing a medical professional', 'Transfer of a License from DHA or DOH', 'Cancel a Medical Professional's License', 'Inspection - Final Approval to License Facility', 'Cancel a Medical Facility's License', 'Final Approval to License a Medical Facility', and 'Renew a Medical Professional's License'.

## 3 The PRO needs to choose the Issuing authority (DHA or DoH) and then add the License Number

The screenshot shows the 'Search Medical Professional' form. Under 'License Issuing Authority', the 'Department of health, Abu Dhabi (DOH)' radio button is selected and highlighted with an orange circle. Below it is the 'Dubai Health Authority (DHA)' option. The 'License Number' field contains 'GD44780' and a 'Search' button. At the bottom are 'Cancel' and 'Continue' buttons.

## 4 The PRO must add an active license Number

## 5 The system fetched the medical Professionals Name and Licensing details

### Search Medical Professional

#### License Issuing Authority

☒ Department of health, Abu Dhabi (DOH)

☐ Dubai Health Authority (DHA)

#### License Number

GD44780

Search



Ola Ali Mohamed Ebrahim Elgebaly

Internal Medicine | Specialist Physician

Show Details

Cancel

Continue

## 6 The PRO can click on Continue to Proceed with the selected candidate



Ola Ali Mohamed Ebrahim Elgebaly

Internal Medicine | Specialist Physician

Hide Details

#### License Number

GD44780

#### License Expiry

12.09.2026

#### License Status

Active

#### Issuing Authority

DOH

#### Employer

ROYAL MEDICAL CENTER ONE DAY SURGERY L.L.C.

#### Specialty 1

Internal Medicine

#### Medical Title 1

Specialist Physician

Cancel

Continue

**7**

## The PRO searches for previous MOHAP evaluation (If Applicable)

If the medical professional has been previously evaluated by MOHAP, the PRO selects "Yes" and enter their previous registration number.

If not, the PRO selects "No".

In case the Medical Professional already has an evaluation with MOHAP, the MOHAP Officer reviews the displayed evaluation details and click "Continue".

20% Completed

1 Search for a Medical Professional


2 Search for Past Evaluations

3 Required Documents

4 Review Application

5 Payment Summary

### Search Past Evaluation



**Ola Ali Mohamed Ebrahim Elgebaly**  
Internal Medicine | Specialist Physician

[Show Details](#)

Change Medical Professional

### Evaluation Details

Provide evaluation details below

Has the medical professional been licensed with MOHAP in the past?

☐ Yes

☒ No

Back

Continue

Save and Close the Application

8

To ensure the Work Invitation reaches the correct candidate, the PRO must add the Emirates ID of the selected medical professional.

The system will send the Work Invitation to the email linked to the UAE Pass information fetched from the Emirates ID.

5

Payment Summary

### Evaluation Details

Provide evaluation details below

Has the medical professional been licensed with MOHAP in the past?

☐ Yes

☒ No

### Medical Professional Personal Details

Add the medical professional Emirates ID, Passport and Contact details.



**Medical Professional**

[Add medical professional details](#)

Back

Continue

Save and Close the Application

9

The required details are the Emirates ID and the DOB

### ← Add Medical Professional Details

#### Search Medical Professional Details

Enter the Emirates ID (EID) and date of birth to retrieve the medical professional's details.

Emirate ID

DOB

dd.mm.yyyy



Clear All

Search

1

Based on the information provided, the system fetches and displays the full name, email, phone number, and password details from ICP. Any name mismatches between the details fetched from DHA/DoH and ICP will be highlighted to the PRO.

← **Add Medical Professional Details**

**Search Medical Professional Details**  
Enter the Emirates ID (EID) and date of birth to retrieve the medical

**Name Mismatch Detected:**  
The professional's name you selected does not match the name on the provided Emirates ID. Please verify both entries and correct any discrepancies before continuing.

OK

Clear All Search

1

The PRO can add any missing fields as needed. Before proceeding, they must confirm that the Emirates ID (EID) and contact details entered are accurate and correspond to the selected candidate. If these details are incorrect or do not match the candidate's profile, the system will be unable to send the work invitation to the correct individual.

23.08.2024

**Passport Expiry Date**  
22.08.2034

**Mobile number**  
Enter the mobile number

**Email**  
Enter the email address

☐ **I acknowledge and confirm:**

- I confirm that the provided email address is correct. Incorrect details may prevent the medical professional from receiving or accepting the invitation, which will expire after 72 hours if no action is taken.
- I confirm that the Emirates ID entered belongs to the selected Medical Professional.
- I acknowledge that any profile discrepancies found between the information as per the Emirates ID and the selected medical professional's licensing records may be considered as a misconduct.



1

Upon Proceeding, the PRO reaches the document Upload Page, the required documents may include:

Passport

Physical and Mental Report (for doctors aged 60 or above)

Insurance Against Medical Error

Surgical Logbook (for surgeons)

Family Book (for UAE nationals)

The screenshot shows a web interface for document upload. On the left, a vertical sidebar contains three steps: '3 Required Documents' (highlighted with a green circle), '4 Review Application', and '5 Payment Summary'. The main content area is titled 'Internal Medicine | Specialist Physician'. Below the title, there is a 'Show Details' button and a 'Change Medical Professional' link. The 'Passport' section requires a color copy of a valid original passport, including clear scanned copies of both front and back pages showing name, passport number, issue/expiry dates, and address. It specifies accepted file types (jpg, jpeg, png, pdf) and a maximum file size of 10 MB. A file upload button labeled 'Choose file' is present, with 'No file chosen' text next to it. The 'Insurance Against Medical Errors' section also requires a color copy of a valid original insurance policy, with the same file type and size restrictions. It also features a 'Choose file' button and 'No file chosen' text. The 'Good Standing Certificate' section is partially visible at the bottom.

Internal Medicine | Specialist Physician

Show Details

Change Medical Professional

**Passport**  
Submit a color copy of a valid original passport. Include clear scanned copies of both front and back pages showing name, passport number, issue/expiry dates, and address

Accepted file types: jpg, jpeg, png, pdf Maximum file size: 10 MB

Choose file No file chosen

**Insurance Against Medical Errors**  
Submit a color copy of a valid original insurance policy. Include clear scanned copies of both front and back pages showing name, insurance number, issue/expiry dates, and address

Accepted file types: jpg, jpeg, png, pdf Maximum file size: 10 MB

Choose file No file chosen

**Good Standing Certificate**  
Submit a color copy of a valid original Good Standing Certificate from your home country

1

Once the PRO adds all the information and documents, they can review the application details.

To proceed, the PRO selects the consent checkbox and then clicks "Continue" to proceed to payment

Good Standing Certificate	GSC.pdf	<a href="#">View Document</a>	<a href="#">Change</a>
Physical and Mental Report	Education.pdf	<a href="#">View Document</a>	<a href="#">Change</a>
Family Book	License.pdf	<a href="#">View Document</a>	<a href="#">Change</a>
Surgical Logbook	GSC.pdf	<a href="#">View Document</a>	<a href="#">Change</a>

☐ **Acknowledge**  
 By applying for licensing service, I acknowledge and confirm that all the required details and documents are correct and I accept complete responsibility for the conduct of the designated medical professional at our facility


Back
Continue

Save and Close the Application

1

The application fee is 100 AED for private facilities. For governmental or semi-governmental facilities, no payment is required.

UNITED ARAB EMIRATES  
 MINISTRY OF HEALTH & PREVENTION



عربي

> Services > Transfer License of Medical Professional from DHA or DOH

**Transfer License of Medical Professional from DHA or DOH**

Completed

[Search for a Medical Professional](#)

[Search for Past Evaluations](#)

[Required Documents](#)

[Review Application](#)

**Payment Summary**

**Payment Summary**

---

**Application fee**

Application Fee for Mediclinic Hospital AED 0

---

**Total Amount to be Paid:** AED 0

Back
Proceed to Payment

Save and Close the Application

1

After submitting the payment, a work invitation will be sent to the medical professional.

The PRO can track the application at any time from the Application List page on their facility dashboard.

Dashboard  
Clinic Hospital

City Hospital

tails

15

History

S

Home Page

Home > Applications

العربي

Applications

All Application (155)

Show filters

155 results

< Prev

1

2

3

4

...

8

Next >

Size 20

Licensing a medical professional

Application number	Category	Medical Professional Name	Date submitted		
MPL-LRT-000042-2024	Licensing	Fahad Al-Mutairi	14.10.2024	Completed	<a href="#">View Details</a>

License a Visiting Doctor

Application number	Category	Medical Professional Name	Date submitted		
MPL-LVD-000047-2024	Licensing	Mostafa Alkeswani	14.10.2024	Under Review	<a href="#">View Details</a>

License a Visiting Doctor

## Taking Action on the Work Invitation

**16** The medical professional can find the invitation under the Work Invitation tab.

If the medical professional accepts the work invitation, the application will be submitted to the MOHAP officer for review.

If the medical professional rejects the work invitation, the application will be immediately rejected.

If the medical professional takes no action within 72 hours, the application will expire.

In case the requesting facility is Governmental, the application will be auto approved and the license gets directly issued after the work invitation acceptance

Home > Work Invitation

Work Invitations

Pending Work Invitations

Requesting Facility  
Mediclinic City Hospital (Avertra)

Expires in: 2 days, 23 hours, 59 minutes

Decline Accept

Facility Sector	Location	Type of Employment	Assigned Category	Assigned Specialty	Assigned Title
Semi-Government	Dubai	Full-time	Physicians	Internal Medicine	-

Past Work Invitations

Requesting Facility  
Mediclinic City Hospital (Avertra)

Accepted

Facility Sector	Location	Type of Employment	Assigned Category	Assigned Specialty	Assigned Title
Semi-Government	Dubai	Full-time	Physicians	General Surgery	Specialist

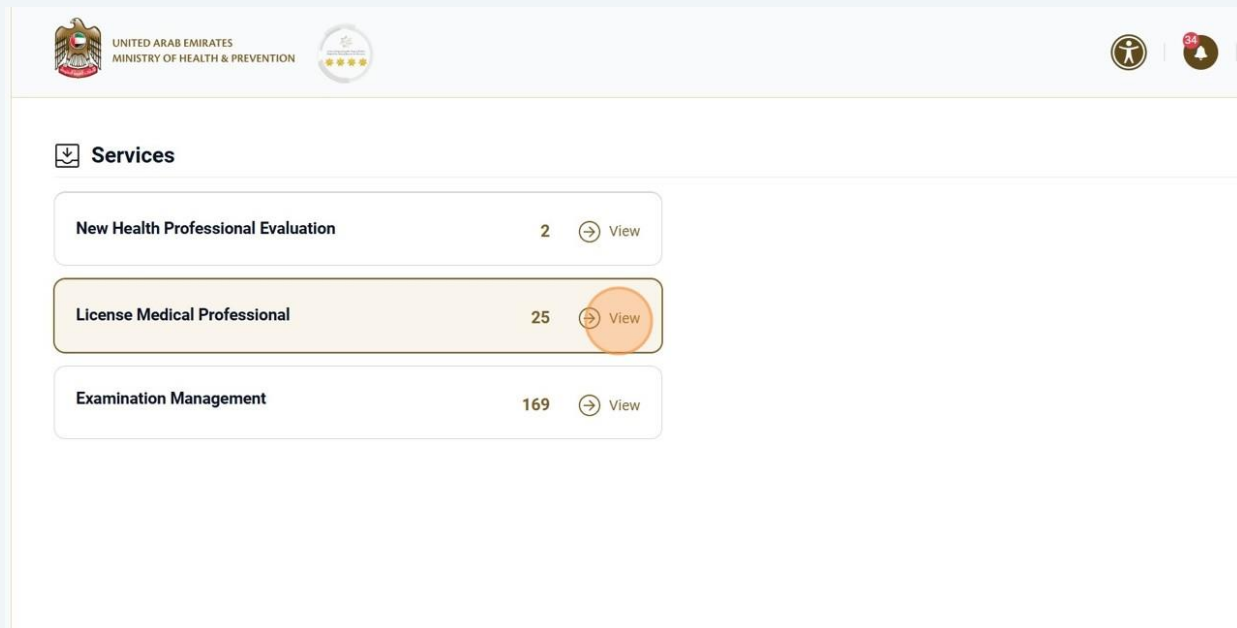
Requesting Facility

Accepted

# Application Review By MOHAP Officer

1

MOHAP officers can find the application under the Licensing Medical Professionals section.



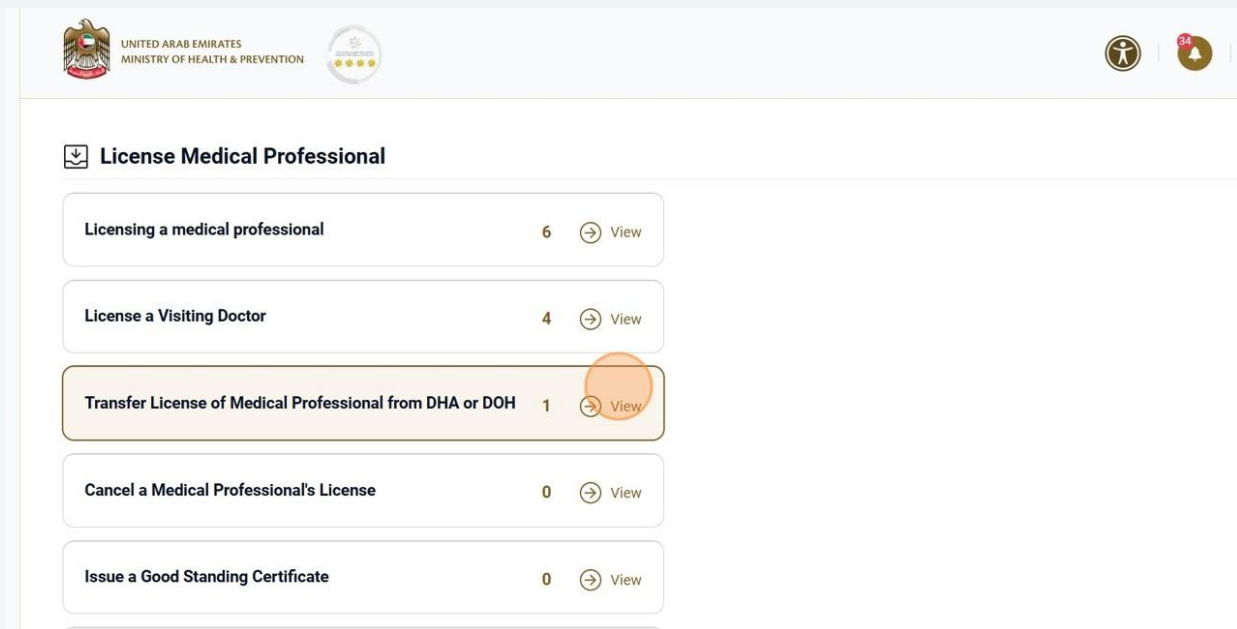
UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

**Services**

New Health Professional Evaluation	2	<a href="#">View</a>
License Medical Professional	25	<a href="#">View</a>
Examination Management	169	<a href="#">View</a>

1

The officers choose Transfer License of Medical Professional from DHA or DoH to reach the application listing page, and can find the relevant application under the Actions Required Tab



UNITED ARAB EMIRATES  
MINISTRY OF HEALTH & PREVENTION

**License Medical Professional**

Licensing a medical professional	6	<a href="#">View</a>
License a Visiting Doctor	4	<a href="#">View</a>
Transfer License of Medical Professional from DHA or DOH	1	<a href="#">View</a>
Cancel a Medical Professional's License	0	<a href="#">View</a>
Issue a Good Standing Certificate	0	<a href="#">View</a>

19

Home > License Medical Professional > Transfer License of Medical Professional from DHA or DOH

## Transfer License of Medical Professional from DHA or DOH

Action Required Pending Customer Input Completed Rejected Expired All Applications

Search [Show filters](#)

1 result Page 1 of 1

Application No.	Staff Name	Facility Name	Staff Category	Date Submitted	Action By Due Date	Status
MPL-TLC-000538-2025		Mediclinic City Hospital (Avertra)	Physicians	18 Feb 2025	20 Feb 2025	New

2

On the application details page, MOHAP officers can see the details of the medical professional fetched from DHA or DoH in addition to the details of the requesting facility

License Medical Professional > Transfer License of Medical Professional from DHA or DOH > MPL-TLC-000538-2025

to all applications

**ISA YOUSSEF ABI ASSAF**

ion no. MPL-TLC-000538-2025

License of Medical Professional from DHA or DOH

Reject

Send Back

Approve Application

s Check

Staff Details

Documents

Applicant Facility Details

Facility Staff Details

Payments

**Details from MOHAP**

[View Profile](#)

tion Number

y

y 1

Title 1

**ments**

rt

[View document](#)

[Comment](#)

ce Against Medical Errors

[View document](#)

[Comment](#)

anding Certificate

[View document](#)

[Comment](#)

**Application Details**

Submission Date

18 Feb 2025

Due Date

20 Feb 2025

Facility Name

Mediclinic City Hospital (Avertra)

Application Status

• New

0

0

2

They can also click on "View Profile" to see the details registered in MOHAP in case the Medical Professional has previous Evaluations or Licenses with MOHAP

Home > License Medical Professional > Transfer License of Medical Professional from DHA or DOH > MPL-TLC-000538-2025

[Back to all applications](#)

Application no. MPL-TLC-000538-2025

Transfer License of Medical Professional from DHA or DOH

Status Check Staff Details Documents Applicant Facility Details Facility Staff Details Payments

#### Staff Details from MOHAP

Registration Number

Category

Specialty 1

Medical Title 1

#### Documents

Passport [View document](#)

Insurance Against Medical Errors [View document](#)

Good Standing Certificate [View document](#)



Category:  
Physicians

License Issue Date:  
17 Feb 2025

Emirates ID:

Passport Number:

Email Address:

License Number:  
D00006

License Expiry Date:  
16 Feb 2026

Birth Date:  
29 Nov 1992

Nationality:

Phone Number:

#### Documents

2

After the application review, Officers can choose to choose to "Reject", "Send back", or "Approve" the application.

License Medical Professional > Transfer License of Medical Professional from DHA or DOH > MPL-TLC-000538-2025

[Back to all applications](#)

SA YOUSSEF ABI ASSAF

Application no. MPL-TLC-000538-2025

Transfer License of Medical Professional from DHA or DOH

[Reject](#)

[Send Back](#)

[Approve Application](#)

Status Check Staff Details Documents Applicant Facility Details Facility Staff Details Payments

#### Status Check

Initial Status ● Not Found

Security Status ● Not Initiated

[Initiate Security Check](#)

Review Status ● -

Registration Status ● Accepted on 18 Feb 2025 | 09:30 AM

#### Details from DoH/DHA

Name (English) Ola Ali Mohamed Ebrahim Elgebaly

#### Application Details

Submission Date  
18 Feb 2025

Due Date  
20 Feb 2025

Facility Name  
Mediclinic City Hospital (Avertra)

Application Status  
● New

0

0

2

Upon approving the application, both the PRO of the requesting facility and the medical professional will be notified.

← **Approve Application**

**MPL-TLC-000538-2025**  
Transfer License of Medical Professional from DHA or DOH

**Application Status**  
New

**Further Comments** Optional

Officer's Comments

☒ **I understand and agree.**  
I confirm that I have checked and I comply to all the terms and conditions of approving an application.

**Back** **Submit**

Note: While approving the application, MOHAP officers can leave remarks in the "Further Comments" field. These remarks will be reflected on the Medical Professional's license



2

After approving the application, the PRO must pay the licensing fees if it is for a Private Facility.

Governmental and Semi-Governmental facilities are exempt from licensing fees.

Once the licensing fees are paid, the license certificate will be generated.

If the Medical Professional does not have a previous evaluation with MOHAP, the system will generate an evaluation letter as well.

Both the PRO and the Medical Professional will be notified of the license issuance via email and SMS.

The screenshot shows the 'Facility Dashboard' for 'Mediclinic Hospital'. The left sidebar contains navigation options: Task, Facility Details, Staff, Applications (with a sub-menu for All Applications, Action Required, In Progress, Completed, Drafts, Rejected, Expired), Payment History, Services, Documents, and Sign out. The main content area is titled 'Transfer of a License from DHA or DOH' and includes a 'Licensing' section with application details: Application Number MPL-TLC-000538-2025, Application Date 18.02.2025, Payment Received 18.02.2025, and Amount Paid AED 0. A progress bar shows four steps: Submit Application, Work Invitation Acceptance, Under Review, and Pay 8. Below the progress bar, a message states 'New evaluation and license have been issued.' and 'The payment was a success and you can now download the evaluation and license below.' Two buttons are provided: 'Download Evaluation Letter' and 'Download License'.