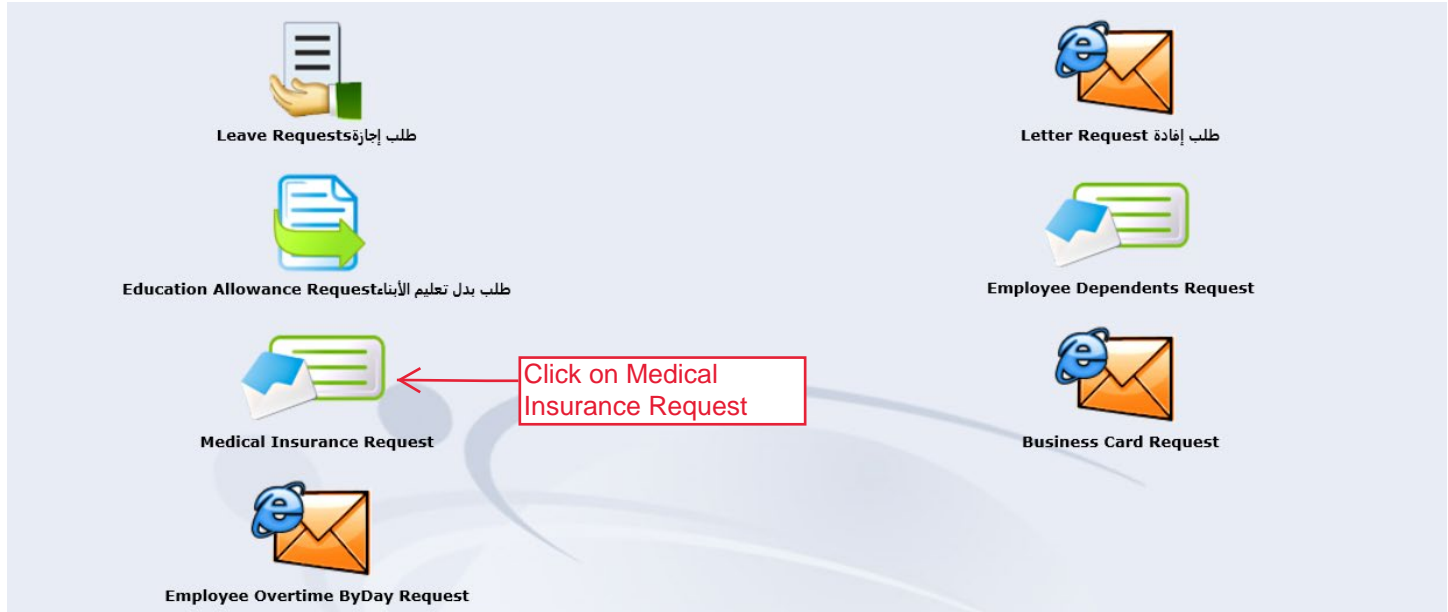# Medical Insurance Form Submission in HRNET System

Dear Faculty & Staff Members,

You are requested to submit Medical Insurance Form for yourself and for your dependents in HRNET system.

Kindly follow below steps:

Open HRNET system, click on eRequests, then click on Medical Insurance Request

Click on Medical Insurance Request

Medical Insurance Request

Request Form | **History**

Applying for:	Self
Name:	Ali Faraz
Date of Birth:	
Gender:	Male
Nationality:	
Mobile No:	
Passport No:	
UID Number:	
File No:	
Emirates ID No:	
Visa Issuance Place:	Ajman
Sponsor Type:	Select Sponsor
Sponsor UID:	
Attach Photo :	Browse...

Save | Cancel

Self
SPOUSE
SON
DAUGHTER

1. Fill the form, first for yourself, and then for your dependents.

2. Passport/UID/File No/Emirates ID will appear automatically since you added these documents earlier.

3. Update the visa issuance place according to the residency page. If visa is issued outside from Ajman, then select issuance place accordingly.

Select Sponsor
Establishment
Resident

4. If you are sponsored by "Ajman University", then select "Establishment". Ajman University Establishment ID will appear automatically.

Else if you are sponsored by an Individual (For Ex: Husband/Wife/Father), then select "Resident" and enter his/her UID.

When applying for a spouse: If his/her visa is under your sponsorship, select "Resident", and enter your Visa UID. Else, follow Point # 5.

When applying for children: If they are under your sponsorship, select "Resident", and enter your Visa UID, else follow Point # 5.

Point # 5: If your spouse or children is not under your sponsorship, then:

a) If sponsored by an individual/ resident, (For Ex: Husband/Wife/Father), then select "Resident", and enter his/her UID.

b) If sponsored by an Establishment, then select "Establishment", and enter Establishment ID (trade license) of his/her company.

c) If sponsored by a UAE National or GCC National, then select "Resident" and enter his/her Emirates ID.

6. Add your Photo here.

7. Save the form.

Medical Insurance Request

Request Form | History

		Applying for:	Name:	Date of Birth:	Gender:	Nationality:	Mobile No:	Passport No:	UID Number:	File No:	Emirates ID Number:	Visa Issuance Place:	Sponsor Type:	Sponsor UID:	Photo:
Select	Edit	Self	Ali Faraz	23-Mar-1988	Male						5715174-7				Attachment

Add New

Once you "Save" the form click on "Select"

		Applying for:	Name:	Date of Birth:	Gender:
Select	Edit	Self	Ali Faraz	23-Mar-1988	Male

Applying for: Self

Name: Ali Faraz

Date of Birth:

Gender:

Nationality:

Mobile No:

Passport No:

UID Number:

File No:

Emirates ID No:

Visa Issuance Place:

Sponsor Type:

Sponsor UID:

:

Attachment

Cancel | Send

Click on "Send"

You will receive a message, as shown below.

Message from webpage ✕

⚠ Email successfully sent to Approver (hr.se@ajman.ac.ae)

OK

Repeat the steps to add all dependents details in the system.

In case you need additional assistance, please contact the Office of HR on:

hrdeparment@ajman.ac.ae or ext. 5559