



DATAFLOW

How to Apply

Ministry of Education - MOE UAE

A Step By Step Guide
for completing your application



CROSSCHECK



DIGIFLOW



TrueProfile.io



Introduction

This guide will cover the step-by-step process of submitting your DataFlow Application for Primary Source Verification (PSV) for The **Ministry of Education - MOE UAE**.

If you face any issue or need assistance, please connect with us at <https://support.dataflowgroup.com>

1 Setup your account
i. Registration ii. Account Activation iii. Set your password

2 Application Dashboard

3 Select your licensing authority

4 Select the right package

5 Personal Details


6 Submit the required documents

7 Payment

8 Track your application

1 Setup your Account | Registration

Visit www.dfgateway.com and enter your email ID to begin.



Verify the easy and secure way

You are here because you got a job abroad and one of the last things you need to do is get your documents verified? What a match! We at DataFlow are specialized in verifying documents in the most secure and efficient way.

[More info >](#)

Start by entering your email address

Our system will detect if you are a new or existing user automatically.

Continue

[I need assistance >](#)

Already an Agency/Facility and need help? Ready to sign up as an Agency/Facility to submit on behalf of your applicants?

1 Setup your Account | Registration

Registration Confirmation ✕

We have observed that the email address entered is not registered with us. Click the **Confirm** button to proceed to sign up.

If you are already registered, we suggest click **Close** and confirm the email ID entered.

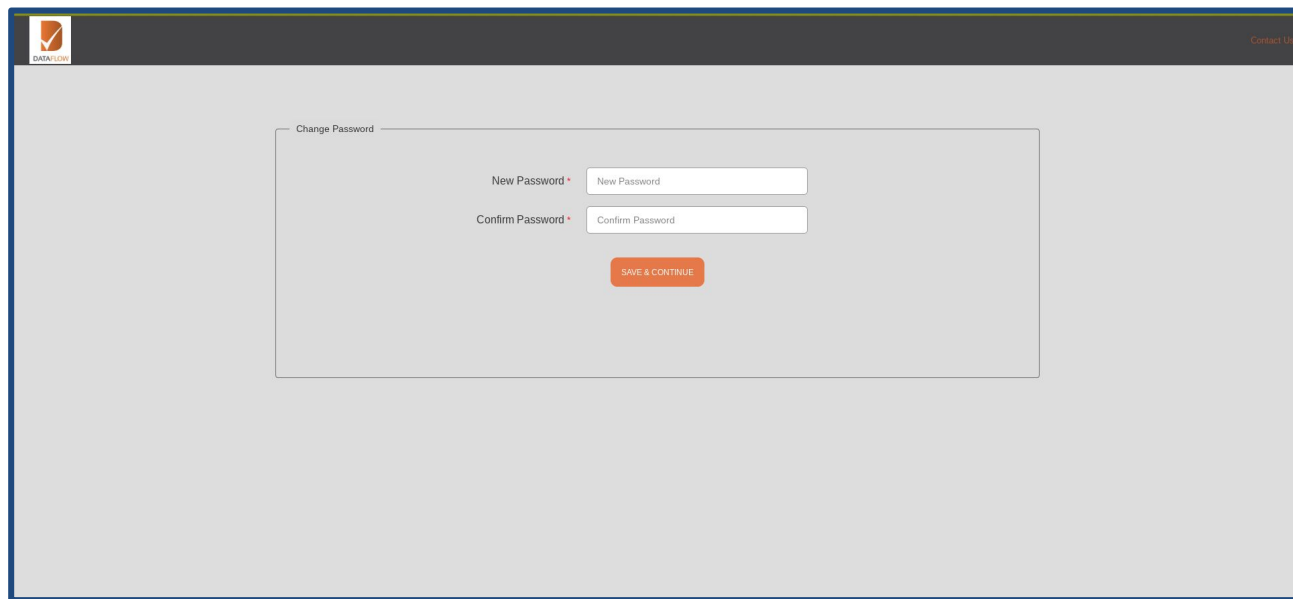
☒ I agree to the [Terms & Conditions](#)

Confirm

Close

If you have registered with the DataFlow Group previously, you will be asked to enter your password on the next screen. If this is your first visit, you will receive an automated email at the registered email ID you shared, containing an activation link. Please click on the activation link to complete your registration and set your password.

1 Setup your Account | Registration




The screenshot shows the DataCamp website's registration page. At the top left is the DataCamp logo, and at the top right is a 'Contact Us' link. The main content area is a light gray rectangle. Inside this area is a white box titled 'Change Password'. Within this box, there are two input fields: 'New Password' and 'Confirm Password', each preceded by a red asterisk. Below these fields is an orange button labeled 'SAVE & CONTINUE'.

Please set your new password to save and continue.

1 Your Account | Account Activation

Once you have activated your account, enter your registered email ID and password on the **Sign In** page



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[More info >](#)

Start by entering your email address

Our system will detect if you are a new or existing user automatically.

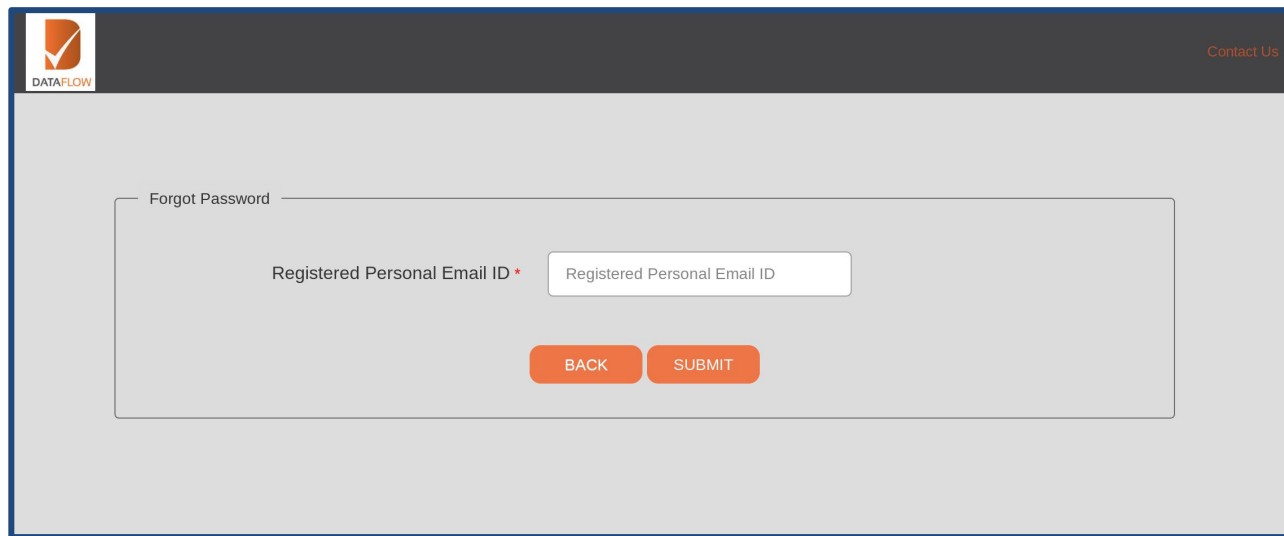
Continue

[I need assistance >](#)

Already an Agency/Facility and need help? Ready to sign up as an Agency/Facility to submit on behalf of your applicants?

1

Setup your Account | Forgot Password



The screenshot shows a web browser window with the DATAFLOW logo in the top left corner and a 'Contact Us' link in the top right corner. The main content area is titled 'Forgot Password' and contains a form with the following elements:

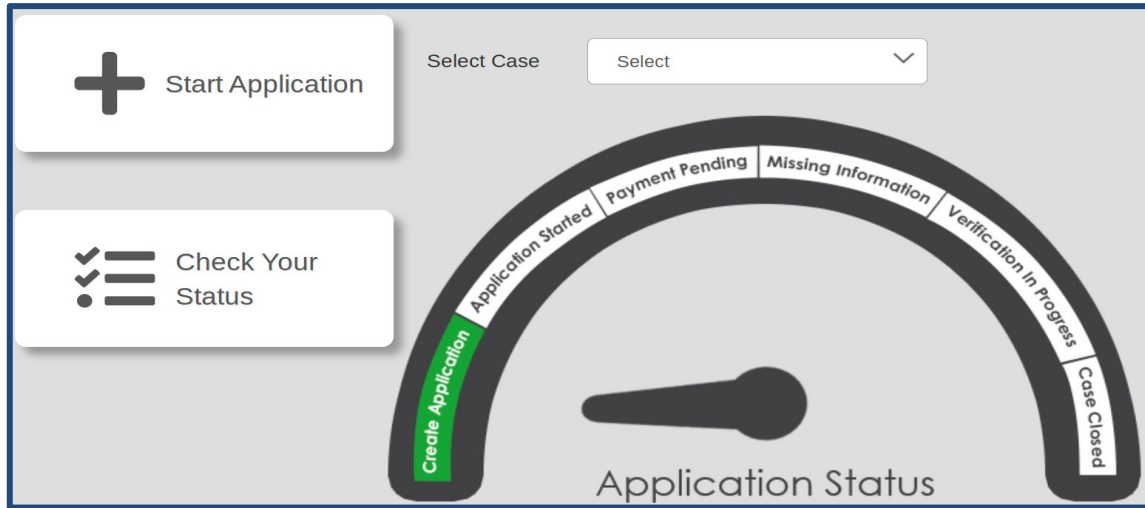
- A label 'Registered Personal Email ID *' followed by a text input field containing the placeholder text 'Registered Personal Email ID'.
- Two orange buttons at the bottom: 'BACK' and 'SUBMIT'.

If you forget your password, click **Forgot Password**, enter details, and click **Submit**. You will receive an email at your registered email ID with a link to change your password.

2

Application Dashboard

On the **Dashboard** page, click the **Start Application** button to initiate a new application



You can also track your application by selecting your DataFlow Group Case Reference Number from the **Select Case** dropdown menu or by clicking the **Check Your Status** button


3 Select your licensing authority


From the **Authority Name** drop list select **Ministry of Education UAE** system will prompt you to select the package or documents or pre-determined combination .

Licensing Authority Details

Authority Name Ministry of Education UAE

Frequently Accessed Licensing Authorities


nhra
BAHRAIN
الهيئة الوطنية لتنظيم المهن والخدمات الصحية
NATIONAL HEALTH REGULATORY AUTHORITY


للخصصات الصحية
Saudi Commission for Health Specializations

ALERT

Important Note: Adhering to the Ministry of Education UAE's requirement, please DO NOT submit a High School Diploma or a University Degree issued from inside the UAE. SUBMIT ONLY IF YOU ARE HOLDING A UNIVERSITY DEGREE ISSUED FROM OUTSIDE THE UAE.

OK

4

Select the right package

Confirm your selection in **Package Details**:

- Select the right package
- Click on + to add more documents if required
- Confirm to proceed with the application process.

Note: Based on the selected package, your specific components details will be displayed.

In the Licensing Authority Field , select your Facility/Employer name from the **Facility Name** drop list.

Package Details

Regular application process. Cases will be processed within 25 working days from the date of the payment for package price.

Select Package

Applicant Assist Service

Type of Check/Document

Education

No. of Checks/Documents

1

+

-

Additional checks/documents will be charged extra

Licensing Authority - Specific Details

Facility/Employer Name

Facility Name

On the **Personal Details** page, click the button **Upload** to upload a clear copy of your passport. The system will scan your passport and fill your details.



Mandatory Documents

Please upload a clear copy of your passport page*

UPLOAD

Passport upload

→

Details confirmation

→

Submit

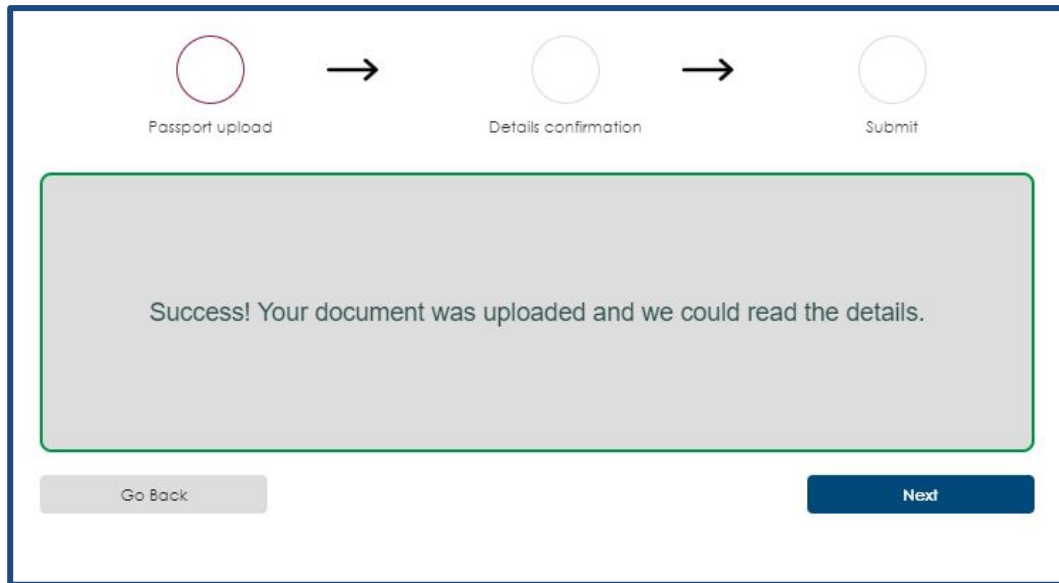
Drag your scanned passport image here

Or click here to upload

Tips that will allow us to read the passport easily:

- Use JPEG(JPG) or PNG format.
- Image size must be a maximum of 4MB.
- The image must be clear and easily read. Make sure that the light is not reflecting off the surface.
- The passport must be flat and in good light when the picture is taken.
- Be careful not to get fingers or other items holding the edges of the passport in to the image.
- DataFlow recommends the use of a scanning App such as Microsoft Lens, Tiny Scanner, Adobe Scan or similar for best results.

Go Back



The system will show a success screen in case it can successfully read your passport

In case the system is not able to read your passport, you shall see the following screen. Please **Try again** and use a clearer scanned passport copy or click on **Enter Manually** to add the details manually

The screenshot displays a two-step process for entering passport details. The first step, 'Passport upload', is highlighted with a red circle and an arrow pointing to the 'Details confirmation' step. Below this, a red-bordered box contains an error message: 'Oops! I couldn't read the file that you uploaded.' with two buttons: 'Try again' and 'Enter manually'. Below the error box, there are 'Tips that will allow us to read the passport easily:' followed by a list of instructions: 'Use JPEG (JPG) or PNG format.', 'Image size must be a maximum of 4MB.', 'The image must be clear and easily read. Make sure that the light is not reflecting off the surface.', 'The passport must be flat and in good light when the picture is taken.', 'Be careful not to get fingers or other items holding the edges of the passport in to the image.', and 'DataFlow recommends the use of a scanning App such as Microsoft Lens, Tiny Scanner, Adobe Scan or similar for best results.' A 'Go Back' button is located at the bottom left of this section.

The second step, 'Details confirmation', is also highlighted with a red circle and an arrow pointing to the 'Submit' step. Below this, a message states: 'Please ensure that all details match your passport. Your case may be delayed or rejected if the details are not accurate. All fields are mandatory.' The form contains the following fields: 'Surname' (text input), 'Given names' (text input), 'Passport number' (text input), 'Issuing Country' (dropdown menu), 'Date of birth' (date picker), 'Sex' (dropdown menu with 'MALE' selected), 'Nationality' (dropdown menu with '--SELECT NATIONALITY--' selected), and 'Passport Expiry Date' (date picker). A 'Go Back' button is located at the bottom left of the form, and a 'Next' button is located at the bottom right.

Once the system is able to read your passport, your personal details shall be filled, please make corrections to the captured details if required then **Submit** to move forward.

Progress indicator: Passport upload (filled) → Details confirmation (active) → Submit (empty)

Please ensure that all details match your passport. Your case may be delayed or rejected if the details are not accurate.
All fields are mandatory.

Surname	<input type="text"/>	Given names	<input type="text"/>
Passport number	<input type="text"/>	Issuing Country	<input type="text"/>
Date of birth	<input type="text"/>	Sex	<input type="text"/>
Nationality	<input type="text"/>	Passport Expiry Date	<input type="text"/>

[Go Back](#)

Progress indicator: Passport upload (filled) → Details confirmation (filled) → Submit (active)

Congratulations - you're at the final step!
Can we please ask you to double-check one last time that all of the details are correct?

Surname	<input type="text"/>	Given names	<input type="text"/>
Passport number	<input type="text"/>	Issuing Country	<input type="text"/>
Date of birth	<input type="text"/>	Sex	<input type="text"/>
Nationality	<input type="text"/>	Passport Expiry Date	<input type="text"/>

[Go Back](#) [Submit](#)

5

Personal Details

The page will refresh with the personal information filled and once it shows the passport has been uploaded, please continue with the application

Mandatory Documents

Please upload a clear copy of your passport page

UPLOAD

Personal Details

Please enter all details in ENGLISH language only.

Given name as per passport *

Given name as per passport

Date of Birth *

Date of Birth

Country Code *

Select

Surname as per passport *

Surname as per passport

Nationality *

Select

Mobile Number *

Passport Number *

Passport Number

Applicant Email Id *

salma@abyssmail.com

Generate OTP

BACK

SAVE

NEXT

- Enter your **Country Code** and **Mobile Number** and click on **Generate OTP**
- You will receive an OTP (one time password) on your mobile
- Enter the **OTP** and click **Validate OTP**

Note:

- In case you don't receive a text message, re-check your number and click **Re-generate OTP**.
- In case you are unable to receive OTP by SMS click **Get OTP on Call** and you will receive an incoming call with the OTP

On the **Education** page, enter the required details and upload clear uncropped scans of the mandatory documents listed below:

- Original Education Degree(s)
- All years Marksheet/Transcript of Records (TOR)

Select the type of document uploaded from the dropdown menu

In case your educational institute has any additional request, our team member will reach out to you for the document or information

The screenshot shows a web form titled "Education". At the top, a red banner states: "At this time we are unable to accept document verification for Ukraine. Please feel free to check back with us in another week to determine if the situation has changed." Below this, a red-bordered box contains the instruction: "Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead to a delay in processing." The form has two main sections. The first section contains two rows of input fields. The first row has "University / College Name" and "University / College Country". The second row has "Do you have Transcript of Records/ MarkSheets for this qualification to be verified?" and a dropdown menu. The second section is titled "Mandatory Documents" and contains instructions: "Upload the front page of the qualification document to be verified (Certificate/Diploma/Degree). Upload the relevant all year marksheet or Transcript of Records (TOR) (As Applicable)." Below this is a red note: "Note: Please make sure to upload all the documents listed in the mandatory requirement list pertaining to your issuing authority. In the instance of multiple document requirements, please use the same upload button option, select the document name and upload." There is an "UPLOAD" button. The third section is titled "Optional Document / Information" and contains instructions: "Upload the back page of the qualification document to be verified if it contains any stamps, endorsements or unique identifiers (Certificate/ Diploma/ Degree)." There is another "UPLOAD" button.

Education

At this time we are unable to accept document verification for Ukraine. Please feel free to check back with us in another week to determine if the situation has changed.

Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead to a delay in processing.

University / College Name

University / College Country

Do you have Transcript of Records/ MarkSheets for this qualification to be verified?

Mandatory Documents

Upload the front page of the qualification document to be verified (Certificate/Diploma/Degree).
Upload the relevant all year marksheet or Transcript of Records (TOR) (As Applicable).

Note: Please make sure to upload all the documents listed in the mandatory requirement list pertaining to your issuing authority. In the instance of multiple document requirements, please use the same upload button option, select the document name and upload.

UPLOAD

Optional Document / Information

Upload the back page of the qualification document to be verified if it contains any stamps, endorsements or unique identifiers (Certificate/ Diploma/ Degree).

UPLOAD

6

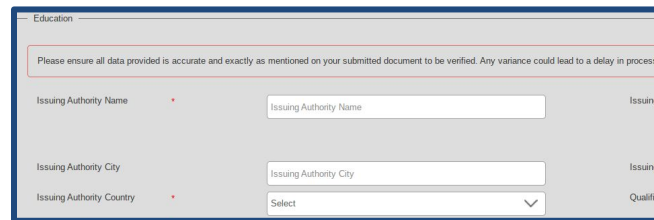
Upload required documents | Education

As you click on **Issuing Authority Name** in the “Education” Page, the system will prompt with a pop-up to enter the details of the Issuing Authority of your degree.

In the **Issuing Authority Name**, start typing your University/Institute name and select the correct one from the list

In case your Issuing Authority requires any specific information or details, the instructions will reflect on the screen.

Please review Pages 18 & 19 in case you cannot find your Issuing Authority Name



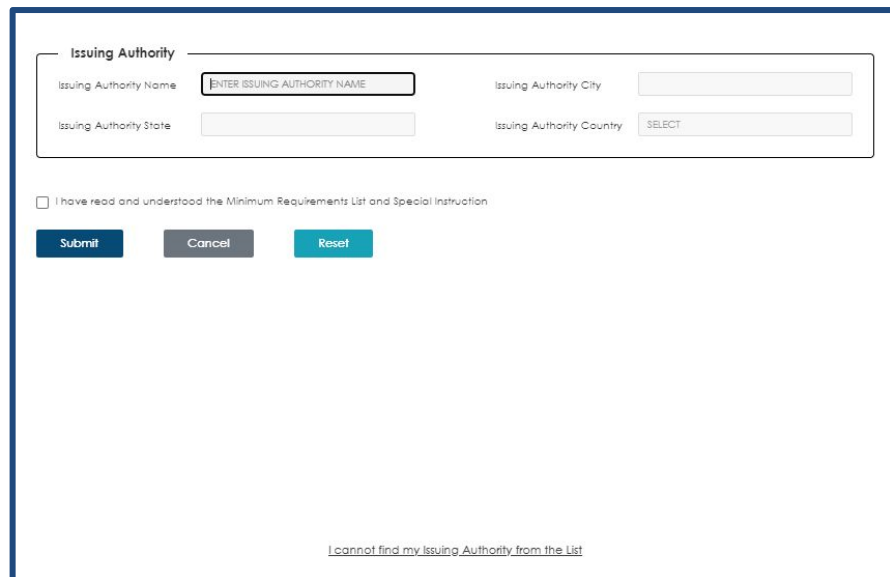
Education

Please ensure all data provided is accurate and exactly as mentioned on your submitted document to be verified. Any variance could lead to a delay in processing.

Issuing Authority Name * Issuing Authority

Issuing Authority City Issuing Authority

Issuing Authority Country * Qualification



Issuing Authority

Issuing Authority Name Issuing Authority City

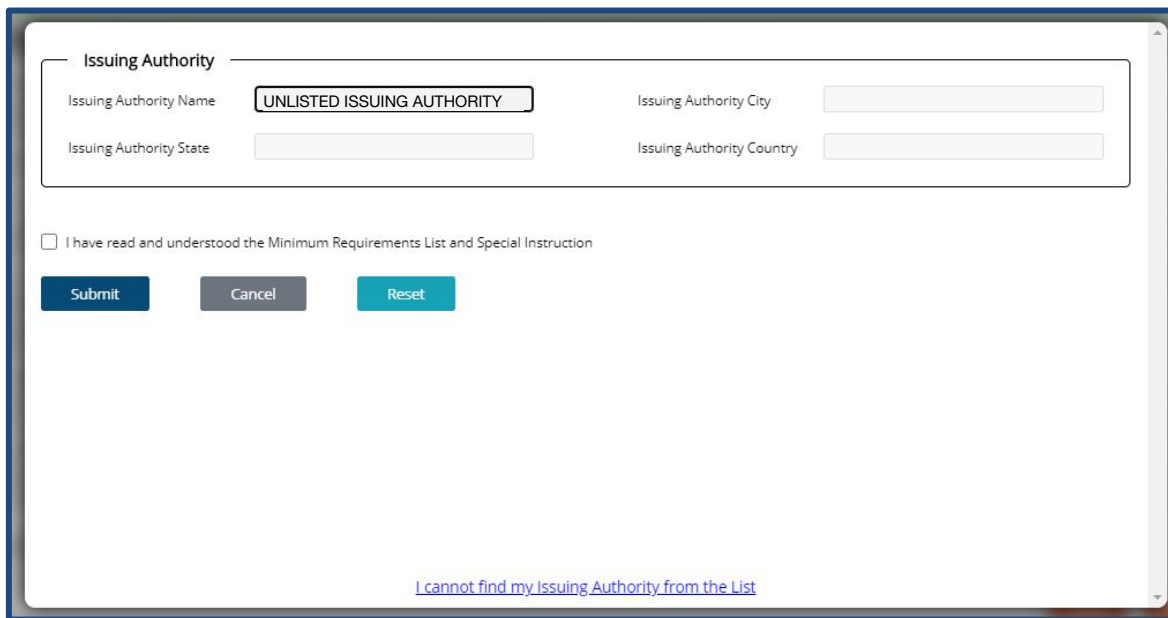
Issuing Authority State Issuing Authority Country

☐ I have read and understood the Minimum Requirements List and Special Instruction

[I cannot find my Issuing Authority from the List](#)

In case your Issuing Authority is not listed

Please type the name of your Issuing Authority, and in case it is not listed click on **I cannot find my Issuing Authority from the list**



The screenshot shows a web form titled "Issuing Authority". It contains four input fields: "Issuing Authority Name" (with the text "UNLISTED ISSUING AUTHORITY" entered), "Issuing Authority City", "Issuing Authority State", and "Issuing Authority Country". Below these fields is a checkbox labeled "I have read and understood the Minimum Requirements List and Special Instruction". At the bottom of the form are three buttons: "Submit" (dark blue), "Cancel" (grey), and "Reset" (teal). A link at the bottom right of the form reads "[I cannot find my Issuing Authority from the List](#)".

Issuing Authority

Issuing Authority Name UNLISTED ISSUING AUTHORITY Issuing Authority City

Issuing Authority State Issuing Authority Country

☐ I have read and understood the Minimum Requirements List and Special Instruction

Submit Cancel Reset

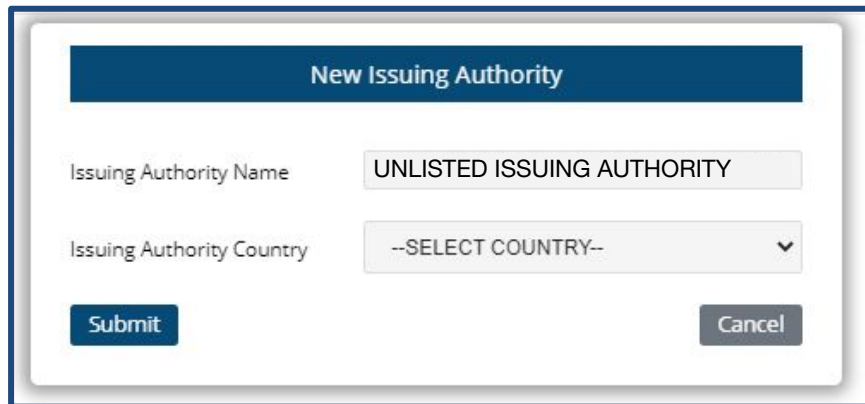
[I cannot find my Issuing Authority from the List](#)

6

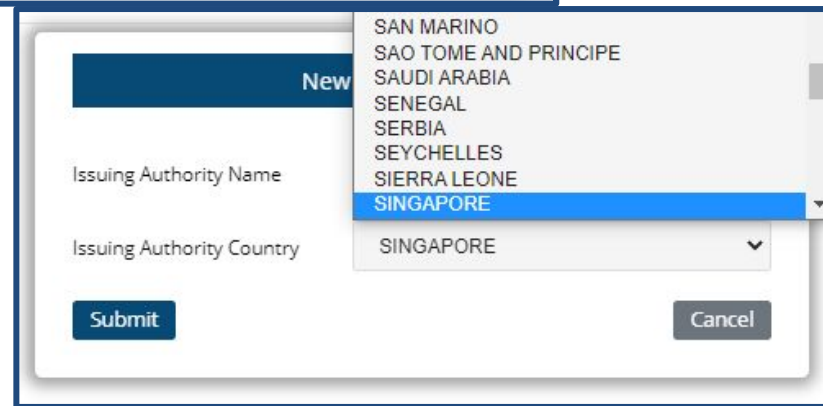
Upload required documents

A new popup will open to allow you to enter the name and country of your issuing authority.

Enter the details and click on **Submit**



A screenshot of a web form titled "New Issuing Authority". The form has two input fields: "Issuing Authority Name" with the text "UNLISTED ISSUING AUTHORITY" and "Issuing Authority Country" with a dropdown menu showing "--SELECT COUNTRY--". At the bottom are "Submit" and "Cancel" buttons.



A screenshot of the same "New Issuing Authority" form, but with the "Issuing Authority Country" dropdown menu open. The dropdown list shows a scrollable list of countries: SAN MARINO, SAO TOME AND PRINCIPE, SAUDI ARABIA, SENEGAL, SERBIA, SEYCHELLES, SIERRA LEONE, and SINGAPORE. The "SINGAPORE" option is highlighted in blue. The "Submit" and "Cancel" buttons are visible at the bottom.

6

Upload required documents | Consent

After completing the application form, will need to digitally sign the **letter of Authorization**.

This is a mandatory document

- Click on Consent
- Read and scroll down
- Then click Consent

Note: Click on **download PDF** if you would like to save a copy of your consent before you click on **Finish**

The image displays three overlapping screenshots of the DataFlow consent process:

- Top Screenshot:** Shows a document icon labeled "Letter of Authorization" and an orange "Consent" button.
- Middle Screenshot:** Displays the "Letter of Authorization" text, which states: "Before DataFlow may act on your behalf to verify your information and documents, you first have to consent to the Letter of Authorization. Please read the complete text below before you consent with your Given Names and Surname:". Below this is a scrollable area containing the "Letter of Authorization" text: "I hereby authorize the DataFlow Group, its authorized affiliates, agents and subsidiaries acting on its behalf, to". Below the scrollable area, it says "By clicking on Consent, you are legally signing the above Letter of Authorization." and provides input fields for "Given Names *" and "Surname". An orange "Consent" button is visible on the right.
- Bottom Screenshot:** Shows a PDF preview of the "Letter of Authorization" on the left. On the right, the text reads: "Letter of Authorization", "This authorization signifies and records a memorandum of legally binding consent via means of legitimate digital consent", "Name i Damaj", "Sanctioned o 322", and a "Download PDF" button. At the bottom center is an orange "Finish" button.

6 Upload required documents | Review

On the **Application Review** page, carefully review your entered details before submitting.

You can edit your entered information by clicking on the **Edit** tab.

Please review all the details entered for your application

Personal Details

Given name as per passport

TEST

Surname as per passport

TEST

Passport Number

123456

Date of Birth

13/04/1973

Nationality

Algerian

Country Code

+971

Mobile Number

Applicant Email Id

test14837@pubcent.com

Edit

Licensing Authority Details

Customer

Department of Healthcare Professions (DHP) - Ministry of Public Health (MOPH)

Application Category

Nurse

Application Type

New

Service Type

Applicant Assist Service

Component

Package

New - Applicant Assist

Edit

Licensing Authority - Specific Details

Facility Name

FIRST DENTAL CENTER

On the **Payment** page - based on the package selected, you will view the overall fee in the **Total Amount** field.


Click on **Submit Application** and you will be redirected to the payment gateway.

Note: If any of your issuing authorities requires the payment of a fee to disclose the verification, the fee will be added to the total amount.

Once you click the "SUBMIT APPLICATION" button you will be redirected to Payment Gateway. To Note: Changes cannot be made to the application once you make the payment.

Payment

☐ I agree to receiving SMS updates from The DataFlow Group related to the status of my cases and am willing to pay an additional charge of AED 9.54 for this service.

Package Amount	<input type="text"/>	surcharge	<input type="text"/>	Premium Services	<input type="text"/>
VAT(Value Added Tax) Amount	<input type="text"/>	Total Amount	<input type="text"/>	Payment Method	Credit Card 

*Amount in AED
* VAT(Value Added Tax) percentage of 5 %

BACK SUBMIT APPLICATION

Once you have completed your payment you will receive a receipt by email and the the Primary Source Verification process will start.

DataFlow Services FZ LLC
P.O. Box 73743
Dubai
United Arab Emirates

Tax registration number 100241353000003



TAX INVOICE



Receipt number: 180702-300645

Payment method: Credit Card

Name:

Date: 4 July 2019

Email:

Passport no. 1234567890

	Service	Currency	Net amt.	VAT rate	VAT	Total
1	Premium Services - SMS updates	AED	XXX	X%	XXX	XXX
2	Premium Services - Express processing	AED	XXX	X%	XXX	XXX
3	Premium Services - VIP processing	AED	XXX	X%	XXX	XXX
4	Primary Source Verification CASE NUMBER: TC99-1901-000001 CASE TYPE: New/Renew CLIENT NAME: Test Customer CLIENT REF NUMBER: T2019010100001 PACKAGE DETAILS: Professional 1/Professional 2/Etc. EDUCATION 1: University EDUCATION 2: University EMPLOYMENT 1: FZ LLC EMPLOYMENT 2: FZ LLC LICENSE 1: Hospital	AED	XXX	X%	XXX	XXX
	Total	AED	XXX	X%	XXX	XXX

NOTES:

1. Primary Source Verification payments may be cancelled and refunded up to 48 hours of the payment being made. After 48 hours, refunds will not be accepted.

Visit www.dataflowstatus.com to track the status of your application and download a copy of the report once ready.



DATAFLOW

Check verification status and download report

Search by DataFlow Case Number ? Search by Reference Number ?

DataFlow Case Number Passport Number

Enter the DataFlow Case Number and Enter the Passport Number

Check Status



Thank You

www.dataflowgroup.com