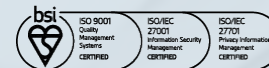
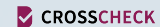




How to Apply

Oman Society of Engineers

A Step By Step Guide
for completing your application



Introduction

This guide will cover the step-by-step process of submitting your DataFlow Application for Primary Source Verification (PSV) for the Oman Society of Engineers (OSE)

If you face any issue or need assistance, please connect with us [here](#)

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 Upload 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.

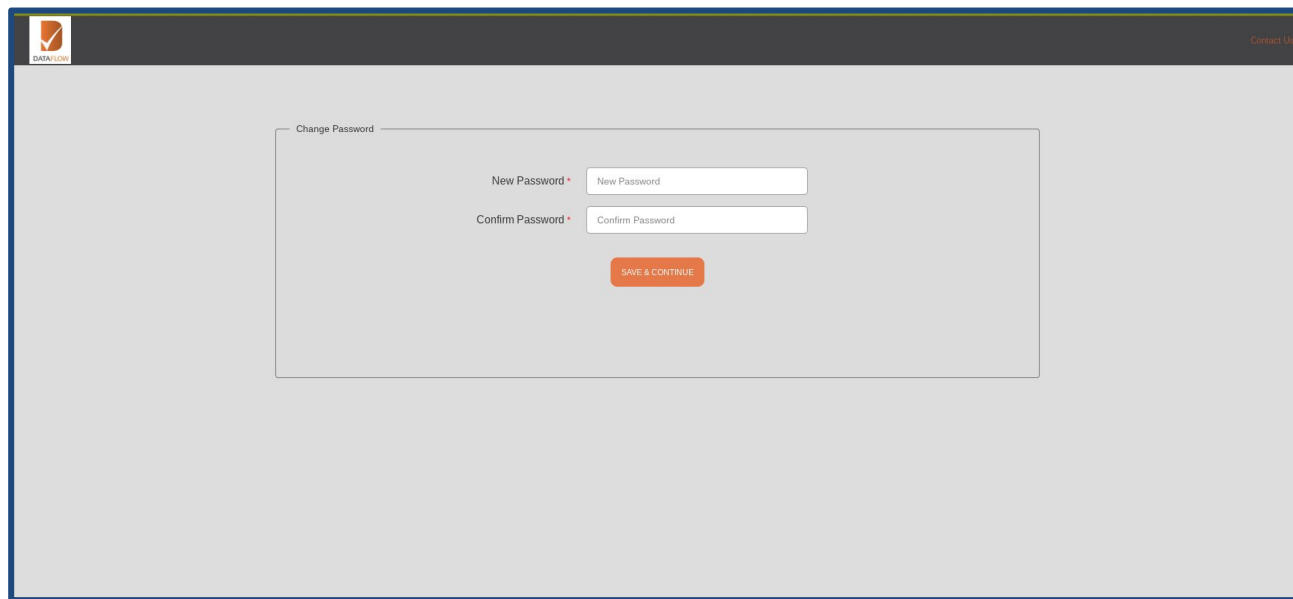
☒ I agree to the [Terms & Conditions](#)

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 a web interface for changing a password. At the top left is a logo with a checkmark and the text 'DATA LUM'. At the top right is a 'Contact Us' link. The main content area is titled 'Change Password' and contains two input fields: 'New Password' and 'Confirm Password', both with red asterisks indicating they are required. Below these fields is an orange button labeled 'SAVE & CONTINUE'.

DATA LUM

Contact Us

Change Password

New Password *


Confirm Password *

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.



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.

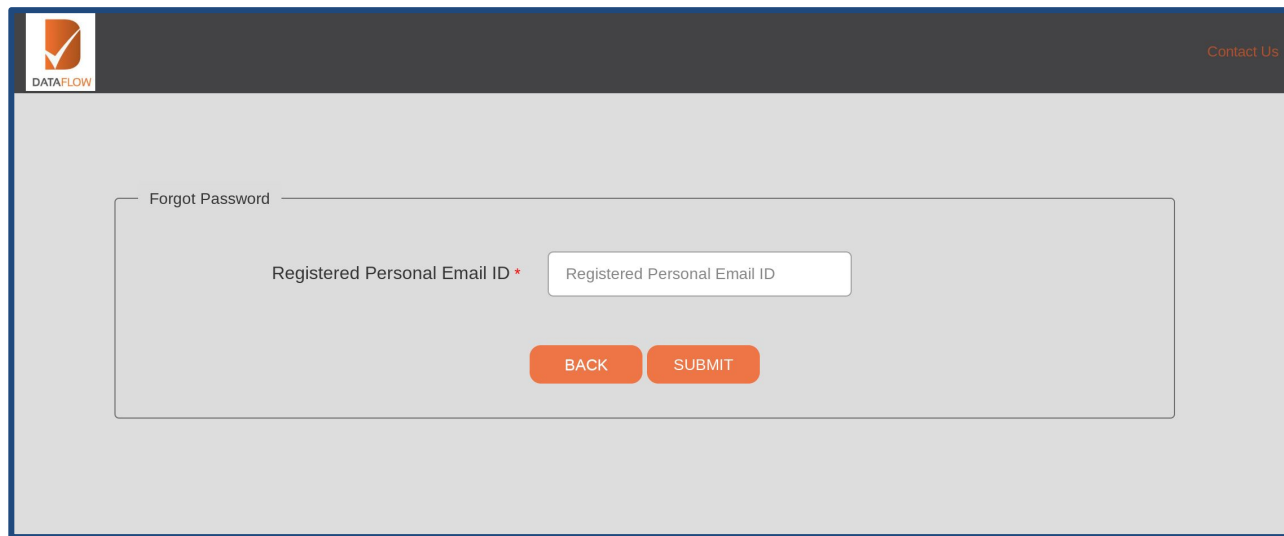
Continue

[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 | 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:

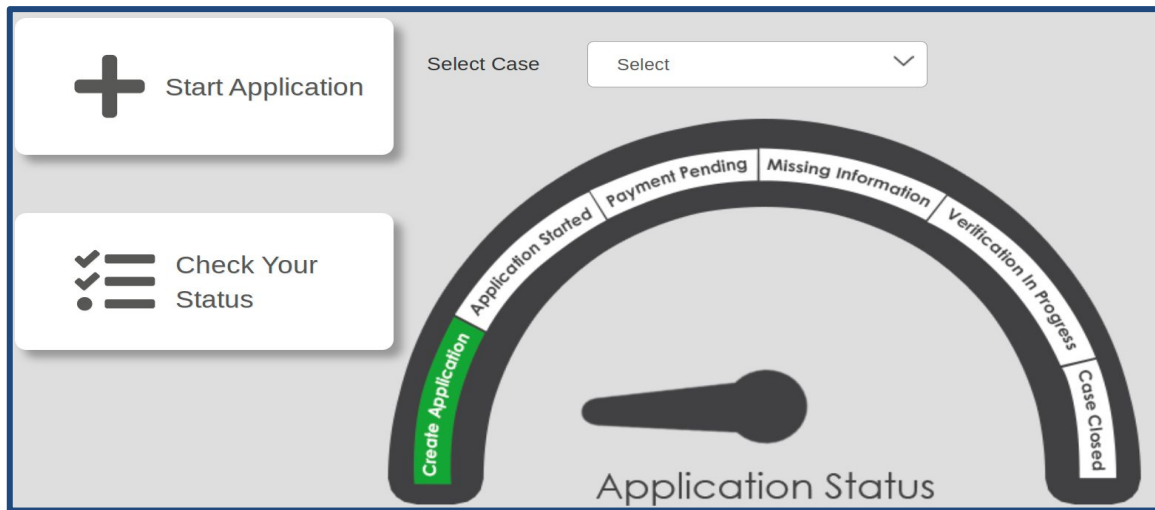
- A label 'Registered Personal Email ID *' followed by a text input field containing the placeholder text 'Registered Personal Email ID'.
- Two orange buttons at the bottom: 'BACK' and 'SUBMIT'.

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 **Oman Society Of Engineers** the system will prompt you to select the package or documents or pre-determined combination .

Licensing Authority Details


Authority Name


Oman Society of Engineers

Select Category 1

Select

Frequently Accessed Licensing Authorities


الهيئة الوطنية لتنظيم المهن والخدمات الصحية
NATIONAL HEALTH REGULATORY AUTHORITY


الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

9

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 component details will be displayed.


Licensing Authority Details

Authority Name

Oman Society of Engineers

Select Category 1


Frequently Accessed Licensing Authorities



nhra

الهيئة الوطنية لتنظيم المهن والخدمات الصحية

NATIONAL HEALTH REGULATORY AUTHORITY



الهيئة السعودية للتخصصات الصحية

Saudi Commission for Health Specialties

Package Details

Regular application process. Cases will be processed within 21 working days from the date of the payment for package price.

Select Package

Type of Check

Additional documents will be charged extra

No. of Documents

1

+

-

Type of Check

Additional documents will be charged extra

No. of Documents

2

+

-

Type of Check

Additional documents will be charged extra

No. of Documents

1

+

-

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

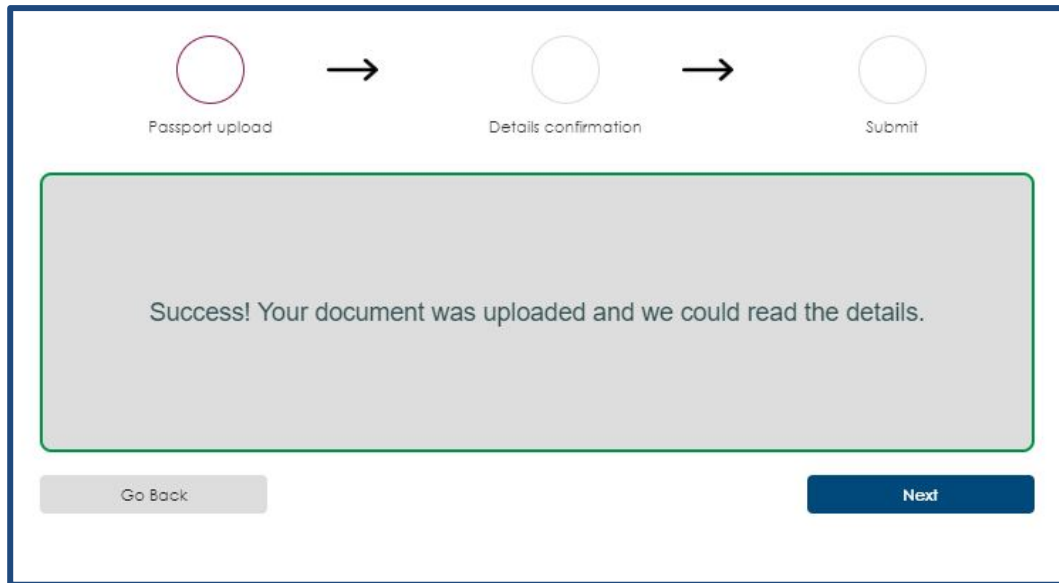
Drag your scanned passport image here

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 border and contains an error message: 'Oops! I couldn't read the file that you uploaded.' Below the message are two buttons: 'Try again' and 'Enter manually'. The second step, 'Details confirmation', shows a form with the following fields:

- Surname:
- Passport number:
- Date of birth:
- Nationality:
- Given names:
- Issuing Country:
- Sex:
- Passport Expiry Date:

Below the form are two buttons: 'Go Back' and 'Next'. A warning message at the top of the second step reads: '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.'

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.

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** them 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

The screenshot shows a web form with two main sections: 'Mandatory Documents' and 'Personal Details'. The 'Mandatory Documents' section has a header and a sub-header 'Passport copy' with a dropdown menu showing 'Passport_3...'. Below this is a red button labeled 'UPLOAD' and a small red circle with a white 'x' icon. The 'Personal Details' section has a header and a sub-header 'Please enter all details in ENGLISH language only'. It contains several input fields: 'First Name', 'Middle Name', 'Last Family Name', 'Gender', 'Passport Number', 'Emirates ID', 'Date of Birth', 'Case Reference Number to be Transferred', 'Country', 'Nationality', 'Personal Email ID', 'Country Code' (with a dropdown menu showing '971 United Arab Emirates'), and 'Mobile Number'. There is a red button labeled 'Generate OTP' and a small red circle with a white 'x' icon.

- Select your country of residency from the **Country** drop list
- 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

6

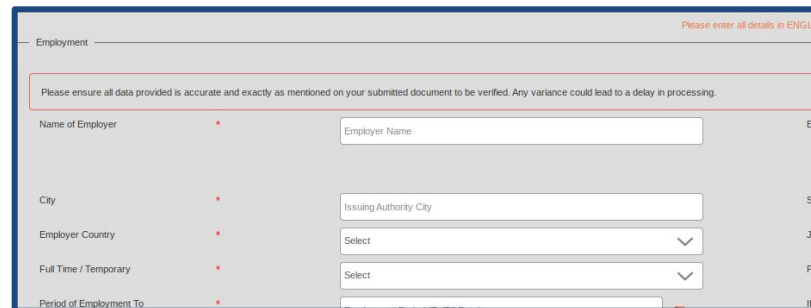
Upload required documents | Employment

As you click on **Name of Employer**, the system will prompt with a pop-up to enter the details of your previous employer.

In the **Issuing Authority Name**, start typing your previous employer's name and select the correct one from the list

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

Please review Pages 20 & 21 in case you cannot find your Issuing Authority Name



Employment Please enter all details in ENGLISH

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.

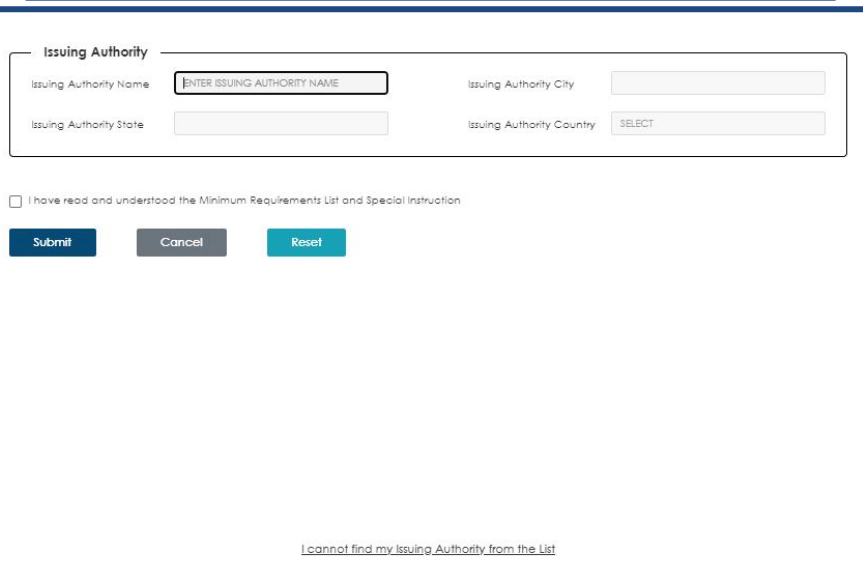
Name of Employer *

City *

Employer Country *

Full Time / Temporary *

Period of Employment To *



Issuing Authority

Issuing Authority Name

Issuing Authority City

Issuing Authority State

Issuing Authority Country

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

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

On the **Employment** page, enter the required details and upload clear uncropped scanned copies of the employment certificate to be verified and any other required documents, example:

- a. Experience certificate,
- b. Relieving certificate

Select the type of Certificate you uploaded from the dropdown menu

Employment

Please enter all details in ENGLISH language only.

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.

Name of Employer *	<input type="text" value="Employer Name"/>	Employer Address *	<input type="text" value="Issuing Authority Address"/>
City *	<input type="text" value="Issuing Authority City"/>	State/Province *	<input type="text" value="Employer State"/>
Employer Country *	<input type="text" value="Select"/>	Job Title/Designation *	<input type="text" value="Last Profile/Designation"/>
Full Time / Temporary *	<input type="text" value="Select"/>	Period of Employment From *	<input type="text" value="Employment Period (From)"/>
Period of Employment To *	<input type="text" value="Employment Period (To/Till Date)"/>	If Temporary Please Specify The Agency Name If Any	<input type="text" value="Agency Name"/>

To Note:

1. The employment certificate is related to your work experience, reflecting designation and complete work tenure (Start and End date) issued by Human Resources or Administration Department only.

2. In case of self employment, please make sure to submit your Business Registration Certificate.

Mandatory Documents

Please upload a copy of employment certificate. *

UPLOAD

BACK

SAVE

NEXT

6

Upload required documents | Education

As you click on **University/Institution Name**, 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 20 & 21 in case you cannot find your Issuing Authority Name

University/Institution Name *

Issuing Authority Name

University Country *

Select

Applicant Name As Per Certificate *

Have You Completed this Degree/Course *

Select

Attendance To *

Attendance To

Issuing Authority

Issuing Authority Name: ENTER ISSUING AUTHORITY NAME

Issuing Authority City:

Issuing Authority State:

Issuing Authority Country: SELECT

☐ 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 | Education

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

- Original Education Degree(s)
- The back page of Education Degree (Applicable for degrees obtained from Afghanistan, India, and Pakistan)
- Select the type of document uploaded from the dropdown menu
- Upload any additional documents such as marksheets
- In case your educational institute has any additional request, our team member will reach out to you for the document or information

Please enter all details in ENGLISH language only.

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.

Duration of Program (Months) *	Select	University/ Institution Name *	Issuing Authority Name
Duration of Program (Years) *	Select	University Country *	Select
Qualification Attained *	Qualification Attained	Applicant Name As Per Certificate *	SALMAABU MERHI DAMAJ
Education Type *	Select	Have You Completed this Degree/Course *	Select
Attendance From *	Period Of Study From	Attendance To *	Attendance To
Graduation Date/Qualification Conferred* Issue Date	Qualification Conferred Date		

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).

UPLOAD

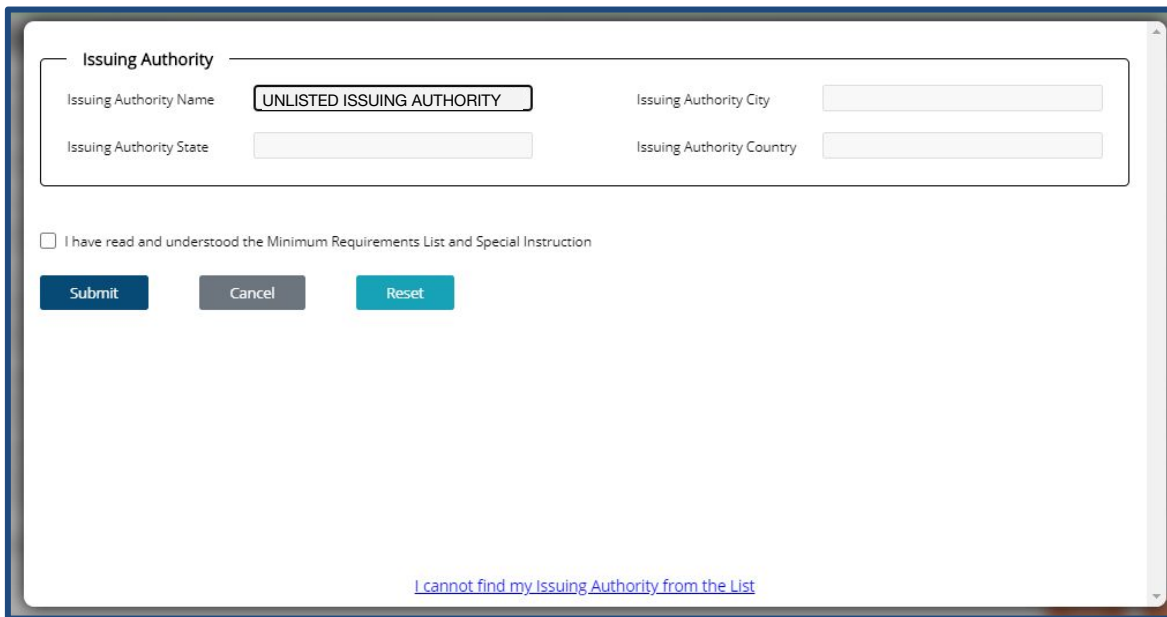
Optional Document / Information

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

UPLOAD

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", "Cancel", and "Reset". 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**

The image displays two states of a web form titled "New Issuing Authority".

Top Screenshot: The form has two input fields. The "Issuing Authority Name" field contains the text "UNLISTED ISSUING AUTHORITY". The "Issuing Authority Country" field is a dropdown menu currently showing "--SELECT COUNTRY--". There are "Submit" and "Cancel" buttons at the bottom.

Bottom Screenshot: This screenshot shows the "Issuing Authority Country" dropdown menu open, displaying a list of countries. The country "SINGAPORE" is highlighted in blue. The list includes: SAN MARINO, SAO TOME AND PRINCIPE, SAUDI ARABIA, SENEGAL, SERBIA, SEYCHELLES, SIERRA LEONE, and SINGAPORE. The "Submit" and "Cancel" buttons remain visible at the bottom of the form.

After you have entered all certificate details you 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 screenshots illustrate the steps to complete the 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: "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 the DataFlow logo and the text: "I hereby authorize the DataFlow Group, its authorized affiliates, agents and subsidiaries acting on its behalf, to". It includes input fields for "Given Names *" and "Surname", and an orange "Consent" button.
- Bottom Screenshot:** Shows a PDF preview of the "Letter of Authorization" on the left. On the right, it says "Letter of Authorization" followed by "This authorization signifies and records a memorandum of legally binding consent via means of legitimate digital consent". Below this, it shows "Name" as "i Damaj" and "Sanctioned o" as "322". There is a "Download PDF" button and a "Finish" button at the bottom.

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.

Personal Details

First Name	Test1	Middle Name	Test2	Last Name	Customer
Gender	Female	Passport Number	AL2345	Date of Birth	05/05/2020
Case Reference Number (optional)		Nationality	Indian	Country Code	+91
Mobile Number	989892222	Personal Email ID	test@myconnect.com	Professional Email ID	

Licensing Authority Details

Authority	State Services Department (Shiksha)	State Services Type	Regular Services	State Case Type	Final
Package	Professional Package 1				

Education

Issuing Authority Name	ABHY URBANISITY	Issuing Authority Address	Block - 02, Ground Floor, Abhy, Okhla, New Delhi	Issuing Authority City	DELHI
Issuing Authority State	Uttar Pradesh	Issuing Authority Country	India	Qualification Awarded	BA
Applicant's Name as per Documents	Test Customer	Collaboration Name		Have You Completed the Degree Course	
Mode of Study	Distance Learning	Major Subject	Sociology	Personal Study From	

Employment

Issuing Authority Name	AB HEALTH CENTRE	Issuing Authority Address	Chowk, Test, Noida, INDIA	Issuing Authority City	CHOWK
Issuing Authority State	Uttar Pradesh	Issuing Authority Country	India	Last Profile Designation	Manager
Applicant's Name as per Documents	Test Customer	Employment Code		Experience	
Nature of Employment		Employment Period (From)	01/01/2020	Employment Period (To/By)	01/01/2020
Reason for leaving		Performance		Continuing	

Professional License

Issuing Authority Name	ACADEMIC COUNCIL OF OCCUPATIONAL THERAPY	Issuing Authority Address	Earth Academy, India	Issuing Authority City	DELHI
Issuing Authority State	Rajasthan	Issuing Authority Country	India	License Granted	Y
Applicant's Name as per Documents	Test Customer	License Type	Part time	License Status	
Registration/License Number / ID	12345	License Card/Ref Code	989892222	Next Test	01/01/2020

Database

Name as per Passport	Test Customer	Date of Birth	01/01/2020	Passport Number	AL2345
----------------------	---------------	---------------	------------	-----------------	--------

Certificate of Good Standing

Issuing Authority Name	ACADEMIC COUNCIL OF OCCUPATIONAL THERAPY	Issuing Authority Address	Earth Academy, India	Issuing Authority City	DELHI
Issuing Authority State	Rajasthan	Issuing Authority Country	India	License Status	Current
Applicant's Name as per Documents	Test	License Type	Part time		
License Number	123				

Letter Of Authorization


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.

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