



DATAFLOW



هيئة تنمية المجتمع  
Community Development Authority

# Applicant Kit

Community Development Authority  
(CDA)

**“Your tool for a fast and  
easy application”**



**“Accuracy of provided information and documents is necessary. Failing to provide the right information will either delay your process and/or terminate your application”**

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## 1. Getting Started

Before starting your application, read the below carefully:

**1**

**Passport copy or identity card** is only accepted for identification

Make sure you apply for the **verification process**, in coordination with the CDA

**2**

**3**

**Accuracy of provided information** is essential to avoiding a delay in your process and/or termination of your application

Make sure you have **CLEAR SCANNED COPIES** of the following:

**4**

### Application Documents

Signed Letter of Authorisation

### Personal Documents

Valid Passport

Name change certificate, if applicable

Marriage certificate, affidavit or any legal documents

### Academic Documents

Degree - Copy of the original certificate(s)

Mark sheets for the qualification, where applicable

Back page of the academic degree - For applicants who obtained degrees from Afghanistan, India, Egypt and Pakistan

## 2. Social Professionals

Primary Source Verification needs to be conducted for four categories as listed below:

- Social Worker
- Social Therapist
- Social Counsellor
- Special Education Teacher

## 3. Specifications



Applicants are required to submit the following documents **as per** the CDA classification:

- Education
- Employment
- Health License / Registration Certificate of Home Country

## 4. How to Apply

For a step by step guide for completing your application, visit [www.dataflowgroup.com/CDAHTA](http://www.dataflowgroup.com/CDAHTA)

## 5. Requirements

1. Verification of Highest Educational Qualification
2. Verification of Professional Licence
3. Last 3 years of experience with a maximum of 2 employers

## 6. Additional Document

Applicable if the applicant has more than the specified number of documents in the package or single component. Also applicable if the applicant wishes to conduct further verification on any document other than those mentioned in the package (per document).

## 7. Track Your Application & Download Your Report

visit [www.dataflowstatus.com](http://www.dataflowstatus.com)

## 8. Transfer Your Report

Applicable if the applicant has a Primary Source Verification Report issued earlier by the DataFlow Group under other Non-CDA or CDA Clients. However, if the previous report does not fulfil the above-mentioned requirements for each category, then the necessary document/s should be verified through "Additional Document" option, with an additional requirement per document.

## 9. Important Notes

A copy of Transcript of Records is a mandatory requirement for degrees issued from India. A confirmation email will be sent once all sections of the application are filled and completed successfully.

You may incur extra charges for any additional document submitted outside the package.

Report transfer fees may vary with region outside the United Arab Emirates countries

## 10. FAQs

Visit: [www.dataflowgroup.com/CDAFAQ](http://www.dataflowgroup.com/CDAFAQ)

## 11. Contact Details

Visit: [www.dataflowgroup.com/support](http://www.dataflowgroup.com/support)

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[www.dataflowgroup.com](http://www.dataflowgroup.com)

For assistance visit us at  
[www.dataflowgroup.com/support](http://www.dataflowgroup.com/support)