

# Checklist to Set Up an Educational Institute business License in Dubai

---

## Key Steps in Getting an Educational Institute License

### 1. Finalize your Business Plan & Academic Plan

- Include the list of courses you intend to offer
- Target market, financial projections, and marketing strategy
- Course structure
- Detailed curriculum, syllabus
- Trainer qualifications

### 2 . Select Business Jurisdiction

- Mainland (KHDA required) or Free Zone (e.g., DIAC, DKP, RAKEZ, etc.)
- Consider costs, scope, and facility requirements.

### 3. Get Initial Approval from the Authority

- For Mainland businesses, this comes from DET (Department of Economy and Tourism).
- For Free Zone setups, apply through the specific Free Zone authority.

### 4. Reserve a Trade Name

- Choose a unique name that reflects your institute's purpose.
- Follow naming guidelines from DED or Free Zone authority.
- Required: Passport copy of owner, name options (3), initial approval form

### 5. The KHDA or Concerned Authority Approval

- Submit educational and facility documents to KHDA or the concerned authority.
- Documents included: Detailed business plan, course curriculum & outlines, Director and trainer qualifications, Lease agreement



# **Checklist to Set Up an Educational Institute business License in Dubai**

---

## **Key Steps in Getting an Educational Institute License**

### **6. Secure Your Physical Location & Sign Legal Documents**

- Choose a training space that meets KHDA or Free Zone standards
- Ejari Registration: Required for Mainland
- Sign MOA or Equivalent:
  - Mainland: Sign MOA at a notary.
  - Free Zone: Sign AOA or Board Resolution

### **7. Final Submission and Payment Voucher**

- DET reviews the file and issues the final payment voucher upon approval.
- Free Zone Authority handles document checks and issues the payment voucher.

### **8. Receive Your Educational Training Center License**

- Collect license and establish institute legally
- You can now recruit staff, promote courses, and onboard student

best solution®  
Business Begins Here

