DATAFLOW

Enabling global talent mobility,
built upon trust.



How to Apply Guide

Dubai Sports Council

A Step-by-step Verification Application Guide

Introduction

Welcome to DataFlow Group, the trusted verification partner for the Dubai Sports Council.

This 'How To Apply' guide walks you through the application process for your credential verification - the first step towards getting your sports qualification officially recognized in the emirate of Dubai.

Click here to visit **Mu'Ahal (Dubai Sports Council Portal) to register and begin your verification journey.**

Simply follow the steps below to complete your application.

1. Register on Mu'Ahal (Dubai Sports Council Portal).....4
2. Log in to DataFlow 5
3. Employer Confirmation.....6
4. Upload Documents 7
5. Review Your Application.....9
6. Submit Letter of Authorization.....10
7. Pay Securely Online.....11
8. Track Application Status.....13
9. Get Support.....14

1. DataFlow Scope with the Dubai Sports Council

Mandatory Primary Source Verification (PSV) of all academic and professional credentials directly with issuing authorities (Universities, Institutes, and Federations) to ensure authenticity and licensing compliance.

2. Verification Packages

S.No.	Category	Total Fees (AED)
1.	**Degree or Certificate**	**370**
2.	**Criminal Check**	**306**
	Additional Documents (Optional)	*329*
	Total	**676**

3. Verification Turn-around Time (TAT)

- **Standard Processing:** 30 Working Days (starts after payment and complete document submission).

4. Document Upload Guidelines

Please ensure you adhere to the Document Upload Guidelines for a smooth experience when uploading your documents.

Here are some best practices that you can follow.

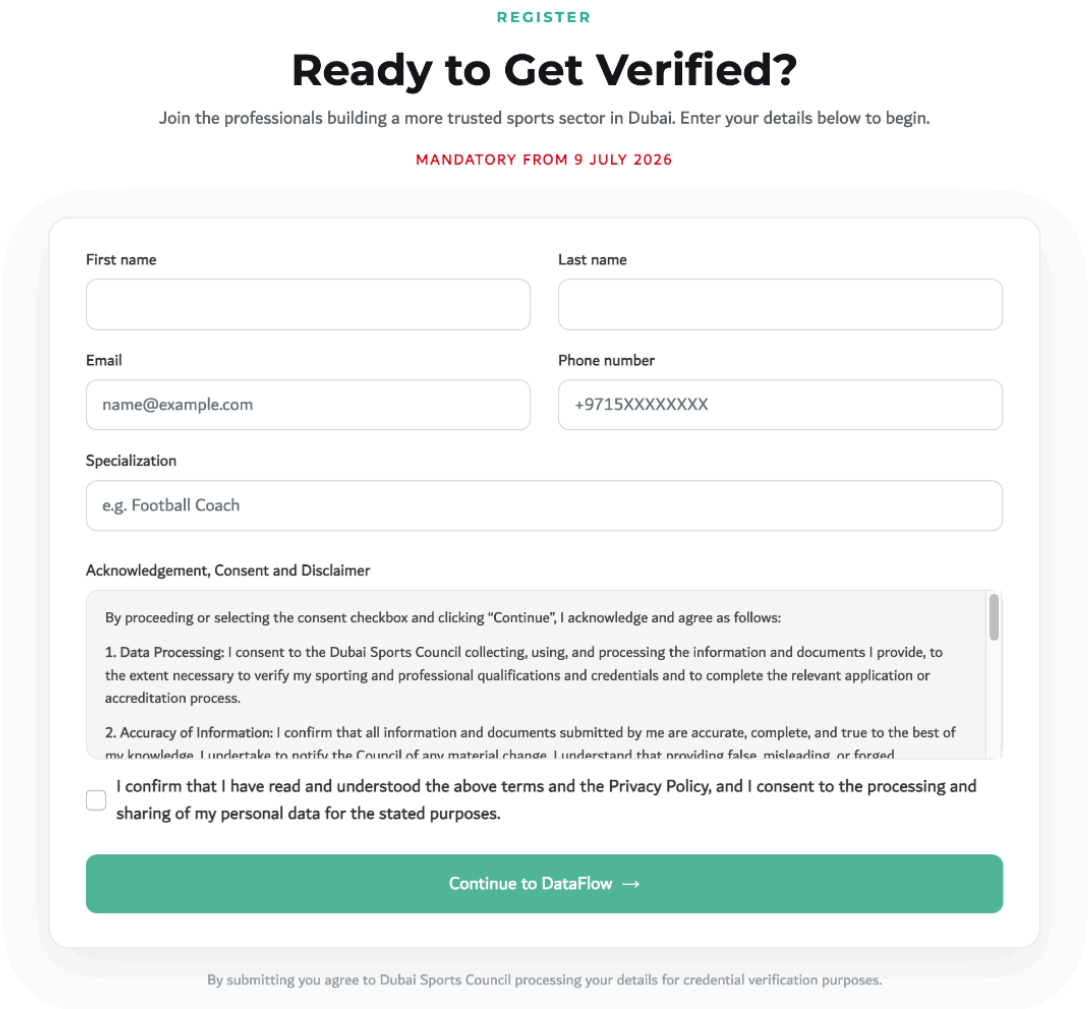
- Use a scanner or a clear camera shot, avoid shadows and glare.
- Submit files in PDF, JPEG, or PNG format only.
- Upload clear original documents only, since blurry or low-quality screenshots may be rejected.
- Ensure the document is not cropped, not upside down, and not too dark or overexposed.

1. Register on Mu'Ahal

Complete your personal details on [Mu'Ahal (Dubai Sports Council Portal)]

- Name
- Email
- Phone
- Specialization

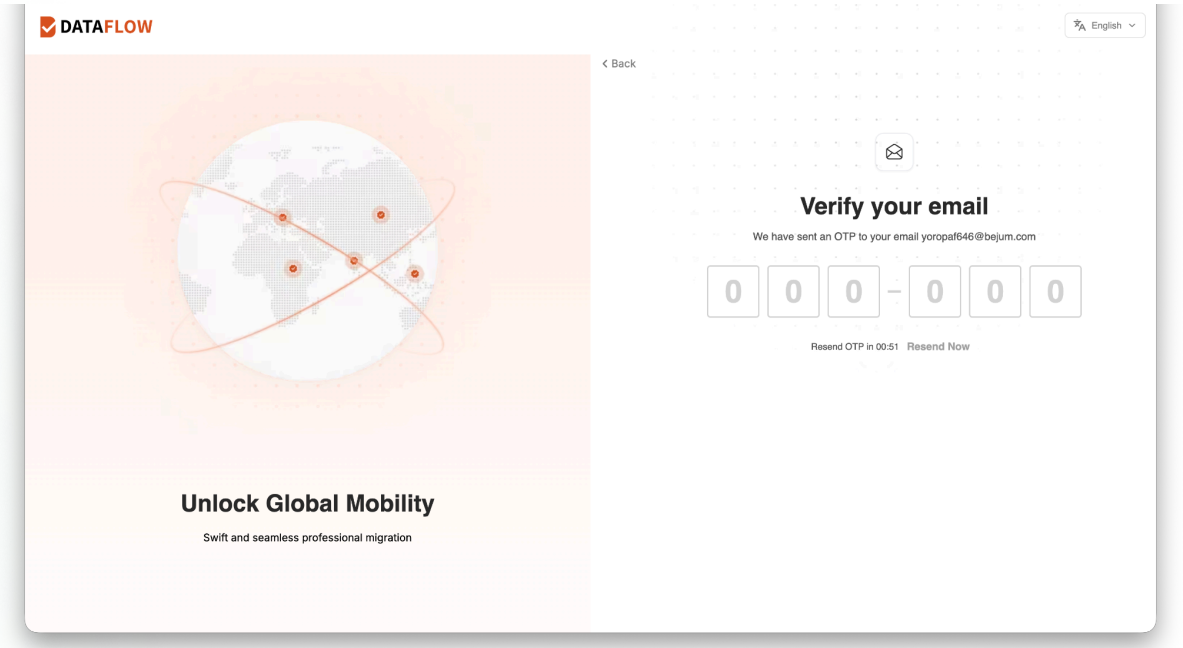
Accept the Terms & Conditions and select "Continue to DataFlow."



2. Log in to DataFlow

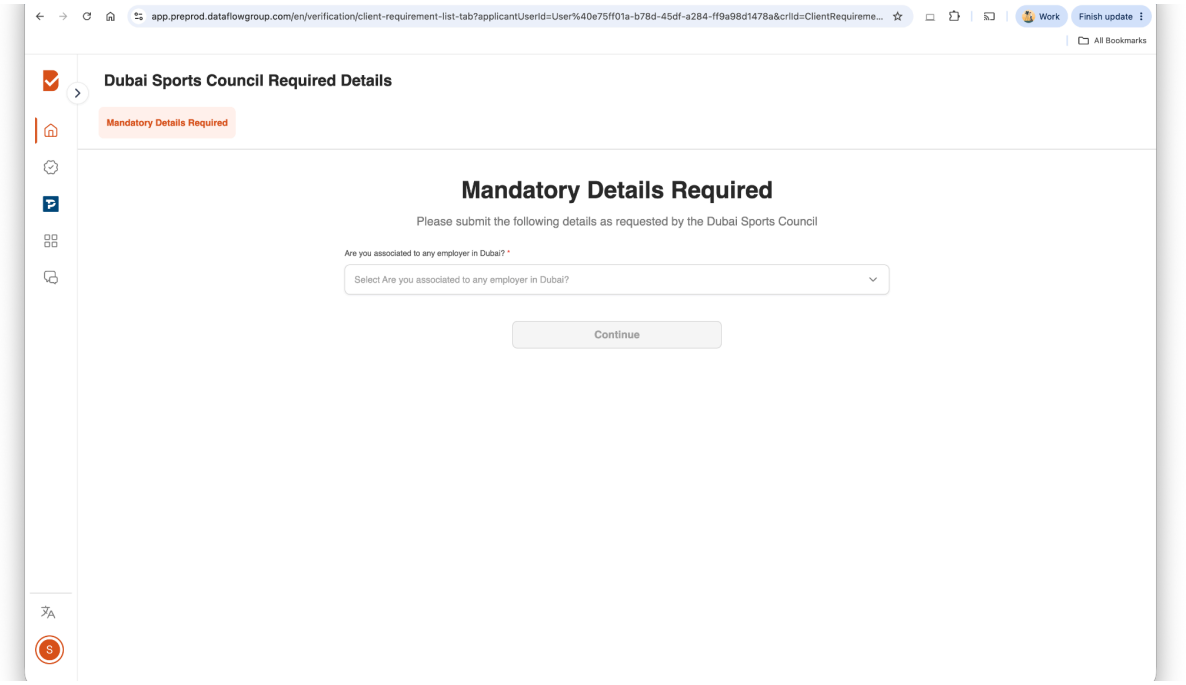
You will receive a one-time password or OTP - enter it on the screen to verify your account.

Use "Resend" if required.



3. Employer Confirmation

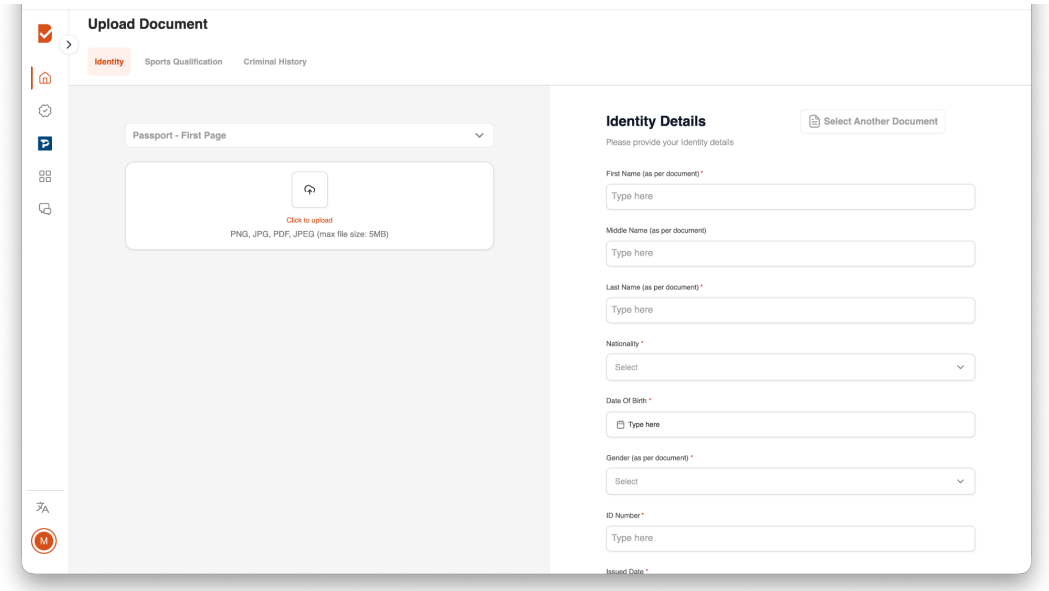
Confirm whether you're associated with a Dubai-based employer. If yes, provide their name and trade license number. Otherwise, click on ‘Continue’ to proceed.



4. Upload Documents

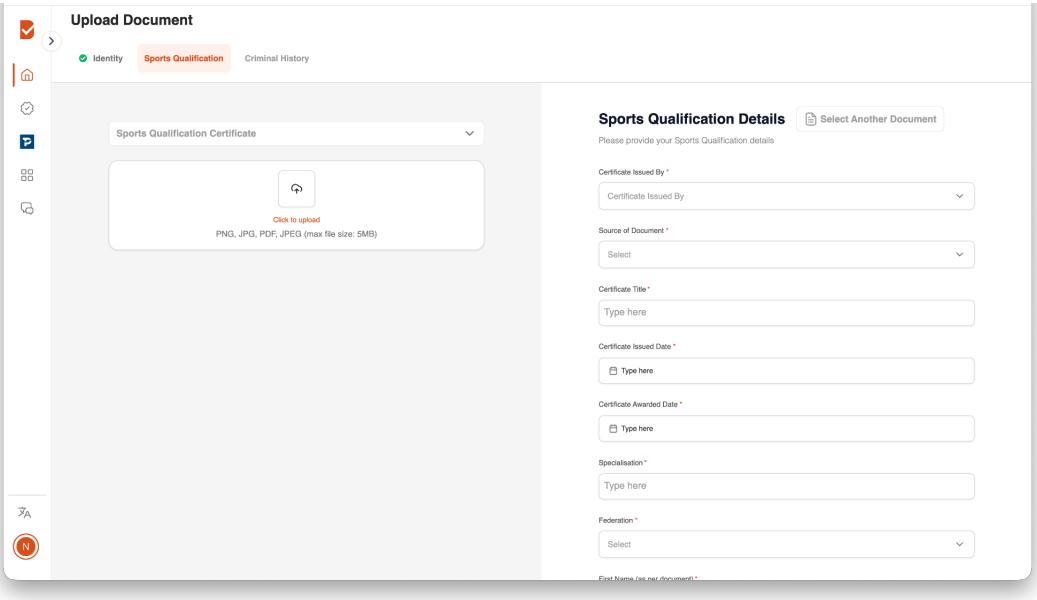
4.1 - Identity Verification

Upload your passport (first page) and review the information as shown on the screen— name, nationality, date of birth, gender, ID number, and issue/expiry dates.



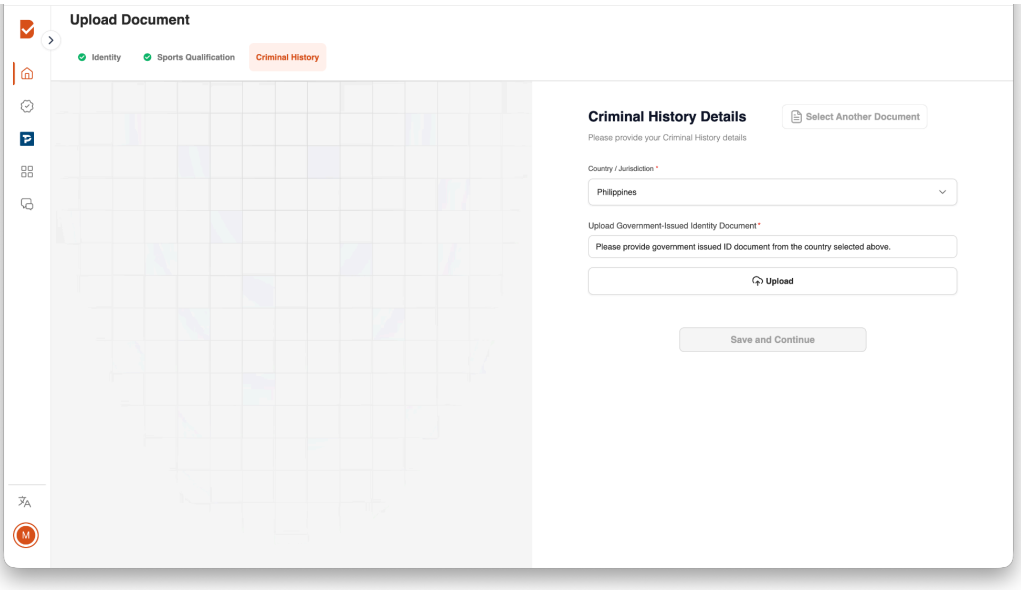
4.2 Sports Qualification Certificate

Upload your qualification certificate and search for the issuer name in the search box. Choose the source of the document and add its title and related dates along with your Specialization and Federation.

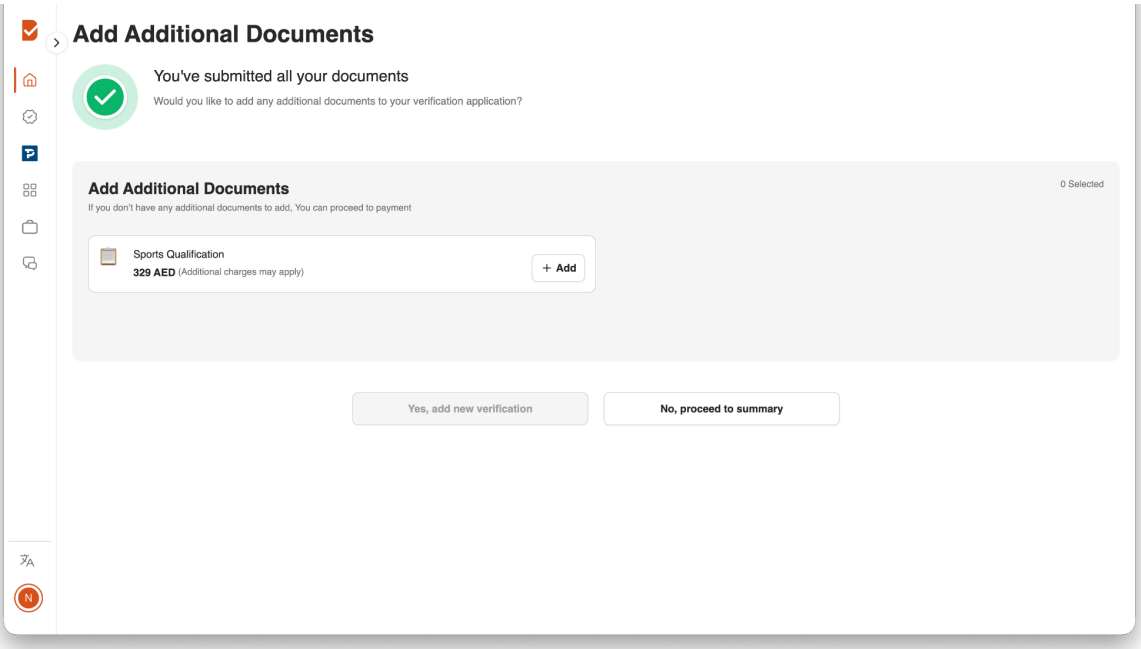


4.3 Criminal History Verification

Select your country of jurisdiction and upload your government-issued ID document from the respective country. Click on Save and Continue.



Additional Documents - Add any other documents that you may choose to verify now *(subject to additional charges)*, or proceed straight to the application summary.



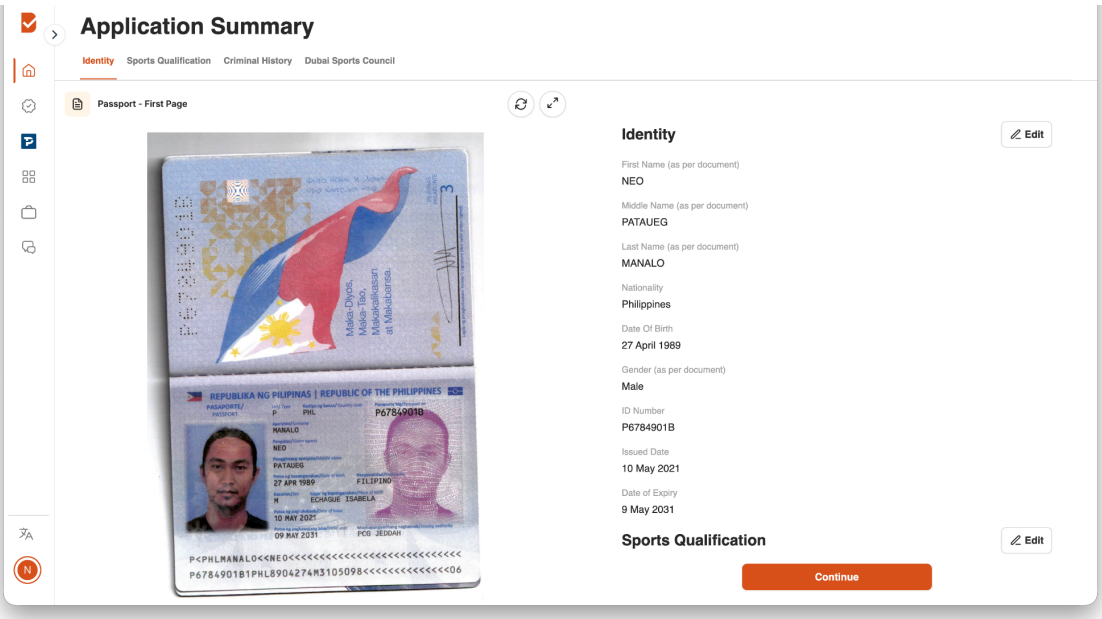
5. Review Your Application

Carefully review your uploaded documents and application details before proceeding to the next step.

Use "Edit" to correct anything.

Name Change

To prevent verification delays, your name must be consistent across all uploaded documents. The portal will ask you to correct this where required.

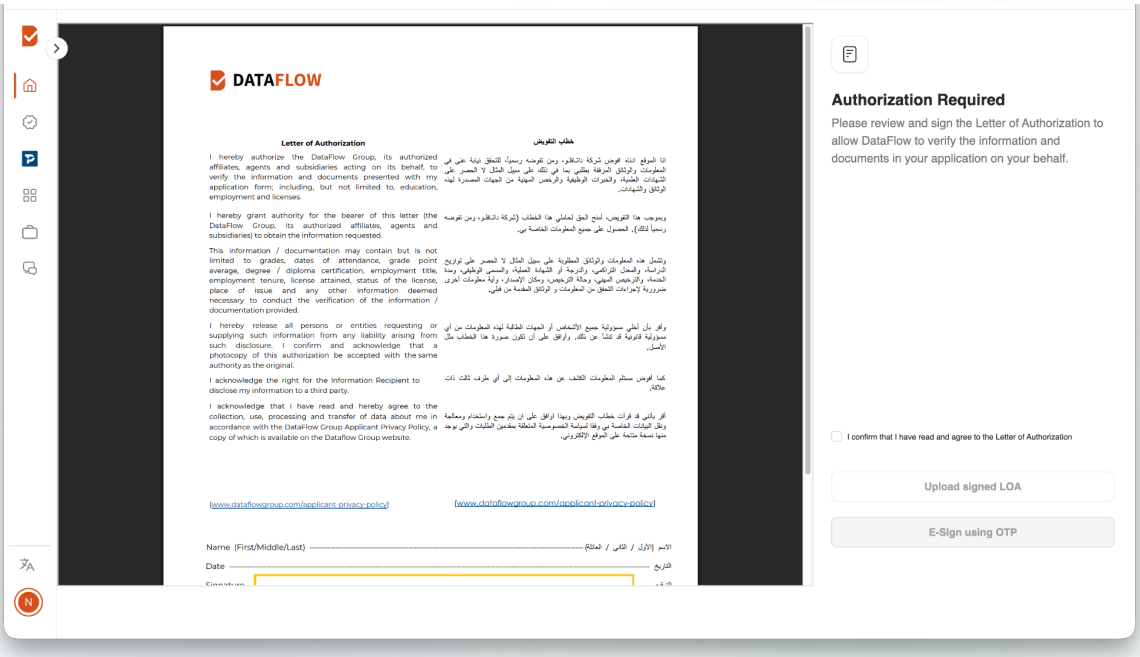


6. Submit Letter of Authorization

You will now be required to sign a Letter of Authorization that allows DataFlow to verify the information you entered on your behalf.

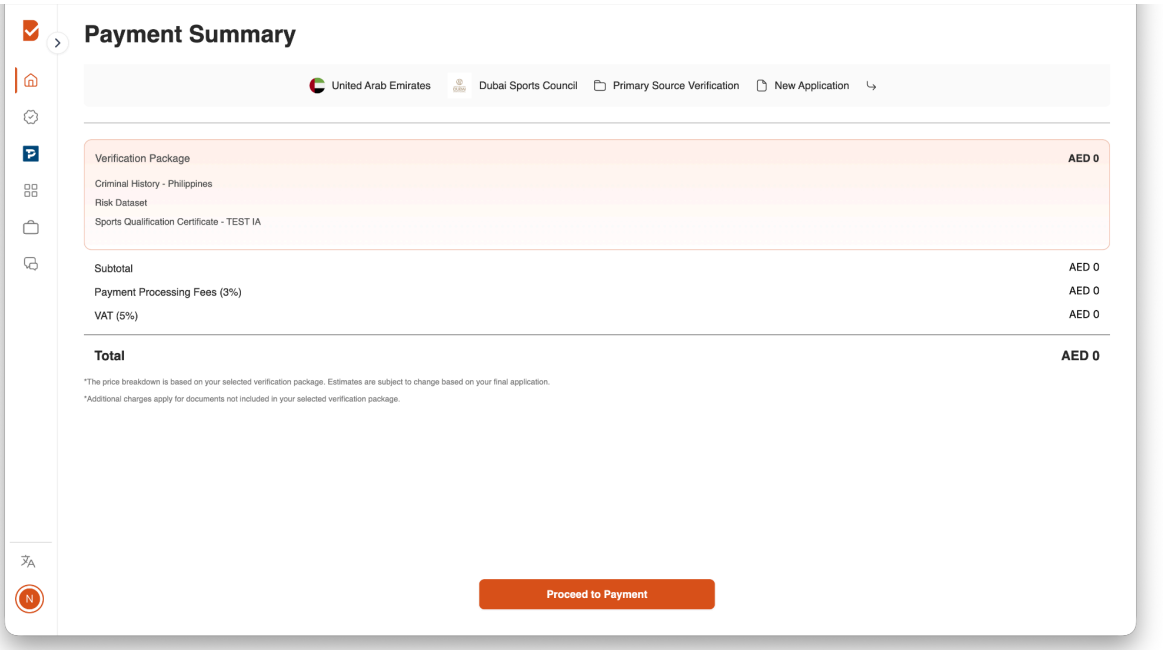
You can either:

- Download, sign, and re-upload the letter, or
- E-sign it instantly via OTP.

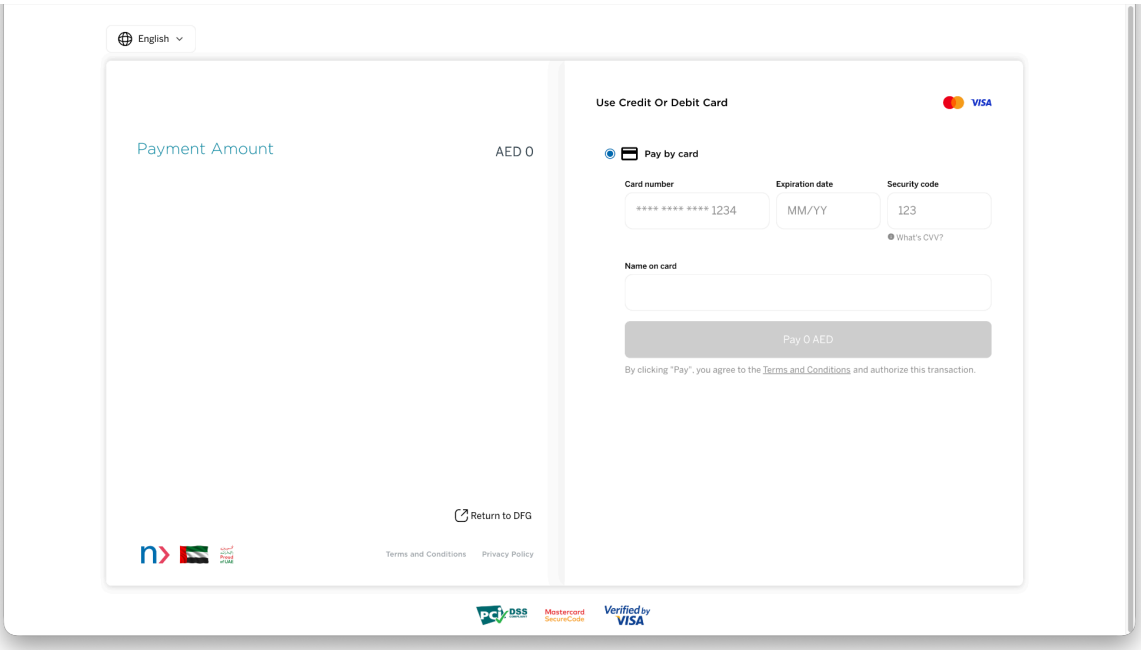


7. Pay Securely Online

Review the fee breakdown, then select "Proceed to Payment."

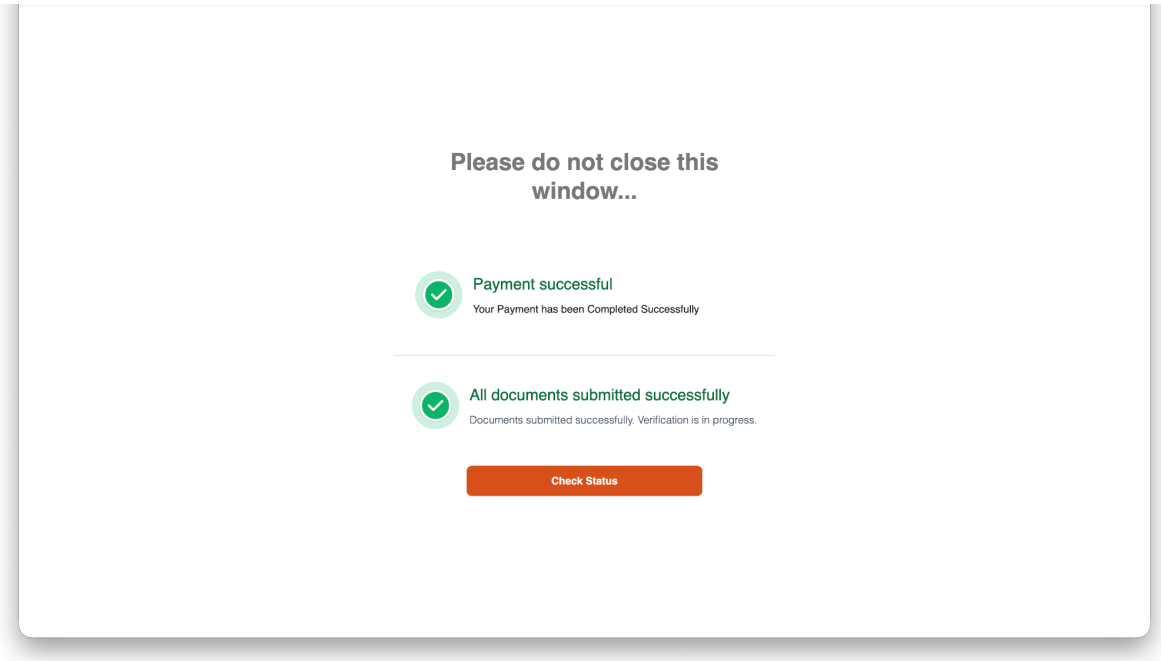


Enter your payment details and confirm to complete application submission.



Once payment is complete, you'll receive a confirmation with your unique Request ID along with the details of which documents were accepted.

Unclear documents (e.g., a blurry passport scan) will be flagged for re-upload — your payment remains unaffected. Please refer to the Document Upload Guidelines.



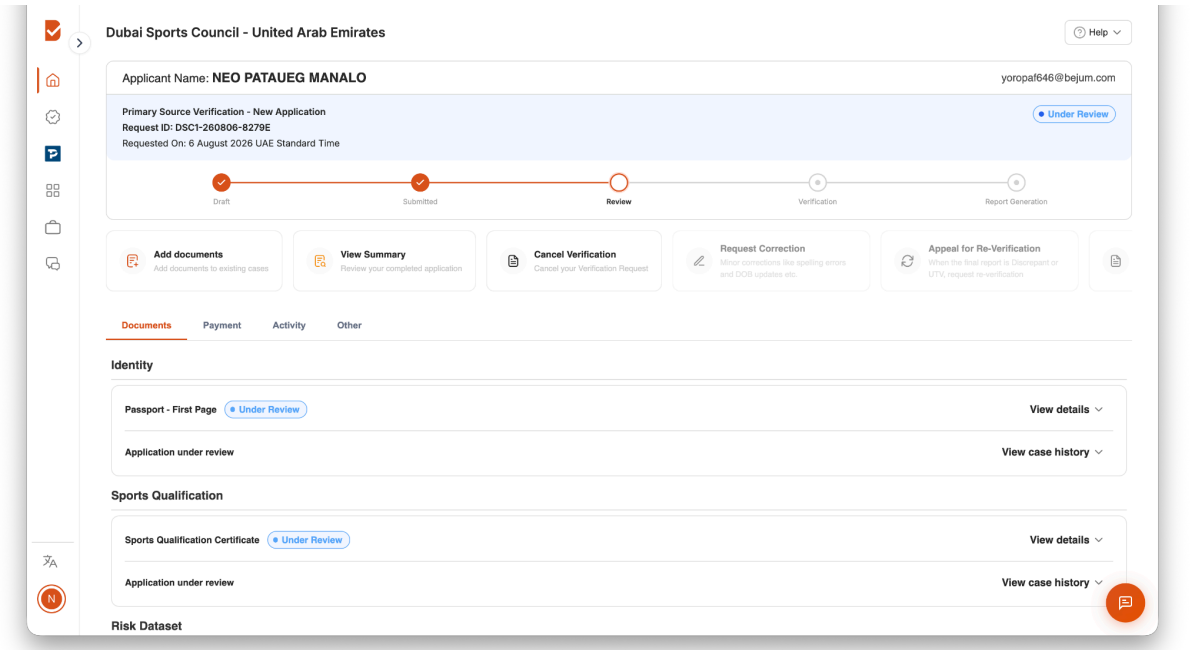
8. Track Application Status

Your unique Request ID can be used to track the progress of your application at any time.

Documents tab: shows the status of each document (e.g. "Under Review").

Payment tab: your transaction ID, payment method, receipt, and full charge breakdown.

You can also add documents, request a correction, appeal for re-verification, view your summary, cancel, or download/reissue your report — all from here.



9. Get Support

If you have any questions or need help, please raise a support ticket for dedicated assistance directly through the application portal.

You can also visit our Application Support Center for more information -

www.support.dataflowgroup.com

