

HERIOT-WATT UNIVERSITY DUBAI CAMPUS

Processing of a Student Visa (New)



United Arab Emirates (UAE) law requires all non-national (except GCC nationals) students to obtain a 'Student Entry Permit', followed by a 'Student Residence Visa' for the duration of their studies. We provide visas for applicants studying on any of our structured academic programmes and is valid for 12 months and renewable each year for students studying on a structured programme at the University.

Once the student has accepted the offer of admission, cleared all academic conditions (if any), and submitted all appropriate financial documentation, the process for arranging a Student Visa (Entry Permit and Student Residence Visa) will begin. The process normally takes between 15 - 20 working days. It is necessary for the application to undergo a security check by UAE government authorities, which may delay the process and is out of the control of the University. An express service is available and will complete the process within 7-10 working days (not including any additional time for security checks). It is recommended that the application is submitted as soon as possible as delays may result in the student not able to enroll for the chosen intake and/or receiving a fine for 'overstay' with regards to the 'Student Entry Permit'.

The University requires all students on our University Student Residence Visa to have medical insurance for the duration of their study. A copy of the medical insurance must be submitted with visa application. Alternatively, students may purchase the University's medical insurance at an additional cost (see below).

Documents Required

To apply for the Student Entry Permit and 'Student Residence Visa, the following information must be submitted, by email to the University Visa Office (contact details are contained later in this document):

- Completed 'Student Visa Application' found at: <https://www.hw.ac.uk/dubai/study/apply/visa-requirements.htm>
- Signed and accepted unconditional offer letter.
- Tuition and visa fee remittance receipt (scan copy)
- Scanned color passport copy - *passport should have a validity of 6 months when applying for a Student Visa.*
- Clear colored passport size photograph with (white background) required specification found at: https://beta.smartservices.ica.gov.ae/echannels/web/client/manual/ica/ica_english.pdf
- Payment of 25% of tuition fee and appropriate visa fee for the current year.
- Copy of medical insurance policy covered in the UAE (if arranged on your own)

If applying for a Student Visa from within the UAE, the following documents must be submitted:

- Tourist visa copy or residence cancellation paper (must have at least 20 days validity).
- Previous Emirates ID copy (If applicable)

Cost of Visa and related services

The cost is set by the UAE Government Services Office (GSO) and is subject to change. In addition to the Government charges, the University imposes a service charge for the processing of a visa and requires a refundable deposit which is returned on leaving the University at the end of studies. Total amount due:

Description	Total Amount (AED)
Processing of new visa if based outside of UAE when applying *	3,013.50
Processing of new visa if based within the UAE when applying * (Visa Change Status)	4,725
Refundable Visa Deposit	3,000
Medical Insurance (<i>if not arranged by own</i>)	1,469
Student Absconder caution fee ** (<i>nonrefundable</i>)	21

* Please note that an express service is available for the processing of a new visa. To use this service, please add an additional 1375.50 AED.

In the unlikely event that your visa application is not successful, the Visa Deposit and medical Insurance charges will be refunded. The UAE Government Services Office may retain their fee.

Procedure

- 1) *Applying from outside the UAE* - Students must start the process of obtaining a 'Student Residences Visa', before entering the country if they are traveling from outside the UAE.

Once all documentation has been submitted, the University will issue a 'Student Entry Permit' to gain entry into the UAE. The 'Entry Permit' is valid for sixty (60) days commencing from date of issue.

On arrival in Dubai, students must visit the University's Visa Office and hand over the following documentation within 3 days of arrival. Please note that this would have already been submitted if applying from within the UAE.

- Entry Permit copy with UAE immigration entry stamp

Prior to the approval of a 'Student Residence Visa', the UAE Government require students to take medical test and biometrics for Emirates ID process. This will be arranged shortly after your arrival in the UAE. If in the unlikely case that you are medically unfit, the University will be informed, and arrangements will be put in place to immediately repatriate you back to your original country.

Approximately 15 working days following the medical and biometric completions, your E-residence visa will be issued from Immigration. Following this, you will receive your Emirates ID card – *this is a mandatory identity card for all residences living in the UAE.*

CANCELLATION OF A STUDENT VISA

Please be informed that your Student Residence Visa must be cancelled immediately upon the student wishes to terminate, suspend, withdraw, transfer, or defer his/her studies prior to the expiry of the visa. The visa will be cancelled immediately, and the student will be responsible for making arrangements to leave the country or seeking other sponsorship. This process takes approximately 10 - 15 working days.

Failure to do this may result in the University contacting the UAE Government Service Office (GSO) and informing them that you have absconded. Please note that penalties will be applied (see below) in addition, GSO may also apply an 'Immigration Fine'. If 'Absconder' notice is not removed from your record, you will be unable to enter the UAE and other GCC countries in the future.

Documents Required

To cancel your Student Residence Visa, the following documentation must be submitted 15 days prior to or leaving/completing the programme of study (if before expiry date):

- Cancellation fee receipt copy
- An email request to cancel the residence visa.

Cost of cancellation and related services

Description	Total Amount (AED)
In-country visa cancellation with passport. (If overstaying additional fines and penalties are applicable as per the immigration).	861
Out-country visa cancellation will be initiated only after 3 months from the exit date.	1,659
Out-country visa cancellation if more than 6 months from the exit date an additional penalty of AED 2000 is applicable. ***	1,659
Applying Student Absconder fee **	7,060
Withdrawal of Student Absconder fee **	2,000

Note: It is compulsory for students to inform us about the cancellation of their visa if you are unable to return to the UAE for visa cancellation.

* *An express service is available for the processing of a cancelled visa. To use this service, please add an additional 577.50 AED.*

** *Student Absconder notice includes Immigration printout.*

*** *Fines & penalties may apply as per immigration procedures.*

FURTHER INFORMATION

For further information on Immigration rules, please refer to:

Ilyas Abdul Wahab
Visa Office Manager
Heriot-Watt University Dubai Campus
Dubai Knowledge Park
Dubai, UAE
PO Box 38103

Telephone Numbers: 00971 4 5717000
Email Address: dubaivisa@hw.ac.uk

FREQUENTLY ASKED QUESTIONS

Q: What does 'in-country' and 'out-country' visa mean?

A: This refers to where you applied for your visa. For example, if you were outside the UAE when you applied for your Entry Permit/Residence Visa, you will be classed as 'out-country'.

Q: Who can apply for an 'in-country' visa?

A: Candidates under 'parent sponsorship', 'cancelled' or 'tourist' visas are eligible to apply for an 'in-country visa'.

Q: What are the documents required to apply for a visa?

A: Please refer to page 1 of this document.

Q: I am currently on a 'tourist' visa, how can I apply for a 'student' visa?

A: As per the Dubai Immigration Regulations, a candidate on a 'tourist' visa can apply whilst based in the UAE.

Q: Can you explain more about the medical test?

A: You will be required to undertake a blood test and chest X-ray for HIV (AIDS), Hepatitis B, Hepatitis C, Tuberculosis (TB) and Leprosy. If results come back positive for any of those conditions, it is highly likely that you will be deported; therefore, it is advised to take a test in your home country before travelling. You will also be required to undertake biometric testing. This is when your fingerprints will be scanned. This will enable you to receive your Emirates ID Card.

Q: What will happen if I don't cancel or renew my visa?

A: In the event, if the student is not cancelling or renewing the visa, the student will be declared as an absconder and a case will be filed with the authorities. For further information kindly refer to page 2.

Q: Who can remove the 'absconder notice'?

A: Only the University can remove this for you, therefore please correspond through the Visa Office at the University.

Q: What happens if a student is filed as an absconder?

A: The University may report such students to the Immigration authorities as absconders and the visa deposit amount paid by the student will be utilized to process the absconding request, wherein the student will not be able to exit or enter the country on any visa in the future.