

Visa Application

(Please complete all sections of this form clearly in BLOCK CAPITALS)

Student Information

Full Name: (as stated in passport)		Marital Status:	
Programme of Study: (as stated in your Offer/Enrolment Confirmation Letter)		Intake: (mm/yy)	
HWU Person ID: (as stated in your Offer Letter)		Gender: (Please circle)	Male / Female
Correspondence Address: (please specify UAE address if available)		Home Address / Emergency Contact:	
Tel / Mobile No.:		Tel / Mobile No.:	
Email:		Email:	

Passport Information

Passport No.:		Place of Issue:	
Date of Issue:		Date of Expiry:	
Date of Birth:		Place of Birth (City and Country):	
Current Nationality:		Previous Nationality:	

Visa Information

Current Visa Type:		Date of Expiry:	
Religion:		Languages known:	
Father's Name:		Mother's Name:	
Father's Nationality:		Mother's Nationality:	

Documents/Information required for processing a Student Visa:

Before arrival in UAE, applicant must submit:

1. Completed Visa Application Form (above)
2. Completed 'Student Undertaking' letter
3. Clear passport copy (applicant must have a passport valid for minimum of 180 days when applying for visa)
4. One scanned colored passport size photograph (*JPEG format, maximum file size 30kb*) Size - 4.3 cm x 5.5 cm with white background.
5. 25% of tuition fee payment for appropriate year of study
6. Visa fee payment for the appropriate year of study
7. Refundable deposit payment

For applicants wishing to transfer visa from within the UAE, the following documents must be submitted in addition to points 1 – 7 above:

8. Original passport
9. Visit visa copy or visa cancellation paper

Following arrival in UAE, applicant must submit the following documents to the Visa Office within 3 working days:

1. Original passport
2. Entry Permit copy with UAE immigration entry stamp

University Visa Office details:

All documentation/paperwork should be sent to:

Ilyas Abdul Wahab
The University Visa Office
Heriot-Watt University Dubai Campus
Dubai Knowledge Village
Dubai, UAE
P O Box 38103

Telephone Numbers: 00971 52 2192493
00971 52 2159020
00971 52 2034301

Email Address: Dubaivisa@hw.ac.uk

Office hours: Sunday – Thursday, 9am – 5pm

* Visa documents, guidelines and fees are subject to change.

Visa Application Guidelines

Heriot-Watt University provides student visas through Dubai Knowledge Village for international students seeking to study at the Heriot-Watt University Dubai Campus. The Dubai Technology and Media Free Zone Authority (TECOM) is the sponsor of foreign students enrolling at Academic City universities.

Criteria

1. Visa sponsorship is only available for students who have received an unconditional offer and who have enrolled on a programme with the University.
2. Procedures for sponsorship cannot commence until the student has accepted an unconditional offer of a place and paid all relevant fees.
3. A student's visa is normally valid for a period of 12 months. Students on undergraduate programmes will be required to renew their visa every year of the programme.
4. Currently, United Arab Emirates Labour Law allows students on University sponsored visas to do paid work for up to 20hrs per week during semester time.
5. Residence visas are required for all international students and males over the age of 18 who currently reside in Dubai.
6. Students applying for a student visa and enrolling for a foundation or undergraduate programme must not exceed the age of 25 (twenty-five) at any time during the course of their study at Heriot-Watt University Dubai Campus. However The University can assist to get approval for such student visas, on a case-by-case basis, however this is at the student's own risk and cost.
7. Students, who are above the age of 30, and applying for a postgraduate programme, may be required to submit a copy of their degree certificate which must be attested by the UAE embassy in the country from where their degree is issued. The degree certificate must also be attested by the Ministry of Foreign Affairs in the UAE.
8. Due to restrictions relating to international student visa sponsorship, students on University sponsored visas would not be able to sponsor a residence visa for their family members.
14. Visa fees are beyond the control of the University and are subject to change. In case of an increase by the government authorities, the student will be liable to pay the additional visa charge(s).
15. The student will need to meet any charges incurred for transferring the money in addition to the fee itself. The student must also send a copy of the funds 'telegraphic transfer issuing' advice, along with the visa application form, to help identify the payment. Please check with the bank when transferring the funds for details.
16. Students are advised NOT to send their original passport, by post, to the University. The University will not accept any responsibility for arranging return of documents.
17. Any fines, penalties, additional charges incurred as a result of an error, delay, late submission, loss of documents etc. by the student, will be borne by the student.
18. All visa fees are non-refundable. For details on visa sponsorship fees, please refer to 'Application Guidelines and Fee Structure' document. Students whose visa application is rejected by Immigration will have their visa deposit refunded, less any visa processing charges already levied.
19. Students will be responsible for all costs relating to processing a new/renewal visa if they wish to continue at Heriot-Watt University Dubai Campus.
20. In case of deferral, suspension or withdrawal of a student who is on the University's sponsored visa, the student visa is required to be cancelled. A new student visa would have to be applied if the student wishes to re-join. The student would be liable to pay all visa related fees in such cases.

Renewal of Visa

21. It is the responsibility of the student to submit all documents/payments for visa renewal at least 30 working days before the date of expiry of the visa.

Information

9. Students must apply in sufficient time (usually 4 to 6 weeks in advance) of the commencement of the programme.
10. Student visa applications from some countries may have to undergo additional security checks or may be required to submit additional documentation by the UAE government authorities. This is outside the control of the University and may cause further delay to the processing time. If, for whatever reason, the visa is not available before the enrolment deadline then the student would not be allowed to pursue the programme for that particular intake. The University cannot be held liable for any such circumstances. In such cases, the existing visa would be cancelled. The student may choose to re-apply for a new student visa and start in the next available intake.
11. Students applying late, may choose to apply for a UAE tourist/visit visa to be in time for start of the programme. However, such students will not be allowed to enroll unless they change their visa status through an in-country visa transfer to a student visa. Students on tourist visa are required to exit the country to change their visa to a University sponsored visa. Students, who have to exit the country to change their visa status to a University visa, must return to Dubai within 3 days. If, for whatever reason, a student visa is not issued to the student, then the student would not be allowed to pursue the programme further. The University cannot be held liable for any such circumstances. Furthermore, students will be liable to pay any tuition/visa/other fees due as per the University policy.
12. All students applying for a student visa must send their flight arrival details at least 7 days before their date of arrival.
13. All students applying for a University sponsored visa must undergo a UAE medical check. In the event of a student failing the medical test, the visa may not be processed further, and the student may be required to leave the country and not be enrolled on the programme of study. The University cannot be held liable for any such circumstances.

Cancellation of Visa

1. It is the responsibility of the student to ensure that the student visa is cancelled before leaving the country, after finishing the programme, or in case of deferral, suspension or withdrawal.
2. In case a student does not cancel his/her student visa, he/she may be required to pay additional visa cancellation costs. Furthermore, the University may report such students to the Immigration authorities as absconders and the visa deposit amount paid by the student will be utilised to process the absconding request, wherein the student will not be able to enter the country on any visa in the future.
3. Upon leaving the country and after visa cancellation, students must send their original visa cancellation paper with exit stamp from the airport authorities to the University Visa Office. Students failing to do so will be liable to pay a charge for airport authority clearance.
4. If cancellation paper with exit stamp (Doc 1) is not returned or evidence of new visa is not submitted, Immigration Print out is requested from GSO. Payment of fee deducted from Visa Deposit via Finance Office
5. If printout shows that student has exited, the visa immigration systems record is closed. If printout shows that the student is in-country, student will be registered as absconder and the fee taken from visa deposit payment.
6. The Visa Deposit will be refunded once the original visa cancellation paper is returned to the University.
7. A student's visa will be cancelled in the following circumstances:
 - o Where the student does not complete enrolment with the University.
 - o Where the student wishes to terminate, suspend, withdraw, 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.
 - o Where the student has completed all studies and final examinations. The visa will be cancelled immediately, and the student will be responsible for making arrangements to leave the country or seeking other sponsorship.
 - o When a student has been convicted of a criminal offence.
 - o When a student does not comply with the rules and regulations required by the University.

Student Declaration

Prior to starting the visa process, the student is required to sign this document declaring that he/she has read and understood the content, agrees to abide by the terms and conditions, provide the necessary documents and pay any associated costs by the specified deadline dates.

I hereby declare that I have read and understood the fees, refund policy, terms & conditions related to the student visa and agree to abide by these:

Full Name:	Signature:
-------------------	-------------------

For Office Use Only	Visa form received:	Docs checked and verified:	Submitted through AXS:
----------------------------	---------------------	----------------------------	------------------------