

## HERIOT-WATT UNIVERSITY DUBAI CAMPUS

### Processing of a Student Visa (New)



UK | DUBAI | MALAYSIA

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 may be necessary for the application to undergo a security check by UAE government authorities, which may delay the process and is out with 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 insurance documents must be submitted with the 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/study/apply/dubai/visa-requirements.htm>
- Signed and accepted unconditional offer letter.
- Tuition and visa fee remittance receipt (scan copy)
- Scanned colour passport copy - *passport should have validity of 6 months when applying for a Student Visa.*
- Scanned coloured passport size photograph (JPEG format, maximum file size 30kb) Size - 4.3 cm x 5.5 cm with white background.
- Payment of 25% of tuition fee and appropriate visa fee for current year.
- Completed medical insurance documentation (if not arranged on your own)

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

- Original passport
- 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
Processing of new visa if based outside of UAE when applying *	2870 AED
Processing of new visa if based within the UAE when applying *(Visa Change Status)	4500 AED
Refundable Visa Deposit	3000 AED
Medical Insurance (if not arranged by own)	1399 AED
Student Absconder caution fee ** (nonrefundable)	20 AED

**\*\*Fees excludes any VAT that is applicable**

\* Please note that an express service is available for the processing of a new visa. To use this service, please add an additional 1310 AED to the GSO charge.

In the unlikely event that your visa application is not successful, the Visa Deposit and University 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 travelling from outside the UAE.
- 2) *Applying from inside the UAE* – Students will be required to leave the UAE and return within 3 days to obtain the Student Entry Permit at the airport. *If the applicant does not want to exit the country, then an additional fee must be paid for the local amendment (Immigration transfer)*

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.

- Original Passport
- 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 and biometric testing. 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 testing, your passport will be returned from Immigration with your Student Residences Visa. 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 completing/ leaving your programme of study. 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):

- Original Passport
- Cancellation Fee receipt copy
- Previous emirates ID copy (If applicable)

### **Cost of cancellation and related services**

<b>Description</b>	<b>Total Amount</b>
Incountry visa cancellation with passport	861 AED
Cancellation of visa * <i>(from outside UAE with Passport)</i>	861 AED
Out country visa cancellation (without passport) ***	1659 AED
Applying Student Absconder fee **	7060 AED
Withdrawal of Student Absconder fee **	2000 AED

**\*\*Fees excludes any VAT that is applicable**

- \* *Please note that an express service is available for the processing of a cancelled visa. To use this service, please add an additional 550 AED to the GSO charge.*
- \*\* *Student Absconder notice includes Immigration printout and Immigration air ticket charges.*
- \*\*\* *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  
 Block 5, Room 117, First Floor  
 Dubai Knowledge Village  
 PO Box 38103  
 Dubai  
 United Arab Emirates

Telephone                   + 971 52 2034301  
 Numbers:                   + 971 52 2192493  
                                   + 971 52 2159020  
 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’, ‘visit’ 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: If I apply for an ‘in-country’ visa, would I have to leave the UAE and re-enter?**

A: *No, you can apply for a ‘local amendment’ which means that you can transfer your current visa. Please note that an additional cost is levied for this service. Candidates on a ‘tourist’ visa are not eligible for this service.*

**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 however they will be required to leave the UAE through Immigration and re-enter with a ‘student’ visa. Please note that it is not necessary to go back to home country. Travelling to Oman would be acceptable.*

**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: *Please refer to ‘Cancellation of a Student Visa’ on page 3.*

**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.*