

## HERIOT-WATT UNIVERSITY DUBAI CAMPUS Student Visa Service



### PROCESSING OF A NEW 'IN-COUNTRY' STUDENT VISA

Applying from *Inside* the United Arab Emirates (UAE)

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 academic programmes and is valid for 12 months and renewable each year for students who enrol on a full-time programme at the University.

Once you have accepted your Offer of Admission, cleared all academic conditions (if any) and submitted all appropriate financial documentation (see below), your Student Visa (Entry Permit and Student Residence Visa) will be processed. The process normally takes between 15 - 20 working days. It may be necessary for your application to undergo a security check by UAE government authorities, which may delay the process and this 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 you apply as soon as possible as delays may result in you not being able to enrol for your chosen intake or you receiving a fine for 'overstay' with regards to your '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 In country Visa, the following documents must be submitted:

- Completed 'Student Visa' form
- Student Undertaking Form
- Scanned color passport copy - *passport should have validity of 6 months when applying for a Student Visa.*
- Scanned colored passport size photograph (JPEG format, maximum file size 30kb) Size - 4.3 cm x 5.5 cm with white background.
- Copy of 25% of tuition fee & Visa fees receipt for the current year.
- Original Visit Visa / Tourist Visa / original cancellation paper (must have at least 20 days validity).
- Completed medical insurance documentation (if arranged out with the University) or completed medical insurance form found at : <http://www.hw.ac.uk/student-life/how-to-apply/dubai/visa-requirements.htm>

### **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 your studies. Total amount due:

Description	GSO Charge	University Service Charge	Total Amount Due
Processing of new visa (including medical test and Emirates ID card) *	2550 AED	900 AED	3450 AED
Refundable Visa Deposit	Not applicable	3000 AED	3000 AED
Medical Insurance (if not already arranged)	Not applicable	1399 AED	

*If the applicant does not want to exit from the country, then an additional fee must be paid for the local amendment (Immigration transfer)*

\* Please note that an express service is available for the processing of a new visa. To use this service, please add an additional 1100 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**

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 Residence Visa. Following this, you will receive your Emirates ID card – *this is a mandatory identity card for all residences living in the UAE.*

### **Attendance Monitoring**

There is an obligation, on the part of the student and the University, to ensure that they are complying with visa requirements in connection with study and attendance at University. The University, as part of their responsibilities, must inform the Government Services Office (Dubai Government) if a student is not in attendance at University, for 14 days or more. To enable the University to monitor the attendance of University sponsored students, the University has implemented biometric fingerprint technology and students are asked to record their attendance. This new process will ensure that the University is kept up-to-date with the activities of students on the University Student Residence Visa.

### **CANCELLATION OF A STUDENT VISA**

Please be informed that your Student Residence Visa must be cancelled immediately upon completing/leaving your full-time, programme of study. This process takes approximately 20 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 your full-time, programme of study (if before expiry date):

- Original Passport
- Original Emirates ID card

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

Total amount due:

<b>Description</b>	<b>Government Charge</b>	<b>University Service Charge</b>	<b>Total Amount Due</b>
Cancellation of visa *	390 AED	60 AED	450 AED
Cancellation of visa * (from outside UAE with Passport and Emirates ID )	390 AED	60 AED	450 AED
Cancellation of visa * (from outside UAE without Passport and Emirates ID card)	1400 AED	60 AED	1460 AED
Applying Student Absconder notice **	1950 AED	Not Applicable	1950 AED
Withdrawal of Student Absconder notice	2000 AED	Not Applicable	2000 AED
Absconder Visa Deposit (refundable)	2050 AED	Not Applicable	2050 AED

\* 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. Please be aware that the UAE Government Services Office may apply Immigration fines following an 'Absconder' notice.

\*\* All students who possess the Emirates ID must submit with the visa cancellation. Failure to do so will result in a fine by the Immigration Department

## **FURTHER INFORMATION**

For further information please do not hesitate to contact the University Visa Office:

Visa Office  
Heriot-Watt University Dubai Campus  
Dubai International Academic City  
PO Box 294345  
Dubai  
UNITED ARAB EMIRATES

Telephone Number: 00 971 4 4358625 or 00 971 4 4358628  
Email Address: [I.Abdul\\_wahab@hw.ac.uk](mailto:I.Abdul_wahab@hw.ac.uk) or [dubaivisa@hw.ac.uk](mailto: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 an 'in-country' visa?**

*A: Please refer to page 1 of this document.*

**Q: What documents are required to apply for an 'out-country' visa?**

*A: Please refer to Page 1 of the document entitled 'Processing of a New Out-Country Student Visa'.*

**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 finger prints 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 2.*

**Q: In connection with the absconder notice, what is the likely cost of the Immigration fine?**

*A: This will cost in the region of 5000 AED.*

**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.*