

# Heriot-Watt University Dubai Campus

## Visa Form

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

<b>Student Name:</b> (As in Passport)	
<b>Programme Applied for:</b>	<b>Intake:</b>
<b>Registration No.:</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Correspondence Address:</b> (please specify UAE address if available)	<b>Home Address / Emergency Contact:</b>
<b>Tel No./Mobile No.:</b>	<b>Tel No./Mobile No.:</b>
<b>Email:</b>	<b>Email:</b>
<b>Passport No.:</b>	<b>Place of Issue:</b> (City and Country)
<b>Date of Issue:</b>	<b>Date of Expiry:</b>
<b>Date of Birth:</b>	<b>Place of Birth:</b> (City and Country)
<b>Current Nationality:</b>	<b>Previous Nationality:</b>
<b>Country of Origin:</b>	<b>Religion:</b>
<b>Languages Known:</b>	<b>Marital Status:</b>
<b>Current Visa Type:</b>	<b>Visa Expiry Date:</b>
<b>Father's Name:</b>	<b>Mother's Name:</b>
<b>Father's Nationality:</b>	<b>Mother's Nationality:</b>

### Documents/Information required for processing student visa

#### Before student's arrival in Dubai:

1. Student Enrollment Contract signed by the student
2. Letter of Admission (Offer letter)
3. Clear passport copy (You must have a passport valid for no less than 180 days when applying for the visa. The passport must have two blank visa pages (one to endorse the visa and one for entry stamps.)
4. Original passport and visit visa or visa cancellation paper (for in-country visa only)
5. Contact details in UAE (if available)
6. Details of local guardian (if available)
7. Proof of sufficient funds, such as a bank statement with a minimum balance of AED 30,000 (approx US\$ 8,300) must be submitted to show that the student has enough funds to support studies and living expenses in Dubai. The bank statement should be the original document, on the bank's letterhead and must have an official seal and signature of the bank. Clear, scanned copies of the bank statement may be accepted. The bank statement should be either in English or in Arabic. Translated bank statements are not accepted.
8. Sponsorship letter from the parent/guardian/sponsor clearly indicating that he/she bears the financial responsibility for

- all of the student's tuition and living expenses. (if the bank statement is not of the student's account)
9. Notarized, legalized copies of last academic transcripts
10. Students who are above the age of 30, pursuing or willing to study postgraduate programmes, are required to submit 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.
11. Twelve (12) x passport sized color photographs as per the following specifications: Size: 4.3 cm x 5.5 cm, white background, clear and close up of the head and top of shoulders
12. Copy of tuition fee receipt for the current year of study
13. Copy of visa fees receipt for the current year of study

#### After student's arrival in Dubai:

The following additional documents should be submitted by students after arrival to Dubai on student visa:

1. Original passport and 3 copies with visa entry page
2. Original student visa



# Student Visa Guidelines

## General Visa Regulations

1. 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 Knowledge Village (Dubai International Academic City) educational institutions/universities.
2. Visa sponsorship is only available for full-time students
3. Procedures for sponsorship cannot commence until the enrolment has been completed and after the student has accepted an offer of a place and has paid all relevant fees. In case of fee defaults, the University reserves the right to cancel the visa of the student.
4. 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.
5. Currently, United Arab Emirates labour law does not allow students on university sponsored visas to do any paid work. These students may take up unpaid internships but must obtain permission from the university before starting the internship.
6. Post graduate students who secure full time employment during the course of their programme must change from the university-sponsored student visa to an employer sponsored work visa. Employer sponsored visas are generally not available for part-time work.
7. Residence visas are required for all international students and men over the age of 18 who currently reside in Dubai.
8. 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. The University can try to get an approval for such students' visa on a case-by-case basis, but this is at the student's own risks and costs.
9. Due to the restrictions related to international student visa sponsorship, it may be very difficult for a non-GCC national student to bring their family to Dubai.
10. Students have to apply in sufficient time (usually 4 to 6 weeks in advance) of the commencement of the programme.
11. Student visa applications from some countries may have to undergo a security check by the UAE government authorities. This is outside the control of the university and may cause further delay to the processing time.
12. All students applying for a University sponsored visa must undergo a medical check after entering Dubai. In the event of a student failing the medical test, the visa will not be processed further and the student would be required to leave the country. The University cannot be held liable for any such circumstances.
13. 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).
14. Visa fees once paid are non-refundable under any circumstances. For details on Visa sponsorship fees please refer to Application Guidelines and Fee Structure document.
15. You will need to meet any bank charges incurred for any fees paid through credit card, bank/telegraphic transfer etc. in addition to the fee itself. You must also send a copy of the funds Telegraphic Transfer Issuing Advice, along with the visa application form, to help identify your payment. Please check with your bank when transferring the funds for details.
16. Students are advised not to send their original passport to the University by mail or courier. The university will not accept any responsibility for arranging return of documents. In such cases, the student must make arrangements to have the passport collected from the University through their authorized person which must be approved in writing.
17. Any fines/penalty incurred as a result of a delay, loss of document etc by a student will have to borne by the student.
18. The student visa sponsorship/cancellation fees are non-refundable.
19. Students whose applications are rejected by immigration will have their visa deposit and visa cancellation charge refunded (less the visa charges already levied)
20. The refundable deposit for student visa sponsorship is refundable less any official charged levied.
21. It is the responsibility of the student to submit all documents for visa renewal at least 30 working days before the date of expiry of his/her visa.
22. Students will be responsible for all costs relating to processing a new visa if they wish to continue at Heriot-Watt University Dubai Campus.

## 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.
2. In case a student does not cancel his/her student visa as per the rules and regulations stipulated by the university he/she will have to pay an additional visa cancellation fee. Furthermore, the University will report such students to the immigration authorities as absconded.
3. Students will have to pay a refundable deposit of AED 5,000 after collecting the passport and the cancellation paper from the University. This amount will be refunded once the original cancellation paper is returned to the University.
4. A student's visa will be cancelled in the following circumstances:
  - Where the student wishes to terminate 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.
  - All graduating students' visas will be cancelled one month after the last day of examinations in the final session of study or one week before the visa expiry date.
  - When a student does not maintain a full-time study status in a session, other than those who have been granted a leave of absence.
  - When a student has been convicted of a criminal offence.
  - When a student does not comply with the rules and regulations as laid down by the University.

## Student Declaration

Prior to starting the sponsorship process the student is required to sign this policy document declaring that he/she has read and understood the content and agrees to abide by the terms and conditions and will provide the necessary documents and pay any associated costs by the deadline date. I hereby declare that I have read and understood the fees and terms conditions related to student visa and agree to abide by these.

Full Name (as in passport) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY				
Visa form received on:	Documents checked and verified on:	Signature	Submitted at DIAC on:	Submitted at Immigration on: