HERIOT-WATT UNIVERSITY DUBAI CAMPUS
Processing of a Student Visa (Cancellation)

Students who have a ‘Student Residences’ Visa, from the University must apply for cancellation upon leaving the programme of study. Students may be able to apply for cancellation nearer to the visa expiry date, if they are awaiting the next available Graduation event.

The 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 leaving your programme of study or before the visa expiry date, if graduating.

- Original Passport
- Original Emirates ID card

Cost of cancellation and related services

Total amount due:

<table>
<thead>
<tr>
<th>Description</th>
<th>Government Charge</th>
<th>University Service Charge</th>
<th>Total Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation of visa *</td>
<td>390 AED</td>
<td>60 AED</td>
<td>450 AED</td>
</tr>
<tr>
<td>Cancellation of visa * (from outside UAE with Passport and Emirates ID )</td>
<td>390 AED</td>
<td>60 AED</td>
<td>450 AED</td>
</tr>
<tr>
<td>Applying Student Absconder fee **</td>
<td>6520 AED</td>
<td>Not Applicable</td>
<td>6520 AED</td>
</tr>
<tr>
<td>Withdrawal of Student Absconder fee</td>
<td>2000 AED</td>
<td>Not Applicable</td>
<td>2000 AED</td>
</tr>
<tr>
<td>Absconder Visa Deposit (refundable)</td>
<td>2050 AED</td>
<td>Not Applicable</td>
<td>2050 AED</td>
</tr>
</tbody>
</table>

*“Fees excludes any VAT that is applicable / may become applicable in the future”

* 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.

FURTHER INFORMATION

For further information on Immigration rules, please refer to: http://www.tecom-online.ae/gs_info/our-services.jsp. Alternatively, 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 Numbers: 00 971 (0) 4 435 8625, 00 971 (0) 4 435 8625, or 00 971 (0) 4 435 8628
Email Address: Dubaivisa@hw.ac.uk