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

- Original Passport
- Cancellation fee receipt copy

Cost of cancellation and related services

Total amount due:

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation of visa *</td>
<td>820 AED</td>
</tr>
<tr>
<td>Cancellation of visa * (from outside UAE with Passport)</td>
<td>1580 AED</td>
</tr>
<tr>
<td>Applying Student Absconder fee **</td>
<td>7060 AED</td>
</tr>
<tr>
<td>Withdrawal of Student Absconder fee **</td>
<td>2000 AED</td>
</tr>
</tbody>
</table>

**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.

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 utilized to process the absconding request, wherein the student will not be able to enter the country on any visa in the future.
3. Upon visa cancellation, the students must exit the country within the grace period mentioned in their visa cancellation paper if not the student will be declared as absconders.
4. Once the student exits the country after their visa cancelled, the visa office will request from GSO for an immigration print out to verify whether the student has actually exited the country. If printout shows that the student has exited, the visa, immigration systems record is closed. If printout shows that the student is in-country, students will be registered as absconder and the fee taken from visa deposit payment.

5. The Visa Deposit will be refunded once the exit process declares that the student has left the country legally.

6. A student visa will be cancelled in the following circumstances:

- Where the student does not complete enrolment with the University.
- 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.
- 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.
- When a student has been convicted of a criminal offence.
- When a student does not comply with the rules and regulations required by the University

FURTHER INFORMATION

For further information on Immigration rules, please do not hesitate to contact the University Visa Office:

Ilyas Abdul Wahab
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 8626, or 00 971 (0) 4 435 8628
Email Address: Dubaivisa@hw.ac.uk