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 enroll 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 enroll 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 Entry Permit’ and ‘Student Residence Visa’, the following information must be submitted via email to the mail ID given below:

- 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.
- 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>GSO Charge</th>
<th>University Service Charge</th>
<th>Total Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing of new visa (including medical test and Emirates ID card) *</td>
<td>1730 AED</td>
<td>900 AED</td>
<td>2630 AED</td>
</tr>
<tr>
<td>Refundable Visa Deposit</td>
<td>Not applicable</td>
<td>3000 AED</td>
<td>3000 AED</td>
</tr>
<tr>
<td>Medical Insurance (if not already arranged)</td>
<td>Not applicable</td>
<td>1399 AED</td>
<td></td>
</tr>
</tbody>
</table>

* 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

Students must start the process of obtaining a ‘Student Residences Visa’, before entering the country if they are travelling from outside the UAE.

Once all documentation has been submitted, the University will issue a ‘Student Entry Permit’ to gain entry into the UAE and this will be available for you to collect at your designated arrival airport. 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 2 days of arrival:

- Original Passport
- Original Entry Permit

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.

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 and before leaving the UAE. The process will take approximately 20 working days.

Failure to do this may result in the University contacting the UAE Government Service Office 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, then 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 expiry 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>GSO 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>(from outside UAE with Passport and Emirates ID card)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancellation of visa *</td>
<td>390 AED</td>
<td>60 AED</td>
<td>450 AED</td>
</tr>
<tr>
<td>(from outside UAE without Passport and Emirates ID card)</td>
<td>1400 AED</td>
<td>60 AED</td>
<td>1460 AED</td>
</tr>
<tr>
<td>Applying Student Absconder notice **</td>
<td>1950 AED</td>
<td>Not Applicable</td>
<td>1950 AED</td>
</tr>
<tr>
<td>Withdrawal of Student Absconder notice</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>

* 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 an Immigration printout and immigration air ticket charges. Please be aware that the UAE Government Services Office may apply Immigration fines following an ‘Absconder’ notice.

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 or 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: What are the documents required to apply for an ‘out-country’ visa?
A: Please refer to page 1 of this document.

Q: What documents are required to apply for an ‘in–country’ visa?
A: Please refer to Page 1 of the document entitled ‘Processing of a New In-Country Student Visa’.
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.