United Arab Emirates (UAE) law requires all non-national (except GCC nationals) students to obtain a visa for the duration of their studies. We provide visas for applicants studying on any of our academic programmes as follows:

- A ‘Student Residence’ Visa which is valid for 12 months and renewable each year for students studying on a full-time structured programme at the University. For further information on this visa type, please refer to: https://www.hw.ac.uk/study/apply/dubai/visa-requirements.htm
- A ‘Short-Term’ visa which is valid for 2 months and renewable twice. This visa is best suited for students studying in the UAE for Semester 1 only. Further information is contained in this document.

Once the student has accepted the offer of admission, cleared all academic conditions (if any) and submitted all appropriate financial documentation, the process for arranging an entry permit and their Short-Term visa will begin. The process normally takes between 15 - 20 working days. It may be necessary for the application to undergo a security check by UAE government authorities, which may delay the process and is out with the control of the University.

The short time visa is a single entry visa to UAE. If, for any case, the student decided to leave the country before the expiry date, they would need to re-apply for a new visa.

The University requires all students to have medical insurance for the duration of their study. A copy of the insurance documents must be submitted with the application.

**Documents Required**

To apply, the following information must be submitted, by email to the University Visa Office (email contained later in this document):

- Completed ‘Student Visa Application’ found at: https://www.hw.ac.uk/study/apply/dubai/visa-requirements.htm
- Scanned colour passport copy - passport should have validity of 6 months when applying for a Student Visa.
- Scanned coloured passport size photograph (JPEG format, maximum file size 30kb) Size - 4.3 cm x 5.5 cm with white background.
- Payment of 25% of tuition fee (or document to state SAAS/SLC) and appropriate visa fee for current year.
- Completed medical insurance documentation

**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 Short-Term visa</td>
<td>950 AED</td>
<td>200 AED</td>
<td>1150 AED</td>
</tr>
<tr>
<td>Processing of each renewal visa</td>
<td>1000 AED</td>
<td>200 AED</td>
<td>1200 AED</td>
</tr>
<tr>
<td>Refundable Visa Deposit</td>
<td>Not applicable</td>
<td>3000 AED</td>
<td>3000 AED</td>
</tr>
</tbody>
</table>

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

_in the unlikely event that your visa application is not successful, the Visa Deposit will be refunded. The UAE Government Services Office may retain their fee._
Procedure

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

Once all documentation has been submitted, the University will issue an ‘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 the 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

Important Information

1. Any fines, penalties, additional charges incurred as a result of an error, delay, late submission, loss of documents, etc. by the student, will be borne by the student.

2. Violation of any laws of UAE by the student, may even lead to deportation, for which University is not responsible and the student should bear all expenses.

Further Information

For further information on Immigration rules, please refer to:

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
FREQUENTLY ASKED QUESTIONS

Q: What is the difference in length, between a Short-Term visa and a Student Residence Visa?
A: Short Term visas are 2 months in length compared to 12 months when applying for a Student Residence visa.

Q: Any other differences?
A: Students on a Short-Term visa are not required to undertake a medical or biometric test. They will also not receive an Emirates ID card. These students also do not need to cancel their visa, as it will automatically expire once leaving the country.

Q: What if I leave the country during my 2 month visa?
A: On leaving, your visa will be cancelled therefore to re-enter, you must apply for a new visa.

Q: Why are you recommending that I only use the Short-Term visa in Semester 1?
A: In Semester 1, the timescale between starting the programme and doing exams is under 4 months therefore you would only need to renew your visa once. In Semester 2, there is a break between teaching and exams therefore you will need to renew visa twice, hence an increased cost implication compared to the ‘Student Residence’ visa.

Q: I understand that the medical insurance is mandatory, can you arrange this for me?
A: The University only provides 12 month medical insurance therefore it would be cheaper to organise this yourself. If you are happy to pay for 12 months, please contact The Administration Office on 00971 (0) 4 435 8700.

Q: What will happen if I don’t leave the country at the end of my visa?
A: You will be charged an Immigration fine for every day you stay in the country.