Heriot-Watt University Dubai Campus

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

### Student Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name (as stated in passport)</td>
<td>Marital Status:</td>
</tr>
<tr>
<td>Programme of Study (as stated in your Offer/Enrolment Confirmation Letter)</td>
<td>Intake: (mm/yy)</td>
</tr>
<tr>
<td>HWU Person ID: (as stated in your Offer Letter)</td>
<td>Gender: (Please circle) Male / Female</td>
</tr>
<tr>
<td>Correspondence Address: (please specify UAE address if available)</td>
<td>Home Address / Emergency Contact:</td>
</tr>
<tr>
<td>Tel / Mobile No.:</td>
<td>Tel / Mobile No.:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### Passport Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport No.:</td>
<td>Place of Issue:</td>
</tr>
<tr>
<td>Date of Issue:</td>
<td>Date of Expiry:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Place of Birth (City and Country):</td>
</tr>
<tr>
<td>Current Nationality:</td>
<td>Previous Nationality:</td>
</tr>
</tbody>
</table>

### Visa Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Current Visa Type:</td>
<td>Date of Expiry:</td>
</tr>
<tr>
<td>Religion:</td>
<td>Languages known:</td>
</tr>
<tr>
<td>Father’s Name:</td>
<td>Mother’s Name:</td>
</tr>
<tr>
<td>Father’s Nationality:</td>
<td>Mother’s Nationality:</td>
</tr>
</tbody>
</table>

### Documents/Information required for processing a Student Visa:

Before arrival in UAE, applicant must submit:

1. Completed Visa Application Form (above)
2. Completed ‘Student Undertaking’ letter
3. Clear passport copy (applicant must have a passport valid for minimum of 180 days when applying for visa
4. One scanned colored passport size photograph (JPEG format, maximum tile size 30kb) Size - 4.3 cm x 5.5 cm with white background.
5. 25% of tuition fee payment for appropriate year of study
6. Visa fee payment for the appropriate year of study
7. Refundable deposit payment

For applicants wishing to transfer visa from within the UAE, the following documents must be submitted in addition to points 1 – 7 above:

8. Original passport
9. Visit visa copy or visa cancellation paper

Following arrival in UAE, applicant must submit the following documents to the Visa Office within 3 working days:

1. Original passport
2. Entry Permit copy with UAE immigration entry stamp

### University Visa Office details:

All documentation/paperwork should be sent to:

Ilyas Abdul Wahab
The University Visa Office
Heriot-Watt University Dubai Campus
Dubai Knowledge Village
Dubai, UAE
P O Box 38103

Telephone Numbers: 00971 52 2192493, 00971 52 2159020, 00971 52 2034301

Email Address: Dubavisa@hw.ac.uk

Office hours: Sunday – Thursday, 9am – 5pm

* Visa documents, guidelines and fees are subject to change.
Visa Application Guidelines

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 Academic City universities.

Criteria

1. Visa sponsorship is only available for students who have received an unconditional offer and who have enrolled on a programme with the University.
2. Procedures for sponsorship cannot commence until the student has accepted an unconditional offer of a place and paid all relevant fees.
3. 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.
4. Currently, United Arab Emirates Labour Law allows students on University sponsored visas to do paid work for up to 20hrs per week during semester time.
5. Residence visas are required for all international students and males over the age of 18 who currently reside in Dubai.
6. 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. However The University can assist to get approval for such student visas, on a case-by-case basis, however this is at the student’s own risk and cost.
7. Students, who are above the age of 30, and applying for a postgraduate programme, may be required to submit a copy of 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.
8. Due to restrictions relating to international student visa sponsorship, students on University sponsored visas would not be able to sponsor a residence visa for their family members.

Information

9. Students must apply in sufficient time (usually 4 to 6 weeks in advance) of the commencement of the programme.
10. Student visa applications from some countries may have to undergo additional security checks or may be required to submit additional documentation by the UAE government authorities. This is outside the control of the University and may cause further delay to the processing time. If, for whatever reason, the visa is not available before the enrolment date, the student would not be allowed to pursue the programme for that particular intake. The University cannot be held liable for any such circumstances. In such cases, the existing visa would be cancelled. The student may choose to re-apply for a new student visa and start in the next available intake.
11. Students applying late, may choose to apply for a UAE tourist/visit visa to be in time for start of the programme. However, such students will not be allowed to enroll unless they change their visa status through an in-country visa transfer to a student visa. Students on tourist visa are required to exit the country to change their visa to a University sponsored visa. Students, who have to exit the country to change their visa status to a University visa, must return to Dubai within 3 days. If, for whatever reason, a student visa is not issued to the student, then the student would not be allowed to pursue the programme further. The University cannot be held liable for any such circumstances. Furthermore, students will be liable to pay any tuition/visa/other fees due as per the University policy.
12. All students applying for a student visa must send their flight arrival details at least 7 days before their date of arrival.
13. All students applying for a University sponsored visa must undergo a UAE medical check. In the event of a student failing the medical test, the visa may not be processed further, and the student may be required to leave the country and not be enrolled on the programme of study. The University cannot be held liable for any such circumstances.

Cancellation of Visa

1. 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).
2. If a student fails to comply with the terms and conditions of the visa and the student may be required to leave the country or seek the Visa sponsor's assistance. The student will be liable to pay the exit fine taken from the student visa and the student will be liable to pay any fines, refund policies and/or visa sponsorship fees.
3. If a student fails to comply with the terms and conditions of the visa and the student may be re-issued the student visa and the student will be liable to pay the exit fine taken from the student visa and the student will be liable to pay any fines, refund policies and/or visa sponsorship fees.
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Student Declaration

Prior to starting the visa process, the student is required to sign this document declaring that he/she has read and understood the content, agrees to abide by the terms and conditions, provide the necessary documents and pay any associated costs by the specified deadline dates.

I hereby declare that I have read and understood the fees, refund policy, terms & conditions related to the student visa and agree to abide by these:

Full Name: _____________________________
Signature: _____________________________

For Office Use Only
Visa form received: _____________________________
Docs checked and verified: _____________________________
Submitted through AXS: _____________________________