

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 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
- Emirates ID copy

Cost of cancellation and related services

Total amount due:

Description	Total Amount
Incountry visa cancellation with passport	861 AED
Cancellation of visa * (from outside UAE with Passport)	861 AED
Out country visa cancellation (without passport) ***	1659 AED
Applying Student Absconder fee **	7060 AED
Withdrawal of Student Absconder fee **	2000 AED

* 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.

*** Fines & penalties may apply as per immigration procedures.

Cancellation of Visa

- 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.
- 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.
- Upon leaving the country and after visa cancellation, students must send their original visa cancellation paper with exit stamp from the airport authorities to the University Visa Office. Students failing to do so will be liable to pay a charge for airport authority clearance.

- If cancellation paper with exit stamp (Doc 1) is not returned or evidence of new visa is not submitted, Immigration Print out is requested from GSO. Payment of fee deducted from Visa Deposit via Finance Office
- If printout shows that student has exited, the visa immigration systems record is closed. If printout shows that the student is in-country, student will be registered as absconder and the fee taken from visa deposit payment.
- The Visa Deposit will be refunded once the original visa cancellation paper is returned to the University.

- A student's 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 Manager
Heriot-Watt University Dubai Campus
Dubai Knowledge Park
Dubai, UAE
PO Box 38103

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