

HERIOT-WATT UNIVERSITY DUBAI CAMPUS

Processing of a Student Visa (Renewal)



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 studying on a structured programme at the University.

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 renewal of a 'Student Residence Visa, the following information must be submitted 1 month before expiry of the current visa, by email to the University Visa Office (email contained later in this document).

The process normally takes between 15 - 20 working days. Failure to do so may result in a fine being imposed by the Government Services Office (GSO).

- Completed 'Student Visa Application' found at: <https://www.hw.ac.uk/study/apply/dubai/visa-requirements.htm>
- Enrollment Confirmation letter
- Original passport (*should have validity of 6 months when applying for a Student Visa*).
- Coloured passport size photograph – 3 Nos with white background.
- Tuition and visa fee receipt (scan copy)
- Completed medical insurance documentation (if not arranged on your own)

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 studies. Total amount due:

Description	Total Amount Due
Processing of renewed visa	2520 AED
Medical Insurance (<i>if not already arranged</i>)	1399 AED
Student Absconder caution fee ** (<i>nonrefundable</i>)	20 AED

*****Fees excludes any VAT that is applicable***

- * Please note that an express service is available for the processing of a new visa. To use this service, please add an additional 760 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

Prior to the approval of a 'Student Visa renewal', the UAE Government requires students to take medical and biometric testing. This will be arranged shortly upon your visa renewal documents are submitted to the Heriot-Watt visa office. 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.*

CANCELLATION OF A STUDENT VISA

Please be informed that your Student Residence Visa must be cancelled immediately upon completing/ leaving your programme of study and before leaving the UAE. This process takes approximately 20 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 or leaving/completing your programme of study (if before expiry date):

- Original Passport
- Cancellation fee receipt 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

*****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.

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

FURTHER INFORMATION

For further information on Immigration rules, please refer to:

Ilyas Abdul Wahab
Visa Office Manager
Heriot-Watt University Dubai Campus
Dubai Knowledge Park
Dubai, UAE
PO Box 38103

Telephone Numbers: 00 971 52 2192493, 00 971 52 2159020, 00 971 52 858 1314
Email Address: Dubaivisa@hw.ac.uk

FREQUENTLY ASKED QUESTIONS

Q: How many years can I renew my visa?

A: Providing you are studying on a structured programme with the University, you should be able to renew your visa every year until your programme is complete.

Q: What if the University has informed me to repeat-reattend only some courses in the next year, can I still renew my visa?

A: Yes, GSO have confirmed that students are permitted to receive a visa if studying on a structured programme, to gain progression into next stage.

Q: What are the documents required for renewal of my visa?

A: Please refer to page 1 of this document.

Q: Am I required to undertake a medical test?

A: Yes

Q: What will happen if I don't cancel or renew my visa?

A: Please refer to 'Cancellation of a Student Visa' on page 3.

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.