

## De Montfort University Dubai Campus Student Visa Processing Guidelines for New Visa

According to United Arab Emirates (UAE) law all international students (except GCC nationals) must have a valid 'Student Residence Visa' for the period of their studies. De Montfort University Dubai provides a 12-month visas for the students enrolled on any of our programme and renewable each year for students studying on an undergraduate programme at the University.

Student Visa (Entry Permit and Student Residence Visa) process will start when the student completes the admissions and financial procedures. This will normally take between 10 - 15 working days, not including any additional time 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. An express service is available and will complete the process within 5-7 working days (not including any additional time for security checks). It is recommended that the application is submitted as soon as possible as delays may result in the student not able to enrol for the chosen intake and/or receiving a fine for 'overstay' with regards to the 'Student Entry Permit'.

### Procedure

International students who are travelling to UAE must start the 'Student Residences Visa' process 45 days before the travelling date to UAE.

### Documents Required to process before arriving to UAE

Please submit following documents to [visa.dubai@dmu.ac.uk](mailto:visa.dubai@dmu.ac.uk)

Duly filled Student Visa Application form
Completed Student Undertaking Letter
Copy of an accepted unconditional offer letter
Payment of 25% of tuition fee and appropriate visa charges for current year. Remittance receipt need to be submitted along with the Visa application
Remittance receipt of the visa refundable deposit payment
Passport copy (colour and very clear with <i>6 months of validity when applying for a Student Visa</i> )
Colour passport size photograph white background. (JPEG/PDF format) Size - 4.3 cm x 5.5 cm (Clear hi-resolution electronic image from photo studio - latest).
Medical insurance: <ul style="list-style-type: none"> <li>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.</li> <li>Alternatively, students may purchase the University's medical insurance at an additional cost.</li> </ul>

Following documents to be submitted for the student visa **inside** UAE:

Original tourist visa or cancellation paper (must have at least 20 days validity)
Original Passport with 6 months validity
Copy of the residence page in the passport
Copy of Emirates ID card (front and back), if available.

**Processing of new visa if based outside of UAE when applying (AED 8229),**

Description	Gross Amount (AED)	5% VAT (AED)	Total Amount (AED)
Processing of new visa **	3070	153.5	3223.5
Refundable Visa Deposit	3000	-	3000
Medical Insurance (if not already arranged)**	1890	94.50	1984.5
Student Absconder caution fee (nonrefundable)	20	1.00	21.00

**Processing of new visa if based within the UAE when applying (AED 10,003.5),**

Description	Gross Amount (AED)	5% VAT (AED)	Total Amount (AED)
Processing of new visa **	3940	197.00	4137
Local Amendment (Visa Change Status)**	820	41.00	861
Refundable Visa Deposit	3000	-	3000
Medical Insurance (if not already arranged)**	1890	94.50	1984.5
Student Absconder caution fee (nonrefundable)	20	1.00	21.00

*\*\*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.*

Please note that an express service is available for the processing of a new visa. To use this service, please add an additional 1380 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.

Once all documentation has been submitted, the University will issue a 'Student Entry Permit' to gain entry into the UAE. The 'Entry Permit' is valid for sixty (60) days commencing from date of issue.

**Procedure after arrival in UAE**

On arrival in Dubai, students must visit the University's Visa Office and hand over the following documentation within 3 days of arrival. Please note that this would have already been submitted if applying from within the UAE.

- Original Passport
- Entry Permit copy with UAE immigration entry stamp

As per the UAE Government regulations, student must complete the medical fitness test and biometric registration to receive 'Student Residence Visa'. Medical fitness test and biometric registration process will be arranged shortly after 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.*

### **Information**

1. 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.
2. Students are advised NOT to send their original passport, by post, to the University. The University will not accept any responsibility for arranging return of documents.
3. 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.
4. All visa fees are non-refundable, Students whose visa application is rejected by Immigration will have their visa deposit refunded, less any visa processing charges already levied.
5. In case of deferral, suspension or withdrawal of a student who is on the University's sponsored visa, the student visa is required to be cancelled. A new student visa would have to be applied if the student wishes to re-join. The student would be liable to pay all visa related fees in such cases.

### **CANCELLATION OF A STUDENT VISA**

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. An express service is available and will complete the process within 5-7 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

#### **The following reasons visa should be cancelled, and it is the student responsibility.**

- 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 exit stamp page (passport) by University email. Students failing to do so will be liable to pay a charge for airport authority clearance.
- Exit stamp 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 exit stamp or copy of New visa (Change status) is submit to the University.
- A student's visa will be cancelled in the following circumstances:
  - Non enrolled students
  - Student completed the programme and the final examinations. The visa will be cancelled immediately and the student to make arrangements to leave the country or seek employment or any other sponsorships.

- Convicted of a criminal offence.
- When a student does not comply with the rules and regulations required by the University

### **Documents Required to Cancel your Student Residence Visa**

The following documentation must be submitted 20 days prior to leaving your programme of study or before the visa expiry date, if graduating.

- Original Passport
- Cancellation fee receipt copy

### **Cost of cancellation and related other services**

Description	Gross Amount (AED)	5% VAT (AED)	Total Amount (AED)
Cancellation of visa from inside UAE	880.00	44.00	924.00
Cancellation of visa from outside UAE with Passport	880.00	44.00	924.00
Out of country visa cancellation (Without Passport)	1640.00	82.00	1722.00
Applying Student Absconder notice and penalty	7060.00	353.00	7413.00
Withdrawal of Student Absconder Notice	2000.00	100.00	2100.00

\* Please note that an express service is available for the processing of a cancelled visa. To use this service, please add an additional 577.5 AED to the GSO charge.

\*\* Student Absconder notice includes Immigration printout and Immigration air ticket charges.

### **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:

\*visa documents, guidelines and fees are subject to change.

Full Name:	Signature:
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### **For the Office Use Only**

Visa form received:	Docs checked and verified:	Submitted through AXS:
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For further information on Immigration rules, please refer to:

#### **Visa Office**

T: +971 (0)4 435 8625 / 8626

E: [visa.dubai@dmu.ac.uk](mailto:visa.dubai@dmu.ac.uk)