


## De Montfort University Dubai Campus Visa Application (New / Renewal)

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

<b>Student ID:</b> (As stated in your offer letter)	<b>Intake:</b> (Oct/Jan)
<b>Full Name:</b> (As stated in passport)	<b>Gender:</b> <b>Male</b> <b>Female</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Programme of Study:</b> (As stated in your offer letter)	<b>Marital Status:</b> <b>Single</b> <b>Married</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Religion:</b>	<b>Languages Known:</b>
<b>Passport Details</b>	<b>Place of Issue:</b>
<b>Passport No:</b>	<b>Date of Issue:</b>
<b>Date of Birth:</b>	<b>Date of Expiry:</b> (City & Country)
<b>Place of Birth:</b> (City & Country)	<b>Previous Nationality:</b>
<b>Current Nationality:</b>	<b>Father's Name &amp; Nationality:</b>
<b>Father's Name &amp; Nationality:</b>	<b>Mother's Name &amp; Nationality:</b>
<b>Visa Details</b>	<b>Date of Expiry:</b>
<b>Current Visa Type:</b>	
<b>Correspondence Address:</b> (Please specify UAE address if available)	<b>Home Address / Emergency Contact:</b>
<b>Tel / Mobile No:</b> <b>Email:</b>  <b>WhatsApp No:</b>	<b>Home country</b> <b>Tel / Mobile No:</b> <b>Father / Mother Email:</b>

### Documents required for processing of the Student Visa:

Duly filled Student Visa Application form	<b>Additional documents for Inside UAE</b>
Completed Student Undertaking Letter	Original tourist visa or cancellation paper (must have at least 20 days validity)
Copy of an accepted unconditional offer letter	Original Passport with 6 months validity
Payment of 25% of tuition fee and appropriate visa charges for current year.	Copy of the residence page & Cancellation Paper
Remittance receipt of the visa refundable deposit payment	Copy of Emirates ID card (front and back), if available.
Passport copy (colour and very clear with 6 months of validity when applying for a Student Visa)	<b>Student Under 18 years</b>
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).	Noc Letter from the student father / mother
Duly filled medical insurance form (Insurance is mandatory for all visa student).	

- **The student must submit the original passport within three working days to the visa office once arrives in UAE.**

## Visa Application Guidelines

De Montfort University provides student visas through Dubai Knowledge Park for international students seeking to study at the DMU 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. 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.
13. All visa fees are non-refundable. For details on visa sponsorship fees, please refer to 'Application Guidelines and Fee Structure' document. Students whose visa application is rejected by Immigration will have their visa deposit refunded, less any visa processing charges already levied.
14. Students will be responsible for all costs relating to processing a new/renewal visa if they wish to continue at De Montfort University Dubai Campus.
15. 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.

### Information

6. Students must apply in sufficient time (usually one month in advance) of the commencement of the programme.
7. 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 deadline then 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.
8. 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. 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.
9. 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.
10. 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).
11. 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.
12. 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.

### Renewal of Visa

16. It is the responsibility of the student to submit all documents/payments for visa renewal at least 30 working days before the date of expiry of the visa.

### Cancellation of Visa

1. 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.
2. 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.
3. Upon visa cancellation, the students must exit the country within the grace period mentioned in their visa cancellation paper if not the student will be declared as absconders.
4. Once the student exits the country after their visa cancelled, The visa office will request from GSO for an immigration print out to verify whether the student has actually exited the country. If printout shows that the student has exited, the visa, immigration systems record is closed. If printout shows that the student is in-country, students will be registered as absconder and the fee taken from visa deposit payment.
5. The Visa Deposit will be refunded once the exit process declares that the student has left the country legally.
6. A student visa will be cancelled in the following circumstances:
  - o Where the student does not complete enrolment with the University.
  - o 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.
  - o 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.
  - o When a student has been convicted of a criminal offence.
  - o When a student does not comply with the rules and regulations required by the University.

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:

<b>Full Name:</b>	<b>Signature:</b>
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#### For Office Use Only

<i>Visa form received:</i>	<i>Docs checked and verified:</i>	<i>Submitted through AXS:</i>
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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)