

De Montfort University Dubai Campus Student Visa Processing Guidelines for Visa Renewal

Student Visa renewal process will start when the student completes the enrolment and financial procedures. This will normally take between 30 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 15 - 20 working days (not including any additional time for security checks). It is recommended that the visa renewal application is submitted one month before your visa expiry date.

Procedure

As per the UAE Government regulations, the student must complete the medical fitness test to receive the renewed 'Student Residence Visa'. A medical fitness test will be arranged once the student completed the visa renewal application along with the appropriate documentation and renewal charges. 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 fitness test, 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.*

Documents Required to process Visa Renewal.

Please submit following documents to visa office

Duly filled Student Visa Application form
Completed Student enrolment confirmation
Payment of 25% of tuition fee and appropriate visa charges for current year. Remittance receipt need to be submitted along with the Visa application
Original Passport (<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"> 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.

Cost of Visa and related other services 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	Gross Amount (AED)	5% VAT (AED)	Total Amount (AED)
Processing of renewed visa *	2670.00	133.5	2803.5
Medical Insurance (if not already arranged)**	1890	94.5	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 visa renewal. To use this service, please add an additional 798 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.

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