

De Montfort University Dubai Student Visa Processing Guidelines for Visa Cancellation

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	820.00	41.00	861.00
Cancellation of visa from outside UAE with Passport	820.00	41.00	861.00
Out of country visa cancellation (Without Passport)	1520.00	76.00	1596.00
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 861 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