



De Montfort University Dubai 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 *	2520.00	126.00	2646.00
Medical Insurance (if not already arranged)**	1399	69.95	1468.95
Student Absconder cautionfee ** (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.

Student Declaration

Prior to starting the visa renewal 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