

HERIOT-WATT UNIVERSITY DUBAI CAMPUS

Processing of a Student Visa (Cancellation)



Students who have a 'Student Residences' Visa, from the University must apply for cancellation upon leaving the programme of study. 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. 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 exit or enter the UAE and other GCC countries in the future.

Documents Required

To cancel your Student Residence Visa, the following documentation must be submitted 15 days prior to or leaving/completing the programme of study (if before expiry date):

- Cancellation fee receipt copy
- An email request to cancel the residence visa.

Cost of cancellation and related services

Description	Total Amount (AED)
In-country visa cancellation with passport. (If overstaying additional fines and penalties are applicable as per the immigration).	861
Out-country visa cancellation	1,659
Applying Student Absconder fee **	5078.39
Withdrawal of Student Absconder fee **	2,000

Note: It is compulsory for students to inform us about the cancellation of their visa if you are unable to return to the UAE for visa cancellation.

* *An express service is available for the processing of a cancelled visa. To use this service, please add an additional 577.50 AED.*

** *Student Absconder notice includes Immigration printout.*

*** *Fines & penalties may apply as per immigration procedures.*

Cancellation of Visa

- Please be informed that your Student Residence Visa must be cancelled immediately once the student completes their program of study or terminate, suspend, withdraw, transfer, or defer studies at the Dubai campus. The visa cancellation process will be carried out promptly, and the student will be responsible for arranging departure from the UAE or securing alternative sponsorship. This process typically takes approximately 10–15 working days.
- Even if the student visa has expired, whether the student is inside or outside the UAE, the visa cancellation fees must be borne by the student. The visa can only be legally cancelled through the University proper procedures, and your name will not be removed from the immigration system unless the cancellation is processed officially.
- 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 confirmation via email to dubai university visa office. Students failing to do so will be liable to pay a charge for airport authority clearance.
- If you change your visa within the UAE, please submit a copy of your residence visa or Emirates ID to deactivate your immigration file. Once your name is cleared from the immigration system, your visa deposit will be refunded, unless any visa fees have been charged.
- If the printout shows that the student has exited, the visa immigration systems record is closed. In case the immigration printout shows that the student is in-country, the student will be registered as an absconder and the fee taken from the student deposit payment.
- A student's visa will be cancelled in the following circumstances:
 - Where the student does not complete enrolment with the University.
 - When a student has been convicted of a criminal offence.
 - When a student does not comply with the rules and regulations required by the University.
 - Inside UAE visa cancellation fee **AED 861/-**
 - Outside UAE visa cancellation fee **AED 1659/-**
 - Visa cancellation 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 cancellation charge(s).

FURTHER INFORMATION

For further information on Immigration rules, please do not hesitate to contact the University Visa Office:

Ilyas Abdul Wahab
Visa Office Manager
Heriot-Watt University Dubai Campus
Dubai Knowledge Park
Dubai, UAE
PO Box 501745

Telephone Numbers: 00971 4 5717000
Email Address: dubaivisa@hw.ac.uk

FREQUENTLY ASKED QUESTIONS

Q: What will happen if I don't cancel or renew my visa?

A: *In the event, if the student is not cancelling or renewing the visa, the student will be declared as an absconder and a case will be filed with the authorities. For further information kindly refer to page 2.*

Q: Who can remove the 'absconder notice'?

A: *Only the University can remove this for you, therefore please correspond through the Visa Office at the University.*

Q: What happens if a student is filed as an absconder?

A: *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 exit or enter the country on any visa in the future.*