

## HERIOT-WATT UNIVERSITY DUBAI CAMPUS

### Processing of a Student Visa (New)



United Arab Emirates (UAE) law requires all non-national (except GCC nationals) students to obtain a 'Student Entry Permit', followed by a 'Student Residence Visa' for the duration of their studies. We provide visas for applicants studying on any of our structured academic programmes and is valid for 12 months and renewable each year for students studying on a structured programme at the University.

Once the student has accepted the offer of admission, cleared all academic conditions (if any), and submitted all appropriate financial documentation, the process for arranging a Student Visa (Entry Permit and Student Residence Visa) will begin. The process normally takes between 15 - 20 working days. It is necessary for the application to undergo a security check by UAE government authorities, which may delay the process and is out of the control of the University. An express service is available and will complete the process within 7-10 working days (not including any additional time for security checks). It is recommended that the application is submitted as soon as possible as delays may result in the student not able to enroll for the chosen intake and/or receiving a fine for 'overstay' with regards to the 'Student Entry Permit'.

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 medical insurance must be submitted with visa application. Alternatively, students may purchase the University's medical insurance at an additional cost (see below).

### **Documents Required**

To apply for the Student Entry Permit and 'Student Residence Visa, the following information must be submitted, by email to the University Visa Office:

- Completed 'Student Visa Application' found at: <https://www.hw.ac.uk/dubai/study/apply/visa-requirements.htm>
- Signed and accepted unconditional offer letter.
- Tuition and visa fee remittance receipt (scan copy)
- Scanned color passport copy - *passport should have a validity of 6 months when applying for a Student Visa.*
- Clear colored passport size photograph with (white background) required specification found at: [https://axs2.my.site.com/resource/1637155751000/EIDA\\_photo\\_specifications](https://axs2.my.site.com/resource/1637155751000/EIDA_photo_specifications)
- Payment of 25% of tuition fee and appropriate visa fee for the current year.
- Copy of medical insurance policy covered in the UAE (if arranged on your own)

### **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	Total Amount (AED)
Processing of new visa if based outside of UAE when applying *	3,315
Processing of new visa if based within the UAE when applying * (Visa Change Status)	5,200
Refundable Visa Deposit	3,000
Medical Insurance ( <i>if not arranged by own</i> )	1,469
Student Absconder caution fee ** ( <i>nonrefundable</i> )	21

**Visa Fee:** You have the choice to apply for your UAE study permit through either the normal visa route (**AED 3,315 /-**) or the express visa route (**AED 4,828 /-**). However, we recommend the express visa option because it has several significant advantages as stated below, even though it costs an additional **AED 1,513.05/-**

*If applying for a Student Visa from **within the UAE**, the following documents must be submitted in addition in points 1-9 above*

- Tourist visa copy (or) residence cancellation paper (must have at least 20 days validity).
- Previous Emirates ID copy (If applicable)

#### **Advantages of Applying Through the Express Visa Route:**

- 1. Faster Processing Time:**
  - **Express Visa:** 5-7 days
  - **Normal Visa:** 15-20 days
- 2. Quicker Medical Test and access to Emirates ID:**
  - **Express Visa:** 10-15 days to complete the medical test and receive your Emirates ID after arriving
  - **Normal Visa:** 20-25 days to complete the medical test and receive your Emirates ID after arriving
  - **Benefit:** Your Emirates ID will be ready at least two weeks earlier.
- 3. Earlier Activation of Medical Insurance:**
  - With an earlier Emirates ID, you can activate your medical insurance at least two weeks before those who apply through the normal visa route. This means you will have to buy a shorter travel insurance which we highly recommend.
- 4. Faster Bank Account Setup:**
  - An early Emirates ID enables you to open a bank account sooner, facilitating smoother financial transactions.
- 5. Quicker Access to Private Accommodation:**
  - Without an Emirates ID, you cannot sign a rental agreement for private accommodation. Applying through the express visa route means you won't have to stay in a hotel or other temporary accommodation for as long period, saving you money spent on accommodation and other relevant costs.

We strongly encourage you to consider the express visa option to ensure a smoother and faster transition into your new life in the UAE. If you have any questions or need further assistance, please do not hesitate to reach out to our team.

In the unlikely event that your visa application is not successful, the Visa Deposit and medical Insurance charges will be refunded. The UAE Government Services Office may retain their fee.

## **Procedure**

- 1) *Applying from outside the UAE* - Students must start the process of obtaining a 'Student Residences Visa', before entering the country if they are traveling from outside the UAE.

Once all documentation has been submitted, the University will issue a 'Student Entry Permit' to gain entry into the UAE. The 'Entry Permit' is valid for sixty (60) days commencing from date of issue.

On arrival in Dubai, students must visit the University's Visa Office and hand over the following documentation within 3 days of arrival. Please note that this would have already been submitted if applying from within the UAE.

- Entry Permit copy with UAE immigration entry stamp

Prior to the approval of a 'Student Residence Visa', the UAE Government require students to take medical test and biometrics for Emirates ID process. This will be arranged shortly after your arrival in the UAE. 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 and biometric completions, your E-residence visa will be issued from Immigration. Following this, you will receive your Emirates ID card – *this is a mandatory identity card for all residences living in the UAE.*

## **CANCELLATION OF A STUDENT 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.

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.

## **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**

<b>Description</b>	<b>Total Amount (AED)</b>
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.*

## **FURTHER INFORMATION**

For further information on Immigration rules, please refer to:

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 does 'in-country' and 'out-country' visa mean?**

*A: This refers to where you applied for your visa. For example, if you were outside the UAE when you applied for your Entry Permit/Residence Visa, you will be classed as 'out-country'.*

**Q: Who can apply for an 'in-country' visa?**

*A: Candidates under 'parent sponsorship', 'cancelled' or 'tourist' visas are eligible to apply for an 'in-country visa'.*

**Q: What are the documents required to apply for a visa?**

*A: Please refer to page 1 of this document.*

**Q: I am currently on a 'tourist' visa, how can I apply for a 'student' visa?**

*A: As per the Dubai Immigration Regulations, a candidate on a 'tourist' visa can apply whilst based in the UAE.*

**Q: Can you explain more about the medical test?**

*A: You will be required to undertake a blood test and chest X-ray for HIV (AIDS), Hepatitis B, Hepatitis C, Tuberculosis (TB) and Leprosy. If results come back positive for any of those conditions, it is highly likely that you will be deported; therefore, it is advised to take a test in your home country before travelling. You will also be required to undertake biometric testing. This is when your fingerprints will be scanned. This will enable you to receive your Emirates ID Card.*

**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 3.*

**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.*