

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 will be initiated only after 3 months from the exit date.	1,659
Out-country visa cancellation if more than 6 months from the exit date an additional penalty of AED 2000 is applicable. ***	1,659
Applying Student Absconder fee **	7,060
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 upon the student wishes to terminate, suspend, withdraw, transfer, or defer his/her studies prior to the expiry of the visa. The visa will be cancelled immediately, and the student will be responsible for making arrangements to leave the country or seeking other sponsorship. This process takes approximately 10 - 15 working days.
- 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 from the airport authorities to the University Visa Office. Students failing to do so will be liable to pay a charge for airport authority clearance.
- 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 copy or new UAE residence visa copy is emailed to the university visa office.
- A student's visa will be cancelled in the following circumstances:
  - Where the student does not complete enrolment with the University.
  - Where the student wishes to terminate, suspend, withdraw, transfer, or defer his/her studies prior to the expiry of the visa. The visa will be cancelled immediately, and the student will be responsible for making arrangements to leave the country or seeking other sponsorship.
  - Where the student has completed all studies and final examinations. The visa will be cancelled immediately, and the student will be responsible for making arrangements to leave the country or seeking other sponsorship.
  - 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.

## **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 38103

Telephone Numbers: 00971 4 5717000  
Email Address: [dubaivisa@hw.ac.uk](mailto: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.*