

## HERIOT-WATT UNIVERSITY DUBAI CAMPUS

### Processing of a Student Visa (Renewal)



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 academic programmes and is valid for 12 months and renewable each year for students studying on a structured programme at the University.

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 (see below).

### **Documents Required**

To apply for the renewal of a 'Student Residence Visa', the following information must be submitted 1 month before expiry of the current visa, by email to the University Visa Office (email contained later in this document).

The process normally takes between 15 - 20 working days. Failure to do so may result in a fine being imposed by the Government Services Office (GSO).

- Visa Application' found at:  
<https://www.hw.ac.uk/dubai/study/apply/visa-requirements.htm>
- Enrollment Confirmation letter
- Original passport (*should have a validity of 6 months when applying for a Student Visa renewal*).
- Clear colored passport size photograph with (white background) required specification found at: [https://beta.smartservices.ica.gov.ae/echannels/web/client/manual/icao/icao\\_english.pdf](https://beta.smartservices.ica.gov.ae/echannels/web/client/manual/icao/icao_english.pdf)
- Tuition and visa fee receipt (scan copy)
- Completed medical insurance documentation (if not 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 renewed visa	2,646
Medical Insurance ( <i>if not already arranged</i> )	1,469
Student Absconder caution fee ** ( <i>nonrefundable</i> )	21

\* Please note that an express service is available for the processing of a new visa. To use this service, please add an additional 798 AED.

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.

## **Procedure**

Prior to the approval of a 'Student Visa renewal', the UAE Government requires students to take medical testing. This will be arranged shortly upon your visa renewal documents are submitted to the Heriot-Watt visa office. 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 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 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.

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**

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.*

## 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 38103

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

## FREQUENTLY ASKED QUESTIONS

**Q: How many years can I renew my visa?**

**A:** *Providing you are holding an enrollment confirmation on a structured programme with the University, you should be able to renew your visa every year until your programme is complete.*

**Q: What if the University has informed me to repeat-reattend only some courses in the next year, can I still renew my visa?**

**A:** Yes, GSO have confirmed that students are permitted to receive a visa if studying on a structured programme, to gain progression into next stage.

**Q: What are the documents required for renewal of my visa?**

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

**Q: Am I required to undertake a medical test?**

**A:** Yes

**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.*