

## Visa Application

(Please complete all sections of this form clearly in BLOCK CAPITALS)

### Student Information

Full Name: (as stated in passport)		Intake: (mm/yy)	
Programme of Study: (as stated in your Offer/Enrolment Confirmation Letter)		Marital Status:	Single / Married
HWU Person ID: (as stated in your Offer Letter)		Gender: (Please circle)	Male / Female
Level	Foundation / UG / PG	Mode of Study	Full-time / Part-time
Religion:		Age:	
Father's Name:		Mother's Name:	
Father's Nationality:		Mother's Nationality:	
Correspondence Address: (please specify UAE address if available)		Home country Address / Emergency Contact:	
Tel / Mobile No. (UAE):		Tel / Mobile No. (Home Country):	
Email 1:		Email 2:	

### Passport Information

Passport No.:		Place of Issue: (City and Country)	
Date of Issue:		Date of Expiry:	
Date of Birth:		Place of Birth (City and Country):	
Current Nationality:		Previous Nationality:	

### Visa request and Information

Outside UAE	YES <input type="checkbox"/>	No <input type="checkbox"/>
If Inside UAE	Tourist visa entry date:	
	On Arrival visa entry date:	
	Cancel residence valid date:	

### Documents/Information required for processing a Student Visa:

Before arrival in UAE, the applicant must submit the following:

1. Completed Visa Application Form (above)
2. Clear passport copy applicant must have a passport valid for a minimum of 180 days when applying for a visa).
3. Clear coloured 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)
4. 25% of tuition fee payment for the appropriate year of study.
5. Visa fee payment for the appropriate year of study.
6. refundable deposit payment.

For applicants wishing to transfer visa from within the UAE, the following documents must be submitted in addition to points 1 – 6 above:

Following arrival in UAE, the applicant must submit the following documents to the Visa Office within 3 working days:

1. Entry Permit copy with UAE immigration entry stamp.

### University Visa Office details:

All documentation/paperwork should be sent to:

Ilyas Abdul Wahab  
The University Visa Office  
Dubai Knowledge Park  
Dubai, UAE  
P O Box 38103

Contact Number: 00971 4 5717000  
Email Address: [dubaivisa@hw.ac.uk](mailto:dubaivisa@hw.ac.uk)  
Office hours: Monday – Friday, 9 am – 5 pm

## Visa Application Guidelines

Heriot-Watt University provides student visas through Dubai Knowledge Park for international students seeking to study at the Heriot-Watt University Dubai Campus. The Dubai Development Authority (TECOM) is the sponsor of foreign students enrolling at Dubai Knowledge Park Authority.

### Criteria

1. Visa sponsorship is only available for students who have received an unconditional offer and who have enrolled on a programme with the University.
2. Procedures for sponsorship cannot commence until the student has accepted an unconditional offer letter and paid all relevant fees.
3. A student's visa is normally valid for a period of 12 months. Students in undergraduate programmes will be required to renew their visa every year of the programme.
4. Residence visas are required for all international students.
5. Due to restrictions relating to international student visa sponsorship, students on university-sponsored visas would not be able to sponsor a residence visa for their family members.
11. Visa 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 visa charge(s).
12. The student will need to meet any charges incurred for transferring the money in addition to the fee itself. The student must also send a copy of the funds 'telegraphic transfer issuing' advice, along with the visa application form, to help identify the payment. Please check with the bank when transferring the funds for details.
13. Any fines, penalties, or additional charges incurred as a result of an error, delay, late submission, loss of documents etc. by the student, will be borne by the student.
14. All visa fees are non-refundable. For details on visa sponsorship fees, please refer to the 'Application Guidelines and Fee Structure' document. Students whose visa application is rejected by Immigration will have their visa deposit refunded, less any visa processing charges already levied.
15. Students will be responsible for all costs relating to processing a new/renewal visa if they wish to continue at Heriot-Watt University Dubai Campus.
16. In case of deferral, suspension or withdrawal of a student who is on the University's sponsored visa, the student visa is required to be cancelled. A new student visa will have to be applied for if the student wishes to rejoin. The student would be liable to pay all visa-related fees in such cases.

### Information

6. Students must apply in sufficient time (usually 4 to 6 weeks in advance) of the commencement of the programme.
7. Student visa applications from some countries may have to undergo additional security checks or may be required to submit additional documentation by the UAE government authorities. This is outside the control of the University and may cause further delay in the processing time. If, for whatever reason, the visa is not available before the enrolment deadline then the student would not be allowed to pursue the programme for that particular intake. The University cannot be held liable for any such circumstances. In such cases, the existing visa would be cancelled. The student may choose to re-apply for a new student visa and start in the next available intake.
8. Students applying late may choose to apply for a UAE tourist/visit visa to be in time for the start of the programme. If, for whatever reason, a student visa is not issued to the student, then the student would not be allowed to pursue the programme further. The University cannot be held liable for any such circumstances. Furthermore, students will be liable to pay any tuition/visa/other fees due as per the University policy.
9. All students applying for a university-sponsored visa must undergo a UAE medical check. In the event of a student failing the medical test, the visa may not be processed further, and the student may be required to leave the country and not be enrolled on the programme of study. The University cannot be held liable for any such circumstances.
10. 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.

### Renewal of Visa

17. It is the responsibility of the student to submit all documents/payments for a visa renewal at least 30 working days before the date of expiry of the visa.

### Cancellation of Visa

1. It is the responsibility of the student to ensure that the student visa is cancelled before leaving the country, after finishing the programme, or in case of deferral, suspension, withdrawal, or campus transfer.
2. 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.
3. 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.
4. If proof of UAE exit stamp is not returned or evidence of a new visa is not submitted, the visa deposit will not be refunded.
5. 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.
6. A student's visa will be cancelled in the following circumstances:
  - o Where the student does not complete enrolment with the University.
  - o 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.
  - o 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.
  - o When a student has been convicted of a criminal offence.
  - o When a student does not comply with the rules and regulations required by the University.

### Student Declaration

Prior to starting the visa 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, provides the necessary documents and pays 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:

<b>Full Name:</b>	<b>Signature:</b>
	<b>Date:</b>