

Student Visa Requirements (RENEWAL)

For your Middlesex University Dubai Visa you will require the following:

1. Completed Visa Application Form
2. Confirmation of the Terms & Conditions of the VISA Guidelines
3. Completed Student Undertaking Letter
4. Completed Medical Insurance Form*
5. Medical Insurance Card
6. Four (3) coloured passport – size photographs with white background
7. Original passport (passport must be valid for one year)
8. Original Emirates ID. For lost Emirates ID, proceed to any typing centre and secure a copy of Emirates ID application form; charges may apply
9. Copy of fee receipts:
 - a. 25% payment of full tuition fee and current/outstanding balance for undergraduate programs;
25% payment of full tuition fee and current/outstanding balance for postgraduate programs
 - b. Student visa fee: AED 4,409.95 VAT inclusive consist of the following:
 - ✓ Visa processing fee;
 - ✓ Medical fee
 - ✓ Emirates ID fee; and
 - ✓ Medical insurance fee.

NOTE:

To avoid delay with your application please ensure that all documents are fully complete. Fees are subject to change.

*Students are requested to ensure that they have adequate medical/travel insurance in Dubai until their Middlesex University Dubai student visa has been issued

If sending copies of documents via email, JPG or .JPEG file format is required.

**STUDENT VISA FORM
(RENEWAL APPLICATION)**

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

Degree Undergraduate Post Graduate

Programme Name _____

MD/MISIS Number _____ Current Year of Study _____ Date of Application _____

PERSONAL DETAILS:

Home Country Contact Number _____ Marital Status _____

Full Name _____
First Name _____ Middle Name _____ Last Name _____

Date of Birth (dd/mm/yyyy) _____ Place & Country of Birth _____

Father's Name _____ Mother's Name _____

Language Spoken _____ Religion _____

Current Nationality _- _____ _Previous Nationality _- _____

Full Address in Home Country _____
Full Address in UAE _____

Mobile number in UAE _____ Email address _____

PASSPORT DETAILS:

Passport Number _____ Date of Issuance (dd/mm/yyyy) _____

Date of Expiry (dd/mm/yyyy) _____ Place and Country of Issuance _____

IN CASE OF EMERGENCY PLEASE PROVIDE 2 CONTACT NUMBERS:

Name _____ Name _____

Relationship _____ Relationship _____

Contact Number _____ Contact number _____

Email address _____ Email address _____

I declare that the information I have given is accurate and complete.

Signature

Date (dd/mm/yyyy)

All information in this form will remain confidential. Please inform the **VISA OFFICE** of any changes in your situation so that the **GOVERNMENT SERVICES** may be informed if necessary.

Please do not write below this line. **FOR OFFICIAL USE ONLY**

New Medical Insurance Card

Under Family Sponsored Medical Insurance

Middlesex University Student Visa Guidelines:

Laws in the United Arab Emirates (UAE) require all non-national students to obtain a student visa for the duration of their studies. Middlesex University Dubai provides students visas for applicants studying on any of our academic programmes.

Conditions:

1. Student visas are issued for the duration of 12 months at a time; hence an undergraduate student may require 2 or 3 renewals during their course of study at Middlesex University Dubai.
2. Student visa sponsorship is only available for students who have accepted the offer of admission, cleared all academic conditions (if any) and paid your tuition fees along with the student visa charges and deposit.
3. The process normally takes 15-20 days and typically applications undergo a security check by UAE government authorities. Student visa applications from some countries may be required to submit additional documentation by the UAE government authorities (e.g. attested birth certificate translated in legal Arabic) and may occasionally result in delays beyond the control of Middlesex University Dubai.
4. Student visa holders are not able to sponsor a residence visa for their family members.
5. Part-time jobs/internship conditions and qualifications should be addressed to Careers and Employability Office.
6. Students are requested to ensure that they have adequate medical/travel insurance in Dubai until their Middlesex University Dubai student visa has been stamped into your passport.
7. All students applying for a university-sponsored visa must undergo a UAE medical check.
8. In the unlikely event that your student visa application is unsuccessful, the visa deposit will be refunded. The UAE government may retain the student visa processing fee.
9. Any fines, penalties and additional charges incurred because of late submission of documents required will be the sole responsibility of the student.
10. In case of withdrawal or deferral of a student, student visa needs to be canceled. Failure to do so, any advance payment of school fees is non-refundable. A new student visa may be applied (corresponding fees applied) if the student wishes to re-join subject to approval from higher authorities of the university.
11. Student visa charges are set by Dubai Knowledge Park's Government Service Office and may be subject to change.
12. It is the student's responsibility to ensure that at least 3 blank pages are available on the passport.
13. In the event of systems upgrade, systems shutdown, maintenance and the like made by the Immigration and or Freezone Authorities on their system, it will be beyond the University's control to predict the timeline of student visa processing.

New Visa Application:

1. New students are advised to complete the new student visa application forms and submit all requirements 4 weeks before the commencement of the programme.
2. If student is outside UAE and entry permit has been approved, student must send their flight details at least 5 days before their arrival date to ensure that their original entry permit can be deposited at the airport where they will be arriving.

3. Students applying late may choose to apply for UAE tourist/visit visa to ensure that they will be in time for the start of the programme.

4. For a student who applied for a student visa while holding a tourist/visit visa, immigration status needs to be changed. This can only be done by exiting the country (usually we recommend to travel to Oman – no need of Oman visa since the student is just staying at the airport for transit) and come back using our visa. The cost of the exit is paid by the student.

Student visa renewal:

1. The student is responsible for visa renewal. Student visa renewal forms, proof of payment and other required documents need to be submitted to visa office 2 weeks before the visa expires.
2. The student needs to be in the country all throughout the visa renewal process.
3. Visa renewal takes 15-20 days and student needs to undergo a medical exam.

Student visa cancellation:

1. Student's visa will be canceled if student finished his/her studies, wish to defer, interrupt or withdraw from his/her studies, convicted of any criminal offense or does not comply with the rules and regulations required by the university
2. If the student is out of the country for 6 consecutive months, a student visa will be void and he/she will not be able to enter UAE unless formally canceled while he/she is out of UAE. Additional cancellation and penalty fees may apply.
3. Original passport, Emirates ID card, and medical insurance card need to be submitted to the visa office.
4. In the event the student is out of the country he/she may pay an additional cancellation fee.
5. If the student failed to cancel the visa or failed to exit after the provided grace period, the university may report him/her to the Immigration authorities and proceed with the filling of the absconding case. The visa deposit paid by the student will be utilized to process the request. After the case has been finalized, the student will not be able to enter the country on any types of visa in the future.
6. Visa deposit will only be refunded if a student submitted required documents and verified by Immigration authorities. Processing takes 30 days.

Student Declaration:

I have read and understood the above mentioned Middlesex University Student Visa Guidelines.

Full Name:

Signature:

MD Reference Number / MISIS Number:

For Official Use Only:

Date of Submission:

Signature of Visa Officer:

Student undertaking:

1. By accepting the offer of enrolment, the Student hereby covenant the following:
 - i. While enrolled in the institution and under the Student Visa sponsorship of DTMFZA, the Student shall not hold employment in the United Arab Emirates;
 - ii. The Student undertakes to abide by DTMFA Health and Safety Environment Regulation, and that any or all rules may be altered or added to at any time by DTMFA and the Student undertakes to support these regulations;
 - iii. The Student undertakes to obtain and maintain an appropriate health insurance while enrolled and holding the Student visa sponsorship of DTMFA;
 - iv. The Student hereby further undertakes to abide by the Dubai International Academic City Shared Facility Guidelines and or any other policy which may be implemented by DIAC from time to time;
 - v. The Student acknowledges he/she is primarily responsible for his/her conduct, attitudes and general education while he is enrolled within the Free Zone;
 - vi. The Student shall indemnify and keep indemnified DTMZA against any and all actions, claims, liabilities, losses, damages, costs or expenses of any nature whatsoever (including legal fees incurred in connection therewith) in relation to any action by the Institution or Students or by any third parties and against all losses or damage to any property (including any property of the Free Zone) which may arise in consequence of the performance or nonperformance of the Student Sponsorship Agreement or otherwise the Student's behaviour reflects adversely on DTMFZA;
 - vii. The Student agrees that DTMFZA is authorized to initiate whatever reasonable disciplinary measure DTMFZA deems necessary in relation to the conduct of the Student as a result of any, omission, or behaviour, judged to be sufficiently serious, or to terminate the Student visa without notice. This will apply to behaviour on campus, and anywhere else where the Student's behaviour reflects adversely on DTMFZA;
 - viii. To abide by the by the rules, policies, guidelines, and regulations as may be implemented by DTMFA from time to time including any amendments thereof;
 - ix. The Student hereby acknowledges and undertake that in the event of any breach or failure to comply with the above-mentioned undertakings including but not limited to any breach of DTMFZA rules, policies, guidelines, and regulations, DTMFZA shall have all the right to revoke, cancel and to terminate the Student Sponsorship without any further notice.
2. The student hereby voluntary executes this Undertaking upon his free will and accord acknowledges that he/she have read and understood the contents therewith.

Name:

Passport Number:

Nationality:

Signature:

Date:

Student Medical Insurance Form

At an additional cost per year, students are able to apply for medical insurance with coverage across leading hospitals and clinic in the UAE. Please see current hospital/clinic network list provided by the insurance company.

Important Note: Students are requested to ensure that they have adequate medical/travel insurance in Dubai until their Middlesex University Dubai student visa has been issued.

To be completed by all students. **Please write in BLOCK LETTERS only.**

MD/MISIS Number _____ Year of Study _____

Full Name _____
First Name Middle Name Last Name

Mobile number in UAE _____ Email address _____

Date of Birth (dd/mm/yyyy) _____ Nationality _____

Gender: Male Female Marital Status _____

Application Type: New Renewal

Residency visa: University sponsored
 Family sponsored
 Self sponsored

Emirate of Residence: _____ Emirate of Visa: _____

I confirm that I would like to apply for Middlesex University Dubai's medical insurance.

- A charge of AED 105 is applicable for a replacement if lost insurance card
- I agree to be responsible for Middlesex University Dubai's medical insurance annual premium of AED 1992.95
- If there are any instances where a student receives medical services via their insurance card after cancellation you will be invoiced and charged directly for any cost we incur.

Signature

Date (dd/mm/yyyy)