

Application for New Student Visa/Visa Renewal [SS003]
 (Please complete all sections of this form in BLOCK LETTERS)

Course Details

Degree: Undergraduate/Postgraduate:	
Name of Programme:	
Course Start date:	Course completion date:

Visa Details

Visa type: New/Renewal	Is the applicant currently inside UAE: Yes/No
Visa Service: Express/Normal:	If Inside UAE (Please provide Visa Details):
Have you travelled to UAE Before:	If yes please provide visa and cancellation details:

Personal Details

Full name:	Current Nationality:
Previous Nationality:	Date of Birth (dd-mm-yyyy):
Place of Birth:	Country of Birth:
Passport Number:	Passport Type:
Passport place of issue:	Passport country of issue:
Passport issue date:	Passport expiry date:
Job Title/Position:	Religion:
Marital Status:	Mother's Name:
Father's Name:	Address inside UAE:
Applicant Mobile:	Languages spoken:
Qualification:	Applicant's email:

Address outside UAE Details

Permanent Country:	Parent/Guardian Mobile Number:
Address Abroad:	

All information in this form will remain confidential. Please inform the University of any Changes in the above mentioned so that the Government services may be informed accordingly. Visa fee once paid is not refundable.

Student Name:		Student ID:	
Student Signature:		Date:	
Parent Name		Parent Signature	

Requirements

Before Student's arrival in Dubai:

- Student Undertaking Letter.
- Letter of Admission (Offer Letter).
- Clear copy of passport of the student - You must have a passport valid for no less than 180 days when applying for the visa. The passport must have two blank visa pages (one to endorse the visa and one for entry stamps).
- Clear copy of ID proof of parent/guardian – ID should have signature and photo
- Two(1) passport sized coloured photographs as per the following specifications:
 - Size – 4.3 cm x 5.5 cm
 - White Background
 - Clear and close up of head and top of shoulders
- Copy of tuition fee receipt for the current study year of the programme.
- DIAC Undertaking
- Copy of visa fees receipt for the current study year of the programme.
- Payment break up

After Student's arrival in Dubai:

(To be submitted by students after arrival to Dubai on a student visa)

- Original passport
- 10 passport size photographs.
- Original Entry Permit
- Copy of previous visa or visa cancellation paper (for the students already in UAE under any other visa)

General Visa Regulations

- Amity University provides student visas through Dubai Knowledge Village for international students seeking to study at Amity University Dubai Campus.
- As per UAE regulations, students under Amity Student Visa are not allowed to work in UAE.
- A student visa is normally valid for a period of 1 year. Students will be required to renew every year of their programme. It is the responsibility of the student to notify the Student Services Department and to submit all documents for renewal at least 60 days prior to the date of expiry of visa.
- Sponsorship is available only for full-time students on a programme. The Dubai Technology and Media Free Zone Authority (TECOM) is the sponsor of foreign students enrolling at Knowledge Village (Dubai International Academic City) educational institutions/universities.
- Procedures for sponsorship cannot commence until the enrolment has been completed and after the student has accepted an offer of a place and has paid all relevant fees. In case of fee defaults, the University reserves the right to cancel the visa of the student.
- Students applying for a student visa and enrolling for an undergraduate programme must not exceed the age of 25 at any time during the course of their study at Amity University Dubai Campus.
- Students have to apply in sufficient time (6 weeks in advance) of the commencement of the programme.
- Student visa applications from some countries may require additional security checks by the UAE government authorities. This is outside the control of the University and may cause further delay to the progressing time.
- All students applying for a University sponsored visa must undergo a medical check after entering Dubai. In the event of a student failing the medical test, the authority will reject the visa application and student would be required to leave the country. The University cannot be held liable for any such circumstances.
- 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 charges. Visa fees once paid are non-refundable.
- The student will need to meet any bank charges incurred for any fees paid through credit card, bank/telegraphic transfer, etc. in addition to the fee itself. You must also send a copy of the funds Telegraphic Transfer Issuing Advice, along with the visa application form, to help identify your payment. Please check with your bank when transferring the funds for details.
- Students are advised not to send their original passport to the University by mail or courier. The University will not accept any responsibility for arranging return of documents. In such cases, the student must make arrangements to have the passport collected from the University through their authorized person, which must be approved in writing.
- Any fines/penalty incurred as a result of delay, loss of documents, overstay etc. will have to be borne by the student.
- Students whose applications are rejected by immigration will have their visa deposit refunded.
- Time for visa processing is completely depended on the Immigration Authorities and type of the visa services applied for. University will not be responsible for any delay in issuing visa.

Cancellation of Visa

- It is the student's responsibility to ensure that the student visa is cancelled before leaving the country/after finishing the programme and also ensure that they duly pay the cancellation charges.
- In case a student does not cancel his/her student visa as per the rules and regulations stipulated by the University, he/she will have to pay the total fine charged by TECOM. Furthermore, the University will report such students to the immigration authorities as absconded.
- The visa deposit will be refunded only after receiving the Original Visa Cancellation paper with the exit stamp. The amount will be refunded to the originally sourced bank account of the same student.

- A student's visa will be cancelled in the following circumstances:
 - Where the student wishes to terminate 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 seek other sponsorship.
 - All graduating student visas will be cancelled one month after the last day of examinations in the final session of study or one week before the visa expiry date.
 - When a student does not maintain a full-time study status in a session, other than those who have been granted a leave of absence.
 - When a student has been convicted of a criminal offence.
 - When a student does not comply with the rules and regulations as advised by the University.

Document Checklist for Renewal and New Visa Application (Pick tick)

New Visa Application

Visa Application form	
Passport copy	
Photographs (3Nos)	
Offer letter	
Visa Undertaking	
DIAC Undertaking	
Payment Receipts	
Payment Break up (only for new students)	

Renewals

Visa Renewal form	
Original Passport	
Emirates ID	
Photographs (3Nos)	
Medical Insurance Card	

UNDERTAKING BY THE PARENT AND STUDENT

I/We hereby affirm that I have read and understood the above regulations for visa application and will ensure that I abide by the same.

Student Name:		Student ID:	
Student Signature:		Date:	
Parent Name		Parent Signature	

FOR OFFICE USE

CLEARANCE:	
STUDENT SERVICES:	
FINANCE : Dues: Visa Fee Paid for: Normal/Express/Inside/Outside Medical Insurance Fee Paid: Standard/Premium	
PRO:	