

Student Visa Requirements (RENEWAL)

For your Middlesex University Dubai student visa renewal, you will require the following:

1. Completed Visa Renewal Application Form
2. Confirmation of the Terms & Conditions of the VISA Guidelines
3. Completed Student Undertaking Form
4. Medical Insurance Card Digital Copy
5. Passport size photo with white background
6. Original Passport (Passport must be valid for one year)
7. Original Emirates ID. For lost Emirates ID, proceed to any typing Centre and secure a copy of Emirates ID application form; charges may apply.
8. Copy of fee receipts:

For all Programmes :

- a. 25% payment of the full-year tuition fee if applying at the beginning of the academic year OR the entire outstanding balance until the application date, if any
- b. Student visa renewal fee: AED **4,570.22** VAT inclusive consist of the following:
 - ✓ Visa processing fee
 - ✓ Medical fee
 - ✓ Emirates ID fee
 - ✓ 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

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 Development Authority 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, made by the Immigration and 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. 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 semester, and they should apply for student visa immediately once they are in the UAE.

3. For a student who applied for a student visa inside the UAE while holding a tourist/visit visa, immigration status needs to be changed (Local Amendment). Students need to be in the UAE throughout the visa process until the residency visa is issued.
4. Those who are applying for visa from outside the UAE need to wait outside until the student permit entry is issued by the Immigration (tourist visa should not be applied once you apply for student visa as this will result in rejection of one of the applications)
5. We recommend you to not book the ticket until you receive the student permit entry from visa office.

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 the visa office 1 month before the visa expires.
2. Students need to be in the UAE throughout the visa renewal process.
3. Visa renewal takes 15-20 working days and students need to undergo a medical exam.

Student visa cancellation:

1. Student's visa cancellation should be requested by the student via email 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.** The visa deposit paid by the student will be utilized to process the visa cancellation request.
2. If the student is out of the country for 6 consecutive months, the 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. 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 filing of an absconding case. After the case has been finalized, the student will not be able to enter the UAE and apply for any type of visas in the future. Student will be liable to pay all the fees charged by the concerned authority to remove the case.
4. Visa deposit will only be refunded if a student submits 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 covenants 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 behavior 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:

Signature:

Nationality:

Date: