

## VISA INFORMATION

**Students have the option to apply for a Student Residence Visa with AUD, or check other options with the UAE embassy in their home country.**

### **OPTION 1:**

**IMPORTANT:** Depending on the type of passport the student is holding, other options of getting different types of visas could be available to visit the UAE. Please note that it is the student's responsibility to check these options, requirements, rules and regulations with the UAE Embassy in their home country. AUD will not be liable or held responsible for any violations, or any complications that might occur due to the fact that the immigration rules might change from time to time during the student's stay in Dubai.

### **OPTION 2:**

Students who are accepted and enrolled on a full-time basis have the option to apply for a visa and can be sponsored by the University. They will be issued a Student Residence Visa valid for one year. Students who wish to apply for this visa, should request for it by contacting the Admissions Office at least 2 months before the scheduled date of entry.

### **Required Documents and Process:**

- The *Visa Application Form* duly filled and returned [click here](#)
- Colored photocopy of the passport with validity page (min. 6 months validity)
- 1 photo
- Copy of current visa, if applicable
- Copy of tenancy contract (Ejari). *Waived for those living in AUD Housing.*
- Visa charges: AED2,000 (US\$548) + a refundable AED3,000 (US\$822) passport security deposit
- Extra Charges: These are applicable only to those students who enter the UAE with another type of visa (tourist etc.) and wish to obtain an AUD Student Residence Visa while they are in the UAE.
  - o Change of visa status AED600 (US\$164)
  - o Issue visa while in country AED700 (US\$192)

***Visa processing usually takes 3 to 4 working days. Delays may occur at the Department of Naturalization and Residency Dubai (DNRD).***

### **Visa Processing after the student arrives in Dubai**

During the first week of the semester, students should contact the Visa Officer for visa processing. To process the Student Resident Visa and add it on the passport students need to do the following:

#### **Step 1 - Process your UAE ID Card**

The ID card is a mandatory electronic means of identification that the Emirates Identity Authority issues each national and expatriate residing in the UAE. Before AUD can process your Student Residence Visa, a copy of your UAE ID Card process papers (UAE ID Card Request Form + fingerprints) is needed.

Kindly present your original passport to the typing office located in Al-Manara Center near Noor Bank metro station in order to print your UAE ID application. Then proceed to the Emirates ID Center in Knowledge Village next to Mediclinic Hospital, Block 12, first floor for your fingerprints.

**Step 2 - Bring the following documents to the Visa Officer (Admin Bldg. Room 120)**

- UAE ID Card process papers (original + copy)
- Original Passport
- Original Visa
- 4 Photos
- 2 passport photocopies of validity page
- 2 visa photocopies
- Copy of the tenancy contract (Ejari). *Waived for those living in AUD Housing.*
  - o If you are the tenant: copy of Ejari
  - o If you are living with your family: copy of Ejari + copy of the tenant's passport
  - o If you are living with non-family members: copy of Ejari + copy of the tenant's passport + no objection letter from tenant hosting you.

**Step 3 - Pay your fees at the Finance Office (Admin Bldg. Room 124)**

- Pay AED400 (US\$110) for the medical test
- Get receipt signed by the Visa Officer

**Step 4 - Book the medical test\* at the AUD Health Center (Bldg. A Room 116) by providing the following documents:**

- Receipt from Finance Office duly signed by the Visa Officer
- Passport copy
- Visa copy
- 2 Photos

\* A medical test at an authorized UAE medical center is required by the Department of Naturalization and Residency Dubai (DNRD). A positive result for HIV, Tuberculosis (TB), Hepatitis B or C, or leprosy is grounds for immediate deportation. Students under the age of 18 will be exempted from doing the medical test.

***Check with the Visa Officer 10 days after your medical test to confirm the transfer of your Student Residence Visa to the passport.***

[Health Insurance](#)

**Health insurance fees are payable at the time of visa application.**

Private health insurance covering care in the UAE is mandatory for all AUD sponsored students. In order to meet this requirement by enrolling in the AUD-sponsored health insurance plan, students are charged a non-refundable fee on their fall semester bill covering the period September 1 through August 31.

Student joining **in** Fall Semester (covering September to August): **\*AED 2,400**  
Spring Semester (covering January to August): **\*AED 1,700**  
Summer I Term (covering May to August): **\*AED 900**

**Visiting students** requiring AUD residence visa **have to enroll in** the AUD-sponsored health insurance plan as part of the visa process and they are charged as below:

Student joining **in** Fall Semester (covering September to December ): **\*AED 1,200 -\$ 329**  
Spring Semester (covering January to April): **\*AED 1,200 -\$ 329**  
Summer I Term (covering May to August): **\*AED 900 -\$ 247**

***\*Insurance fees are subject to change.***

### Cancellation Fee

AED200 (US\$55)

AUD-sponsored students who complete their semester(s) at AUD must contact the Visa Officer to process their visa cancellation two weeks before returning to their home country. ***These fees are subject to change without notice by the UAE government authorities.***

***IMPORTANT: For other options of getting other types of visas in the UAE, please note that it is the student's responsibility to check the requirements, rules and regulations with the UAE Embassy in their home country. AUD will not be liable or held responsible for any violations, or any complications that might occur due to the fact that the immigration rules might change from time to time during your stay in Dubai.***