

VISA REQUEST FORM

NAME AS PER PASSPORT

STUDENT ID

EMAIL

MOBILE

PROGRAM (TO BE WRITTEN IN ARABIC)

• درجة البكالوريوس BACHELOR'S
• درجة الماجستير MASTER'S

VISA REQUIRED FOR Fall Spring Summer I Summer II

ATTACH TO THIS FORM Copy Current Visa Color PP Copy + validity page Photo
 Academic Records AUD Housing Copy of Visa Cancellation

TYPE OF VISA Student Residence visa - AED 5,000 (AED 3,000 of which is a refundable passport security deposit)

EXTRA VISA FEES

Issue visa while in country – AED 700 Change of visa status – AED 600

Health Insurance AUD Plan – AED _____
Applicable to all AUD-sponsored students

Extra charges will incur for blood test and national ID, blood test for 310 AED and the ID for 175 AED approximately.

TOTAL CURRENT CREDITS REGISTERED

PART TIME FULL TIME

ADMISSIONS/REGISTRAR'S CONFIRMATION

DATE

CENTRAL SERVICES APPROVAL

(For new students)/(For enrolled students)

(For part-time special cases)

Transfer of visa from old/expired passport to new passport (amount) _____

Fines (amount) _____

VISA OFFICER'S CONFIRMATION _____

TOTAL AMOUNT PAID

FINANCE OFFICE APPROVAL _____

Costs incurred	Amount
Applying For Entry Permit / Residence	AED
Applying For Resident Visa On Passport	AED
Fines	AED
Visa Cancellation Fees	AED
Issue Visa While In Country	AED
Change Of Visa Status	AED
Transfer Of Visa From Old/Expired Passport To New Passport	AED
Administration use only	Total Amount

Central Services Approval	Posted Date
Finance Approval	Account Code

VISA AGREEMENT

STUDENT NAME

STUDENT ID

SEMESTER

Students who are accepted and enrolled on a full-time basis are eligible to be sponsored by the university. The university will process the visa **ONLY** once all the required documents and payments are received.

I, the undersigned, fully understand that:

- AUD does not assume responsibility for the granting of the visa as denials and delays may occur from the Department of Naturalization and Residency Dubai (DNRD).
- It is solely my responsibility to provide all the required documents as requested by the university. Should I fail to provide the requested documents in a timely manner, the university will not be held responsible for the delayed process and submission of the visa application. Delays in providing the university with the required documents may have financial implications.
- If I get placed in the Intensive English Language Program as a result of the English Accuplacer exam I take, I will not be able to start with the desired Bachelor Program. In case I do not wish to attend the acquired level, then the visa will be immediately cancelled.
- Should I fail to attend the semester stated above; or if I withdraw from all my courses during the semester, the visa will be immediately cancelled.
- Students sponsored by AUD are required to enroll in the AUD-sponsored insurance plan.
- If the DNRD has not issued my visa by the first day of classes or has denied my visa, and I still wish to attend classes, I need to make my own visa arrangements.
- If I can no longer attend classes because I was not able to arrange for my own visa, I need to officially drop/withdraw from all of my classes, according to the university's rules and regulations explained in the schedule below, to be able to receive a tuition refund.
- The University keeps the student visa active for three months only after the date of graduation. Students should report to the Visa Office at the end of the 3-months period to satisfy the requirements for canceling or transferring the visa. The University will take the necessary legal action against students who fail to do so and as a result, the student will forfeit his/her security deposit.

Withdrawal/dismissal from <u>all classes</u>		Withdrawal/dismissal from <u>IELP classes</u>	
Schedule	Refund	Schedule	Refund
During Drop/Add*	100%	Until the end of Drop/Add*	100%
Until the end of the second week of classes	50%	After Drop/Add	0%
Until the end of the third week of classes	25%		
After the third week	0%		

* With the exception of the reservation and enrollment deposit of AED5,000 (for undergraduate) and AED2,000 (for graduate) which is nonrefundable. Non-returning students will receive a refund within 30 days of submitting a request.

Student's Signature

Date

Admissions/Registrar's Confirmation

(For new students)/(for enrolled students)

Date