

VISA REQUEST FORM

NAME AS PER PASSPORT _____

STUDENT ID _____

EMAIL _____

MOBILE

درجة البكالوريوس درجة الماجستير
 BACHELOR'S MASTER'S

PROGRAM (TO BE WRITTEN IN ARABIC) _____

VISA REQUIRED FOR Fall Spring Summer I Summer II

ATTACH TO THIS FORM Copy current visa Color PP copy + validity page Photo
 Tenancy contract Ejari 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

Blood Test – AED 400
 Results of blood tests conducted at AUD take up to ten days to process.

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

TOTAL CURRENT CREDITS REGISTERED _____ PART TIME FULL TIME

ADMISSIONS/REGISTRAR'S CONFIRMATION _____ DATE _____
 (For new students)/(For enrolled students)

CENTRAL SERVICES APPROVAL _____
 (For part-time special cases)

Transfer of visa from old/expired passport to new passport (amount) _____
 Fines (amount) _____
 MOFA attestation - Certificate of Good Conduct (amount) _____

VISA OFFICER'S CONFIRMATION _____

TOTAL AMOUNT PAID _____

FINANCE OFFICE APPROVAL _____

| Costs incurred | | Amount |
|------------------------------------------------------------|------------------------------------|------------|
| Applying For Entry Permit / Residence / Visit Visa | | AED |
| Applying For Resident Visa On Passport | | AED |
| Fines | | AED |
| MOFA attestation fees | | AED |
| Medical Test | | 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 |
| <input type="checkbox"/> Visa Transfer Fees | <input type="checkbox"/> Committee | AED |
| Administration use only | | |
| Total Amount | | AED |

| | |
|---------------------------|--------------|
| Central Services Approval | Posted Date |
| Finance Approval | Account Code |

Central Services Office

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.

| Withdrawal/dismissal from <u>all classes</u> | | Withdrawal 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
