

## 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  Copy (Color) Passport + validity page  Photo  
 Tenancy contract Ejari  AUD Housing  Copy Cancellation Form

Type of visa  Student Residence visa - AED3,000 (AED2,000 of which is a refundable passport security deposit)  
 Student Visit visa - AED1,000

### Extra Visa Fees

Issue visa while in country – AED690

Change of visa status – AED600

*Change of visa status not applicable for students holding Transit/Service or GCC residence visa.*

Blood Test – AED350

*Results of blood tests 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) \_\_\_\_\_

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
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
<b>Administration use only</b>	<b>Total Amount</b>
	<b>AED</b>

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.

<b>Withdrawal/dismissal from <u>all classes</u></b>		<b>Withdrawal from <u>IELP classes</u></b>	
<b>Schedule</b>	<b>Refund</b>	<b>Schedule</b>	<b>Refund</b>
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**