

Subject	Student Visa Sponsorship
Date	Jan 01, 2018
Effective Date	Immediately
Contact	Visa & Immigration Office (Room 123-2) Mr. Aiden Urak uxacad@rit.edu

I. Purpose

This document outlines visa processes for undergraduates, graduates and English Learning Center students at RIT Dubai

II. Visa Process

1. The overall responsibility of applying the visa rules lies with the Finance & Administration Department in consultation with the Admissions Department.

III. General Visa Requirements

1. All visa applicants must attend medical examinations (Point as per the schedule highlighted in Annex 1).
2. Students must adhere to any attendance policy relevant to their program of study;
3. All students must be covered by medical insurance, either private (must provide a DHA Compliant Policy) or through the RIT Dubai preferred provider;
4. Enrollment requirements:
 - i. Undergraduate students must be enrolled in a minimum of three (3) subjects in Fall and Spring Semester;
 - ii. Postgraduate students must be enrolled in a minimum of one (1) subject in Fall and Spring Semester

IV. New Student Visa

Incoming students during fall or spring semester who have been accepted and enrolled at RIT Dubai will become eligible for a new student visa once all document highlighted below are submitted. Applicants in the UAE and outside the UAE could provide a soft copy to (rracad@rit.edu) or a hard copy to the Visa Office located in room 123-2

Documents required are:

1. Visa Application form.
2. Admission letter from the university;
3. Colored passport copy with a 6 month validity;
4. Copy of current residence (if residing in the UAE are planning to shift to RIT Dubai sponsorship).
5. Three (3) passport size photographs with white background;

6. Copy of medical insurance documentation (if available)
7. Receipt for payment of the tuition fees for the first semester made to the Finance Department (1 month should be paid for monthly payment plan);
8. Contact details in UAE (if available).

In addition to the above documents, students residing outside the UAE are also required to submit a copy of their airline ticket. Once all the above (points 1 – 8) and the airline ticket is provided, the visa will be emailed to you and you will be required to provide all the above at least 5 working days before your arrival.

Kindly note the following:

- Your acceptance at RIT Dubai does not mean you will be granted an entry visa to the UAE. All visa applications are subject to the approval of the official authorities. Rejection of visa is possible.
- The university will submit your visa application to the relevant authorities and the applicant will be advised of the acceptance or rejection in due course.
- All students on a University-sponsored visa are not allowed to work outside the university. However, new regulations issued in 2016 allow students to work part time subject to an NOC from the university and in certain locations.
- Visa applications that are rejected will incur costs associated with the visa application process.
- Students arriving in the UAE on a tourist or service visa must exit the country in order to validate the student visa once issued.

V. Visa Renewal

Except for students on COOP, visa renewal will not be processed unless the student meets the requirements mentioned in Point 3 (General Visa Requirements). It is the students' responsibility to notify the Visa Office about visa renewal. To avoid additional charges/fines, students are required to submit the following documents one month prior to the visa expiry:

1. Original passport
2. Receipt of visa renewal fee and health insurance
3. 3 passport size photographs with white background
4. Valid Emirates ID card
5. Valid Medical health insurance

The visa renewal process is expected to take 3-4 weeks. However, this estimate strictly relies on when the UAE Government Authorities finalize their checks & clearances. The student will be required to pay any additional fees or fines should a delay from the Government Authorities occur.

VI. Medical Examination

As part of the visa application, all students (new and renewing) are required to undertake and pass a medical examination.

Upon arriving to RIT Dubai or after orientation students must visit the Student Affairs Immigration Department during business hours and submit the following:

- Original passport.
- Original visa with stamp from immigration at the airport.
- 3 passport size photographs.

The examination will take place at a Ministry of Health approved hospital or clinic or the municipality health clinic.

Kindly note the following:

- At the time of submitting a passport for processing, the Student Affairs Immigration Department will request the students complete their medical exam according to the schedule highlighted in Annex 1. The time frame for this shall not exceed one week.
- Students passing their medical will be notified by the Student Affairs Immigration Department. Their passports will then be sent to Immigration for final stamping. **Prior to stamping and in accordance with the UAE Law students are required obtain medical insurance through the university or externally (DHA Compliant policy must be provided). Stamping can't be processed unless proof of insurance is provided.**
- The Student Affairs Immigration Department will advise students via email, to collect their passports once the visa is stamped

VII. Cancellation of Student Visa

Students on Student Residence visa are required to cancel their visa immediately upon completing / leaving their program of study and before leaving the UAE. This process takes approximately 5 working days.

Failure to do this may result in strict legal and financial implications with the UAE Government Immigration Office. Failure to comply with local regulation could result in a ban in entering the UAE and other GCC countries.

To cancel the student visa, the following documents must be submitted 15 days prior to expiry or leaving / completion of program of study (if before expiry date):

- Original Passport
- Original Emirates ID card

Frequently Asked Questions

Q: If a student is currently on a 'tourist' visa, how can I apply for a 'student' visa?

A: As per the Dubai Immigration Regulations, a candidate on tourist visa can apply whilst based in the UAE however they will be required to leave the UAE through Immigration and re-enter with a 'student' visa.

*Please note, that if you have a "Visit Visa not a tourist visa", you may transfer to a Student Visa without leaving the country.

Q: What happens if my visa expires and it is not renewed?

A: According the UAE Laws and Immigration there normally is a grace period of 30 days for you to renew your visa after expiry. Afterwards, there are fines on a daily basis with the grace period which you will have to incur prior to processing your visa.

Q: How long does it take for security checking?

A: The UAE Immigration Office typically provides clearances within a couple weeks. However, in some case security checking takes longer and this could incur some fines from immigration which will be charged to students.

Q: Can I sponsor my parents/spouse if I have a student visa?

A: International students under an RIT student visa cannot sponsor their parents for a residence visa. However such students may sponsor their spouse / parents for tourist visa, if approved by immigration (For 14 days to 40 days). It is the students' responsibility to apply for a spouse/parents tourist visa.

Process Summary

Students who are accepted and enrolled on a full time basis can be sponsored by the university and will be issued a Student Residence Visa valid for one year.

Required Documents and Process

- The *Visa Application Form* duly filled and returned (available at the Admissions Office)
- Colored photocopy of the passport with validity page
- 1 photo
- Copy of current visa, if applicable
- Copy of tenancy contract (Ejari). *Waived for those living in RIT Housing.*
- Visa charges: (AED5170) + a refundable (AED2000) passport security deposit
- Extra charges may be added. Please check with the Finance Office for further details.

Visa processing usually takes 3 – 4 weeks Working days. Delays may occur from the Department of Naturalization and Residency Dubai (DNRD).

Annex 1

Category	Days	Time
Medical Test & Passports Collections from the students.	Tuesdays & Thursdays Twice a week. For passports collection it will be by Sundays from each week.	09:00am To 01:15pm.
Visas ((new & renewal (online & Immigration visa Stamping)) outside the office.	Every Monday & Wednesdays.	09:15am To 05:00pm
Passports /EID Collection After stamping (ready for submission to students).	Every Thursday.	09:00am To 04:00pm
VISA CANCELLATION	15 days prior to expiry or leaving. Every Monday & Wednesdays	09:00am To 05:00pm

Annex 2
Cost of Visa Related Services

Visa Related Processing Services	
Description	Charge (AED)
Visa processing fee	2,500
Visa deposit	2,500
Emirates ID	170
Medical Insurance (subject to change)	4000
If Applicant is already in the UAE an additional fee must be paid (status change)	1,800

Cost of Visa Cancellation	
Description	Charge (AED)
*Visa cancellation fee	500

**Deducted from Security Deposit*