

**Student Visa Sponsorship: Visa/ Passport/ Fees**  
**Contact: Mr Haskar, HR Administrator**

**Sponsorship**

Sponsorship is only available for students enrolled on a full-time basis in the Masters or Ph D programme offered by the university.

Procedure for sponsorship cannot commence until the enrolment has been completed and after the student has accepted an offer of a place and has paid the fees as per the university policy.

**Rejected Visa Applications**

Student visa applications are subject to approval by the Immigration Department. The University cannot guarantee student visas in case of rejection of a visa by the Immigration Department.

**Visa Fee for Sponsored Students**

Students are required to pay a visa fee as stipulated by the immigration Department. Details of visa fee and list of documents required to obtain sponsorship are available with the Resource Administrator.

A student's visa is normally valid for a period of 12 months. Students are expected to complete their postgraduate programme within this period and upon a need for more time to complete the programme the student can get the visa renewed. The actual processing charge is to be paid on each occasion at the existing immigration department.

**Responsibilities of Sponsored Students**

It is the responsibility of the student to ensure that their visas are renewed before the visa expiry date. Visa renewal takes 10-35 working days and visa renewal can take place only once the student has made the required visa renewal payment and submitted all required documents.

All sponsored students are required to inform the Resource Administrator if their contact details change.

All sponsored students are required to cancel or renew their visa prior to the expiry of their visa.

Students are not allowed to take the semester off and remain on the university sponsorship at the same time. **Sponsored student want to take leave of absence or planning to stay out of UAE for more than six months should get the Visa cancelled prior to proceeding for leave. Failure to adhere to this procedure will have a penalty imposed by the immigration department (As of now 2016) the penalty is AED 2,500 – 5000).**

**Cancellation of Visa**

**A student visa will be cancelled in the following circumstances:**

Where the student wishes to terminate his/ her studies prior to the expiry of the visa, the visa will be cancelled immediately and the student will be responsible for making arrangements to leave the country or secure other sponsorship. These arrangements are to be completed within 30 days from the date of cancellation of the student visa.

All graduating student's visas will be cancelled following Graduation Committee's confirmation of the student's eligibility to graduate.

When a student is convicted of a criminal offence, where the university deems expulsion from the university is warranted.

When a student has been expelled from the university following the disciplinary committee's decision.

When a student is found to be violating the visa sponsorship policy and/or not abiding by the university rules and regulations.

When the student does not inform the Head of Student Administration in writing before taking the semester off.

### **Visa cancellation procedure**

Following documents are required to get the visa to be cancelled:

- Application form typed and signed
- Original passport
- Original ID
- Visa cancellation fee
- Penalty if any

### **Employment of Sponsored Students**

Current labour laws of the UAE do not permit student on University sponsorship to undertake paid or unpaid part time or full time employment in any capacity.

### **Medical insurance**

Student will be responsible to obtain medical insurance coverage for himself or herself. University will not be responsible to provide medical insurance coverage for students.

### **Sponsorship Information**

All sponsored students are requested to follow the guidelines of sponsorship stipulated by the immigration department, which is available online.

[www.dic-communityguide.com](http://www.dic-communityguide.com)

### **For more information please contact:**

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**By signing this document, I confirm I have read and understood the policy. I agree to conform the policy.**

Sign:

Student name:

Passport no: