

### Student Undertaking Letter

1. By accepting the offer of enrollment, the student hereby covenant the following:
  - i. While enrolled in the university and under the student visa sponsorship of DTMFZA, the student shall not hold employment in the United Arab Emirates;
  - ii. The student undertakes to abide by DTMFZA Health and Safety Environment Regulation, and that any or all rules may be altered or added to at any time by DTMFZA and the student undertakes to support these regulations;
  - iii. The student undertakes to obtain and maintain an appropriate health insurance while enrolled and holding the student visa sponsorship of DTMFZA;
  - iv. The student hereby further undertakes to abide by the Dubai International Academic City shared Facility Guidelines and or any other policy which may be implemental by DIAC from time to time;
  - v. The student acknowledge he/she is primarily responsible for his/her conduct, attitudes and general education while he/she is enrolled within the Free Zone;
  - vi. The student shall indemnify and keep indemnified DTMFZA against any and all actions, claims, liabilities, ;losses, damages, costs or expenses of any nature whatsoever (including legal fees incurred in connection therewith) in relation to any action by the university or students or by any third parties and against all losses or damage to any property (including any property of the Free Zone) which may arise in consequence of the performance or nonperformance of the student sponsorship agreement or otherwise the student's behavior reflects adversely on DTMFZA;
  - vii. The student agrees that DTMFZA is authorized to initiate whatever reasonable disciplinary measure DTMFZA deems necessary in relation to the conduct of the student as a result of any omission, or behavior, judged to be sufficiently serious, or to terminate the student visa without notice. This will apply to behavior on campus, and anywhere else where the student's behavior reflects adversely on DTMFZA;
  - viii. To abide by the rules, policies, guidelines and regulations as may be implemented by DTMFZA from time to time including any amendments thereof;
  - ix. The student hereby acknowledge and undertake that in the event of any breach or failure to comply with the above mentioned undertakes including but not limited to any breach of DTMFZA rules, policies, guidelines and regulations, DTMFZA shall have all the right to revoke, cancel and to terminate the student sponsorship without any further notice.
2. The student hereby voluntary executes this undertaking upon his/her free-will and accord acknowledges that he/she have read and understood the contents therewith.

**Signed by:**

**Name:**

**Passport Number:**

**Signature:**

**Nationality:**

**Date:**

## Student Visa Guidelines

Laws in the United Arab Emirates (UAE) require all non-national students to obtain a student visa for the duration of their studies. IAU Dubai Branch provides students visas for applicants studying on any of our academic programs.

### Conditions:

1. Student visas are issued for duration of 12 months at a time; hence students may require to renew their visas annually.
2. Student visa sponsorship is only for students who have **accepted the offer admission, cleared all academic condition (if any) and paid your tuition fees along with the student visa Charges and deposit.**
3. The process normally takes 15-20 days and typically applications undergo a security check by UAE government authorities. Student visa applications from some countries may require to submit additional documentation by the UAE government authorities (e.g. attested birth certificate translated in legal Arabic) and may occasionally result in delays beyond the control of IAU Dubai Branch.
4. Student visa holders are not able to sponsor a residence visa for their family members.
5. Part time jobs/internship conditions and qualifications should be addressed to Careers and Employability Office. Students are not allowed to work as a full time job.
6. Students are requested to ensure that they have adequate medical/travel insurance in Dubai until their student's visa has been stamped into your passport.
7. All students applying for a university sponsored visa must undergo a UAE medical check.
8. In the unlikely event that your student visa application is unsuccessful, the visa deposit will be refunded. The UAE government may retain the student visa processing fee.
9. Any fines, penalties and additional charges incurred because of late submission of documents required will be the sole responsibility of the student.
10. In case of withdrawal or deferral of a student, student visa needs to be cancelled. Failure to do so, any advance payment of university fees is non-refundable. For a new student visa corresponding fees will be applied, if the student wishes to re-join subject to approval from higher authorities of the university.
11. Student visa charges are set by Dubai Knowledge Park's government service office, and may be subject to change.

### New visa applicants:

1. New students are advised to complete the new student visa application forms and submit all requirements 4 weeks before the commencement of the program.
2. Students applying late may choose to apply for UAE tourist/visit visa to ensure that they will be in time for the start of the program.

### Student Visa Renewal

1. Student is responsible for visa renewal. Student visa renewal forms, proof of payment and other required documents need to be submitted to visa office 2 weeks before the visa expires.
2. Student needs to be in the country all throughout the visa renewal process.
3. Visa renewal takes 15-20 days and student needs to undergo medical check.

### Student Visa Cancellation:

1. Student's visa will be cancelled if student **finished his/her studies, wish to defer, interrupt or withdraw from his/her studies, convicted of any criminal offence or does not comply with the rules and regulations required by the university.**
2. If the student is out of the country for 6 consecutive months, student visa will be void and he/she will not be able to enter UAE unless formally canceled while he/she is out of UAE. Additional cancellation and penalty fees may apply which must be paid by the student.
3. Original passport, Emirates ID card and medical insurance card need to be submitted to the visa office.
4. If the student is out of the country he/she may pay additional cancellation fee.
5. If the student failed to cancel the visa or failed to exit after the provided grace period, the university may report him/her to the immigration authorities and proceed with the filling of absconding case. The visa deposit paid by the student will be utilized to process the request. After the case has been finalized, the student will not be able to enter the country on any types of visa in the future.
6. Visa deposit will only be refunded if student submitted required documents and verified by immigration authorities. Processing takes 30 days.

### Student declaration:

I have read and understood the above mentioned IAU Dubai Branch Student Visa Guidelines.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### For official use only:

Date of submission: \_\_\_\_\_

Signature of visa Officer: \_\_\_\_\_



**STUDENT VISA FORM  
(NEW APPLICATION)**

(Please complete all sections in CAPITAL Letters)

Is the student currently inside the UAE?  Yes  No  
Degree  Bachelor  Master  
Holder of previous Emirates ID?  Yes  No  
Current Visa  Tourist/Visit visa  Residence visa

**Program Title** \_\_\_\_\_

**PERSONAL DETAILS:**

**Full Name** \_\_\_\_\_  
First Name Last Name

Date of Birth (dd/mm/yyyy) \_\_\_\_\_ Place Country of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Gender  Female  Male Language Spoken \_\_\_\_\_

Religion \_\_\_\_\_ Marital Status  Single  Married  Divorced

Previous Nationality \_\_\_\_\_ Current Nationality \_\_\_\_\_

Full Address in Home Country \_\_\_\_\_

Home Country Contact Number \_\_\_\_\_

Full Address in UAE \_\_\_\_\_

Mobile Number in UAE \_\_\_\_\_ Email address \_\_\_\_\_

**PASSPORT DETAILS:**

Passport Number \_\_\_\_\_ Place and Country of Issuance \_\_\_\_\_

Issue Date (dd/mm/yyyy) \_\_\_\_\_ Expiry Date (dd/mm/yyyy) \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE PROVIDE 2 CONTACT NUMBERS:**

Name \_\_\_\_\_ Name \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

Email address \_\_\_\_\_ Email address \_\_\_\_\_

I declare that the information I have given is accurate and complete.

.....  
Signature

.....  
Date (dd/mm/yyyy)

All information in this form will remain confidential. Please inform the VISA OFFICE of any charges in your situation so that the GOVERNMENT SERVICES may be informed if necessary.