

Subject:	Student Visa Sponsorship Procedure
Policy No:	PP-REG-DB-1.1.1
Version:	V1 13 Apr 2010
Effective Date:	Immediately
Contact:	Registrar

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1.0 Purpose

This document outlines the visa application and cancellation procedures to be followed by students on a University of Wollongong in Dubai (UOWD) sponsored visa. This procedure should be read in conjunction with the Student Visa Sponsorship policy (PP-REG-DB-1.1).

2.0 Scope

This procedure applies to all students on a UOWD sponsored visa. UOWD provides visa sponsorship to students enrolled in a UOWD degree program or a program at the Centre for Language and Culture (CLC).

3.0 Applying for a Visa

3.1 General Steps for Applying for a University-Sponsored Visa

Students must have a valid offer of admission, that is, have no conditions pertaining to their offer, with the exception of students who have both an offer to a CLC program followed by a degree program. Visa applications cannot be processed until all conditions, if applicable, have been met.

- 3.1.1 Complete the Visa Application – New, Renewal, Cancellation form (F-REG-DB-6.4) and submit with supporting documentation as listed below, to the nominated staff member of the Registrar’s Office:
- “Unconditional” offer of admission letter
 - Receipt for payments made to the Finance department.
 - Copy of passport
 - Five (5) passport size photographs

3.1.2 Visa applications generally take seven (7) days to process for visa stamping.

3.2 New (Off-Shore) Visa Application

Students may apply for a visa prior to their arrival in the UAE as outlined below:

- 3.2.1 Complete and return the International Student Arrival Information form (F-MKT-DB-1.3 - which will be emailed to you by UOWD staff).
- 3.2.2 Submit a copy of the airline ticket
- 3.2.3 Both 3.2.1 and 3.2.2 must be submitted to the UOWD **at least 72 hours prior to arrival.** (Not including Friday and Saturday or public holidays)
- 3.2.4 Applications will be processed and visas will be deposited electronically at Dubai airport. For all other airports, visas will be delivered to the airport for collection.
- 3.2.5 Failure to adhere to 3.2.3 may result in your visa not being deposited at the airport.

3.3 New (On-Shore) Visa Application

Students may apply for a student visa whilst on a visit or transit visa or when their visa has been cancelled by:

3.3.1 Following the steps as outlined in 3.1.1 above; AND

3.3.2 Leaving the country and returning on a student visa; OR

3.3.3 Paying the relevant fee (as quoted by the delegated staff member of the Registrar's office) for the visa to be amended to the status of Student.

3.4 Renewal of Visa

Students' visas are generally issued for a period of 12 months (1 year). Students are required to renew their visa should they be continuing with their studies beyond a one year period.

3.4.1 Complete the Visa Application – New, Renewal, Cancellation form (F-REG-DB-6.4) and submit, with supporting documentation as listed below, to the nominated staff member of the Registrar's Office.

- Original passport
- Receipt of renewal visa fee and health insurance
- 5 passport size photos

4.0 Medicals

All students applying for a new or renewing an existing visa are required to undertake a medical examination as part of their visa application. Medicals are arranged by the Registrar's department with the UOWD's preferred medical provider and are conducted on a weekly basis.

4.1 Arriving on Campus

Students must visit the Registrar's Office during business hours and within 48 hours of arrival (if possible) and bring with them the following:

- Original passport
- Original visa
- 4 passport size photographs

4.2 Medical Examination

All students must attend and pass a medical examination. The examination will take place at a Ministry of Health approved hospital or clinic.

4.2.1 At the time of submitting their passport for processing, students will receive the Medical Fitness Report request which will require the student to attend their medicals within one week.

4.2.2 Students passing their medical will be advised by the Registrar's department, generally within three (3) working days of their medical examination.

4.2.3 Passports for those who have passed their medical will be sent to immigration for final stamping.

4.2.4 The Registrar's department will advise students via SMS, to collect their passports once stamping has been completed.

4.2.5 Medical insurance will be valid ONLY when final stamping (4.2.4 above) has been completed. Students are advised to arrange interim health insurance for the period of arrival through until final stamping occurs.

5.0 Health Insurance

Under the UAE's Student Visa Immigration policy, all students must have health insurance - either private insurance or insurance arranged through the UOWD's preferred provider.

5.1 Health Insurance (UOWD)

- 5.1.1 Health insurance is provided by AXA Gulf; details of which can be obtained by visiting http://www.axa-gulf.com/axa_home.asp?pageid=23&cntry=1
- 5.1.2 On behalf of students, the UOWD will apply for health insurance and will advise students, via SMS and SOLS, when insurance cards are ready for collection.
- 5.1.3 Health Insurance is renewed on an annual basis and students are required to pay the relevant fee at the time of applying to renew their visa.

5.2 Health Insurance (Private)

- 5.2.1 Students who have private health insurance must have valid insurance for a minimum period of six (6) months.
- 5.2.2 Students must provide UOWD with the original policy which will be copied and kept on the student's file.
- 5.2.3 Students must renew their health insurance as required by their provider, or pay the relevant fee to access the health insurance scheme of UOWD's preferred provider.

6.0 Cancellation of Visas

Student visas require 3 (three) working days to be cancelled, and 14 (fourteen) working days for refunds to be processed.

- 6.1 Complete the Visa Application – New, Renewal, Cancellation form (F-REG-DB-6.4) and submit it along with the passport, to the nominated staff member of the Registrar's Office.

6.2 Non-Compliant Students

Students who have not abided by the rules as set out in the Visa Policy (PP-REG-DB-1.1) and have not responded to requests from Registrar staff to cancel their visa within 14 days will:

- 6.2.1 Have their visa cancelled automatically;
- 6.2.2 be required to leave the country within 30 days in accordance with UAE immigration laws or make alternate arrangements with another sponsor.
- 6.2.3 Any funds (visa deposit) held by the UOWD will be forfeited should the student not complete the relevant form (Fee Refund or Transfer Request – F-FIN-DB-5.1) within 1 (one) year from the time of cancellation.

7.0 Rejected Visa Applications

Students applying for a visa may have their application rejected under the following circumstances:

- Immigration may reject a student's application;
- Student did not pass the medical;
- At the discretion of the Registrar, an application may be rejected.

- 7.1 The Registrar's department will advise students in case of rejection of application.

- 7.2 Students will be required to complete the Fee Refund or Transfer Request form (F-FIN-DB-5.1) and submit to the Registrar's department.

- 7.3 Students must make arrangements for an alternate sponsor or where a student has not passed the medical, make arrangements to leave the country.
- 7.4 Students who are required to leave the country must provide the Registrar's department with their flight details so that the student's passport can be deposited at the airport for student collection.

8.0 Related Documents

Visa Policy	PP-DB-REG-1.2
Visa Application – New, Renewal, Cancellation	F-REG-DB-6.4
Student Arrival Information	F-MKT-DB-1.3
Student Attendance Policy	PP-REG-DB-6.1
CLC Student Attendance Policy	PP-CLC-DB-5.1
Fee Refund or Transfer Request	F-FIN-DB-5.1

Modification History

Version - No. and Date:	Modification Details :