

<b>Subject:</b>	<b>Student Visa Sponsorship – Visa / Passport / Deposits</b>
<b>Policy No:</b>	PP-REG-DB-1.1
<b>Version:</b>	V8-22 Apr 08
<b>Effective Date:</b>	Immediately
<b>Contact:</b>	Registrar

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## 1. Sponsorship

Sponsorship is only available for students enrolled on a full-time basis in any program.

For Undergraduate students, procedures for sponsorship cannot commence until the enrolment has been completed and after the student has accepted an offer of a place and has paid in full for three (3) 0-level General Education subjects (please refer to the policy entitled “Undergraduate Fees & Refund Policy” for exact amount). For Postgraduate students, procedures for sponsorship cannot commence until the enrolment has been completed and after the student has accepted an offer of a place and has paid in full for two (2) subjects (please refer to the “Postgraduate Fees and Refund Policy’ for exact amount).

After the initial enrolment, sponsored students can make use of the various payment plans put into place, on the understanding that failure to adhere to the terms of a particular payment plan will result in the student reverting back to the Traditional Payment Plan and paying the applicable late payment fees.

## 2. Rejected Visa Applications

2.1 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. Students whose applications are rejected by Immigration will have all their tuition fees refunded less an AED 500 administrative fee. The sponsorship deposit will be refunded less any official processing charges already levied.

2.2 At the University’s discretion, the University may choose not to re-sponsor a student who has been excluded from the University for academic or non-academic reasons.

## 3. Visa fee for Sponsored Students

3.1 Students are required to pay a visa fee of AED 6,000 for sponsorship. A minimum balance of AED 2,500 is required at all times and the student is expected to replenish the deposit when the balance drops under the AED 2,500 amount. The visa fee covers:

- Visa processing costs related to visa application only for the first year. Subsequent visa renewal fees are covered by the student after first year.
- A non-refundable administration fee of AED 1,000.
- AED 1,200 for compulsory health cover with the University Health Insurance provider.
- A bond of AED 2,500 is incorporated in the AED 6,000 visa fee for a single, one-way economy flight home in case of immigration complications.

- 3.2 Students must have their deposit balance at AED 2,500 prior to leaving for summer break or an approved leave of absence.
- 3.3 A student's visa is normally valid for a period of 12 months. For students in the undergraduate program, there will need to be 2 or 3 renewals. The actual processing charge is to be paid on each occasion at the existing Immigration Department as well as health insurance rates.
- 3.4 Students who have not reserved accommodation in the University's Residences are responsible for finding their own accommodation and are responsible for all expenses and charges incurred in connection with their accommodation, e.g. rent, key deposit, DEWA, Etisalat and damages.

#### **4. Responsibilities of Sponsored Students**

- 4.1 It is the responsibility of the student to ensure that their visas are renewed before the visa expiry date. Visa renewal takes 3-4 business days and visa renewal can take place only once the student has made the required visa renewal payment and submitted two (2) photographs.
- 4.2 All sponsored students are required to inform the Registrar's department if their contact details change. Failure to do so may result in blocking their grades online for viewing.

#### **5. Request to take a Leave of Absence**

- 5.1 Students who want to take a leave of absence for a period not exceeding one (1) academic year and continue sponsorship must:
  - enroll as full-time in the following session and apply in writing for leave of absence,
  - have their deposit balance at AED 2,500.

Minimum number of subjects to be considered as full-time:

- Postgraduate: 2 per session,
- Undergraduate: 5 per session (0-level)/ 3 per session(100-level),
- Centre for Language and Culture courses: 15 weeks (full-time program).

#### **6. Students Returning to UAE for Graduation Ceremony**

The University will sponsor and organize a one-week visit visa for students returning to the UAE to attend their Graduation Ceremony. Students will bear the cost of the visit visa for attending the Graduation Ceremony.

#### **7. Employment of Sponsored Students**

Current labour laws of the UAE do not permit students on University sponsorship to undertake paid employment in any capacity.

Students however, may undertake internships within the Dubai Technology and Media Free Zone provided they satisfy the following conditions:

- a) enrolled on a full-time basis in any program;
- b) have completed at least one(1) semester and achieved a GPA of 3.0 or above.

## 8. Cancellation of Visa

### A students 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 a) making arrangements to leave the country or b) secure other sponsorship. Arrangements for a) and b), are to be completed within 30 days of cancellation.
- All graduating students' visas will be cancelled following Graduation committee's confirmation of the students' eligibility to graduate.
- When a student does not maintain a full-time study status in a session, other than those who have been granted a leave of absence.
- When a student has outstanding fees or late payment charges and does not pay fees in accordance with the payment terms and conditions specified in the Undergraduate Fees and Refund Policy or Postgraduate Fees and Refund Policy.
- When a student has been convicted of a criminal offence where the University of Wollongong in Dubai 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 fails to meet the minimum rate of academic progress requirements as per the relevant conditions detailed in Minimum Rate of Progress policy (PP-REG-DB-2.6) or in case of non-attendance for two consecutive sessions. The University reserves the right to check the student's academic results and class attendance.
- 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 Registrar's department in writing before taking the semester off. This will result in the automatic cancellation of the student's visa once they leave the country. Students are not allowed to take the semester off and remain on the university sponsorship at the same time. However, students who take a summer break may remain on the university visa provided they have their visa deposit balance at 2500 Dirhams prior to taking a summer break.

After cancellation of visas, students need to contact the Accounts department only for any questions related to visa balance refund. If students have any fines or outstanding balances during visa processing, it will be deducted from the visa balance. Visa balance refund will be determined only after cancellation of visas.

## 9. Documentation Required for Processing Visa

- Copy of Passport (including passport expiry page)
- Copy of tuition fee payment receipt
- Copy of Visa fee payment receipt
- Copy of offer letter (Offer of admission)
- 5 Passport size photographs
- Copy of Visit visa or transit visa or Cancellation document (not required for students outside the country)

## 10. Records and Review

Records pertaining to transactions with the UOWD Public Relation officer (PRO) and Immigration authorities, regarding the process of Visa attainment, are kept and maintained by the Registrar's Office.

This policy will be reviewed no less than once every 2 years from the date of creation or most recent review.

## 11. Related Documents

Undergraduate Fees and Refund Policy	- PP-FIN-DB-4.4
Postgraduate Fees and Refund Policy	- PP-FIN-DB-4.5
Minimum Rate of Progress Policy	- PP-REG-DB-2.6
Enrolment Policy	- PP-REG-DB-7.1
Rules for Student Conduct and Discipline	- PP-COR-DB-06.01

### Modification History - Student Visa Sponsorship – Visa / Passport / Deposits

<b>Version - No. and Date:</b>	<b>Modification Details</b>
V4 July 04	Changed from form format to policy format
V5 February 05	Combined REG-1.1 and REG 1.2 / updated staff responsibilities
V6 18 Dec 05	Updated 5.1 from CES to CLC
V7 09 Apr 08	Updated the policy throughout to reflect change in the process.
V8 22 Apr 08	Updated Section 1 of the policy regarding enrolment requirements for undergraduate students to be on university sponsorship. Added a clause in section 2 relating to re-sponsoring of excluded students.