

<b>Subject:</b>	<b>Student Visa Sponsorship Procedure</b>
<b>Policy No:</b>	PP-REG-DB-1.1.1
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<b>Effective Date:</b>	Immediately
<b>Contact:</b>	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 Language Studies Centre (LSC).

## 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 an LSC program or a GFC program followed by a degree program. Visa applications cannot be processed until all conditions, if applicable, have been met.

- 3.1.1 Complete the New Visa Application form and submit with supporting documentation as listed below, to the Registrar's Department in person (on-shore applicants) or via email (off-shore applicants) [studentvisa@uowdubai.ac.ae](mailto:studentvisa@uowdubai.ac.ae) :
- "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.

### 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 Once your visa is ready, complete and return the International Student Arrival Information form (F-MKT-DB-1.3 - which will be emailed to you).
- 3.2.2 Scan and email a copy of your airline ticket
- 3.2.3 Both 3.2.1 and 3.2.2 must be emailed **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 at - the airport of arrival.
- 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 per the visa application) for the visa to be amended.

### **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 Renewal Application form –and submit, with supporting documentation as listed below, to the nominated staff member of the Registrar's Department.
  - Original passport
  - Receipt of renewal visa fee and health insurance
  - 5 passport size photos
  - Copy of Emirates ID Application Form or valid Emirates ID card
- 3.4.2 Students must submit their visa renewal documents at least one month prior to the date of visa expiry. Failure to do so may result in delays with visa processing and subsequent cancellation of a student's visa.

## **4.0 Medicals**

All students (new and renewing) are required to undertake a medical examination as part of their visa application. .

### **4.1 Arriving on Campus**

Students must visit the Registrar's Department 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
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### **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 a passport for processing, the Registrar's Department will provide students with a 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. Visit <http://www.uowdubai.ac.ae/international-students/student-visa/health-insurance> for details.

### **5.1 Health Insurance (UOWD)**

- 5.1.1 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.
- 5.1.2 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 this 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
LSC Student Attendance Policy	PP-LSC-DB-5.1
Fee Refund or Transfer Request	F-FIN-DB-5.1

**Modification History**

Version - No. and Date:	Modification Details :
V1 13 Apr 2010	
V2 28 May 2013	<ul style="list-style-type: none"> <li>-Throughout the document changed CLC to LSC</li> <li>- Section 3.1 – added GFC program</li> <li>-Section 3.4.1 – renamed the renewal form; added Emirates ID</li> <li>-Section 3.4.2 - added a clause for renewing visa one month prior to expiration</li> <li>-Other minor wording modifications.</li> </ul>