

## Student Residence Visa Application Form

(Fill in capital letters as per passport. Incomplete application form without mandatory documents is not acceptable.)

### 1. Student Particulars:

**Name of the Student** : \_\_\_\_\_

**Application / Institute ID No** : \_\_\_\_\_

**Date of Birth** : \_\_\_\_\_ **Gender** : M ☐ F ☐

**Passport Number** : \_\_\_\_\_ **Date of Expiry** : \_\_\_\_\_

**Nationality** : \_\_\_\_\_ **Religion** : \_\_\_\_\_

**Contact Telephone Nos.**

**UAE** : \_\_\_\_\_

**Native Country** : \_\_\_\_\_

**Email ID** : \_\_\_\_\_

**Residential Status** : Day Scholar ☐ BPDC Hostler ☐

### 2. Parent / Guardian Contact Details:

**Parent / Guardian Name** : \_\_\_\_\_

**Contact Telephone Nos.**

**UAE** : \_\_\_\_\_

**Native Country** : \_\_\_\_\_

**Email ID** : \_\_\_\_\_

### Enclosures\*:

1. Duly filled Dubai Technology and Media Free Zone Authority (DTMFZA) Student Undertaking Form
2. Clear photo copy of the passport with the **validity period of 7 months**
3. Passport Size Photos (White background – not older than 1 month) - 3 Nos.
4. Clear photo copy of the Undergraduate / equivalent certificate (higher degree programme student only)
5. Valid Health Insurance Card acceptable in UAE (or) Medical Insurance fee receipt
6. Emirates ID Card Copy (if applicable) – If the student had been in UAE earlier with UAE residence visa

**\* Submission of colour scanned copy of all the above documents (in jpeg format) is mandatory by email to [nasir@dubai.bits-pilani.ac.in](mailto:nasir@dubai.bits-pilani.ac.in).**

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Higher Degree Programme students are required to submit attested UG Certificate by the UAE Embassy, if the age is above 30.

I have read, understood and accept the terms and conditions of the student residence visa and request for student residence visa facilitated by BITS Pilani, Dubai Campus. I am enclosing all the documents mentioned above and also agree to abide by the rules and regulations set by the Institute, DDA, DIAC, DNRD and Govt. of U.A.E.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

For Office Use

**Forwarded to Admin Dept. for Visa Process**

**Approved for Visa Process**

**In-charge - Admissions Dept.**

**In-charge - Administration Dept.**

**Date:**

**Date:**

## Student Residence Visa Terms and Conditions

1. It is mandatory for all students to have a valid U.A.E. residence visa to study at BITS Pilani, Dubai Campus (**BPDC**).
2. If the parent or guardian cannot sponsor the student or if the student is a non-resident of UAE, then the BPDC can facilitate U.A.E. Student Residence Visa (**visa**) under the sponsorship of Dubai Development Authority (**DDA**) through Dubai International Academic City (**DIAC**) subject to the submission and approval of necessary documents given in the student residence visa application form (**visa form**), rules & regulations of BPDC and Government of UAE (**Govt**). As a facilitator, BPDC only co-ordinates between DDA and students for obtaining the visa.
3. The visa is valid for one year and is subsequently renewable every year. The issue of fresh visa and renewal of visa are subject to the submission of necessary documents and as per rules and regulations of BPDC, DDA, DIAC, General Directorate of Residency and Foreign Affairs Dubai (**GDRFAD**), Ministry of Health (**MOH**) and Govt. **BPDC is not responsible for any delay or non issuance of new visa or rejection of visa renewal by the Govt.**
4. The rules & regulations regarding conditions for visa issuance of GDRFAD, MOH and Govt may change from time to time.
5. The mandatory documents as mentioned in the visa form should be submitted on or before the scheduled date by the BPDC Admissions Department and/or BPDC Administration (Admin Dept.).
6. For visa renewal either the student should submit the necessary documents on or before the scheduled date by the Admin Dept or at least 8 weeks before the actual visa expiry date stamped in the passport.
7. Submission of invalid documents or non submission of required documents or late submission of required documents, or delaying the visa medical and/or related formalities beyond the scheduled date by DHA / National Emirates ID Authority (EIDA) / Institute will lead to immigration fines and penalty. The student is responsible for such fines and penalty.
8. Valid health insurance is mandatory. Students are required to undergo a medical examination as prescribed by MOH / GDRFAD in the specified Govt. hospitals after their arrival in UAE to stamp the multiple entry visa in their passport. The medical examination and the related process usually take 3 – 5 weeks. If any student is declared medically unfit by MOH/GDRFAD, his/her residence visa will not be stamped / renewed and the student should leave the country immediately after canceling the visa.
9. After the visa stamping in the passport, student can travel outside UAE any number of times with the prior approval of BPDC. **Student should not stay outside UAE for more than 180 days continuously after the visa is stamped on the passport. If the student stays beyond 180 days, his visa becomes invalid and will not be allowed to enter UAE**
10. **Visa facilitated by BPDC is for the purpose of education only and students are not permitted to work.**
11. Student should contact the Admin Dept at least a month before the visa expiry for the visa renewal.
12. Student should pay **Dhs.2,900/-\*** for fresh visa & related service fee. The amount paid towards fresh visa & related service fee is non-refundable.
13. In case of students, who are a resident of U.A.E. on their own visa sponsorship and wish to come under the visa facilitated by the Institute by in-country & local amendment should pay a sum of **Dhs. 4,700/-\*** towards fresh visa and related service charges. In such case, the student is required to submit the original passport and visa cancellation paper immediately after the cancellation of the existing visa along with all other required documents to process the student visa.
14. Students should pay a sum of **Dhs.2,150/-\*** per year towards visa renewal and related service charges.
15. The visa and related services fee includes **Dhs 280/-** towards mandatory EIDA Card\*\* issued by Govt.
16. The visa renewal and related service charges should be paid before applying for subsequent year visa renewal.
17. The visa cancellation can be done only inside UAE by DDA through BPDC. After completion of the program and/or before leaving the Institute, the student residence visa must be cancelled by the BPDC Admin Dept irrespective of the visa validity stamped in the passport of the student. Hence student must complete the necessary formalities including submission of the original passport, EIDA card and payment of cancellation fees (Normal process **AED 850/-** with time frame of 10 to 15 working days) as informed by the Admin Dept. Students who have stayed outside UAE for more than 180 days continuously are also required to cancel their visa through Admin Dept even though the visa is invalid.. Failure to do so will result in serious consequences as per rules and regulations of Institute, DDA, GDRFAD and Govt.
18. Students should keep themselves updated about the rules and regulations pertaining to the terms and conditions of their residence visa as stipulated by GDRFAD.
19. Student should abide by all the rules and regulation of the BPDC, DDA, GDRFAD and Govt. Non-compliance of any laws and regulation by various Authorities may lead to penalty including deportation for which BPDC is not responsible.
20. Cancellation of Entry permit will take a minimum of 10 to 15 working days.

\* **All the fee charges as mentioned above for visa& related services are indicative only and or subject to change as per rules and regulations of the Institute, DDA, DIAC, GDRFAD and Govt .**

\*\* **With regards to EIDA log on to <https://u.ae/en/information-and-services/visa-and-emirates-id/emirates-id>**

**The student should notify any changes in the information given in the visa form and/ or passport to the Admin Dept**

**Signature of the Student**



### **Student Undertaking:**

1. By accepting the offer of enrolment. The Student hereby covenants the following:

- (i) While enrolled in the Institution 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 implemented by DIAC time to time:
- (v) The Student acknowledges he/she is primarily responsible for his/her conduct, attitudes and general education while he 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 Institution 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 non performance of the Student Sponsorship Agreement or otherwise under these terms and conditions:
- (vii) The Student agrees that DTMFZA is authorized to initiate whatever reasonable disciplinary measures DTMFZA deems necessary in relation to the conduct of the Student as a result of any act. 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 DTMFA 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 undertakings 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 voluntarily executes this Undertaking upon his free will and accord and acknowledges that he/she have read and understood the contents therewith.

Signed by:

Name:

Nationality:

Passport No: