

## 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 <input type="checkbox"/> F <input type="checkbox"/> |
| Passport Number               | : |                                      | Date of Expiry |   |
| Nationality                   | : |                                      | Religion       |   |
| Contact Telephone Nos.        |   |                                      |                |   |
| UAE                           | : |                                      |                |   |
| Native Country                | : |                                      |                |   |
| Email ID                      | : |                                      |                |   |
| Residential Status            | : | Day Scholar <input type="checkbox"/> | BPDC Hostler   | <input type="checkbox"/>                                |

### 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) - 10 Nos.
4. Clear photo copy of the Undergraduate / equivalent certificate (higher degree programme student only)<sup>#</sup>

\* **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).**

**# 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, DKP, 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 parent or guardian cannot sponsor the student or if the student is a non-resident of UAE, then BPDC can facilitate U.A.E. Student Residence Visa (**visa**) through Dubai Knowledge Park(**DKP**) and 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**). DKP is the visa sponsor as they are providing the visa to the students. As a facilitator, BPDC only co-ordinates between DKP and students for obtaining the student 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, DKP, DIAC, Department of Naturalization & Residency Dubai (**DNRD**), 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 DNRD / MOH 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 Administration and/or Admissions Department or at least 8 weeks before the actual visa expiry date of already stamped visa in the passport.
6. Students are responsible for fines, if any, in case of submission of invalid documents or non submission of required documents or late submission of required documents, delaying the visa medical and related formalities after the duly scheduled by DHA / Emirates ID Authority / Institute.
7. Valid health insurance is mandatory. Students are required to undergo a medical examination as prescribed by MOH / DNRD 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 6 – 9 weeks. If any student is declared medically unfit by MOH/DNRD, his/her residence visa will not be stamped / renewed and the student should leave the country immediately after canceling the visa.
8. 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.**
9. **Visa facilitated by BPDC is for the purpose of education only and students are not permitted to work.**
10. Student should submit their National ID card (EIDA) while submitting their passport for all visa related transactions.
11. Student should notify the Institute at least a month before about the actual expiry of their visa for its renewal accordingly.
12. Student is required to 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, student is required to submit the original passport and visa cancellation paper immediately after cancellation of the existing visa along with all other required documents to process the student visa. Student is responsible for fines, if any, in case of submission of invalid documents or non-submission of required documents or late submission of required documents and delaying the visa medical and related formalities on scheduled date.
14. Students should pay a sum of **Dhs.2,150/-\*** per year towards visa renewal and related service charges.
15. All the above visa and related services fee includes Dhs 280/- towards mandatory National Emirates ID (EIDA) Card\*\* issued by Govt. of UAE.
16. The visa renewal and related service charges should be paid before applying for subsequent year visa renewal.
17. Students must cancel their visa irrespective of the visa validity after completion of the program and / or before leaving the Institute by completing the necessary formalities and fees as indicated by the Administration Dept. of BPDC. The visa cancellation should be done only after submission of the original passport and EIDA card. Students who have stayed outside UAE for more than 180 days continuously are also required to cancel their visa. The visa cancellation can be done only by DKP inside UAE. Failure to do so will result in serious consequences as per rules and regulations of Institute, DKP and Govt. of U.A.E.
18. Student should abide by the rules and regulation of the BPDC, DKP, DIAC, DNRD and Govt. of U.A.E. Violation of any laws of U.A.E. by the student may even lead to deportation, for which BPDC is not responsible and the student should bear all the related expenses.
19. 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, DKP, DIAC, DNRD and Govt of U.A.E.**

\*\* **For more details regarding National ID Card (EIDA) log on to [www.eida.gov.ae](http://www.eida.gov.ae)**

**In case of any changes in the personal information provided in the visa form, the student should notify the same to the Administration Department of BPDC immediately.**

\_\_\_\_\_  
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 hipster 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: