

SKYLINE UNIVERSITY COLLEGE



HUMAN RESOURCE DEPARTMENT

STUDENT VISA APPLICATION GUIDELINES AY 2012-2013

University City of Sharjah
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I. NEW VISA

- a. The SUC grants student visa to students selectively on the merit of each request. Admission to the SUC cannot therefore be construed or deemed as a right for obtaining visa. Marketing & Registration department fill in Student Visa Processing Request Form on receipt of the request.
- b. Visas are granted for enrollment in the SUC's program only.
- c. The student visa sponsored by the SUC will be for the period of study undertaken by the student and will be cancelled once the student completes his study with the SUC. The visa will be cancelled within two months (60 days) from the date a student is awarded his/her degree.
- d. The student visa is granted by the Ministry of Interior, General Directorate for Naturalization & Residence, and United Arab Emirates generally for a period of 3 years. The visa is extended (renewed) if the student continues to be a bona-fide student of the SUC.
- e. Documents required for processing student visa are:
 - i. Photocopy of student's passport pages detailing personal details, date of issue and expiry. The passport must be valid for a minimum period of 8 months at the time of request for processing of student visa.
 - ii. 12th standard certificate in English or Arabic or a notarized copy of English translation if the certificate is in any other language.
 - iii. 12 passport sizes colored photograph of the student (White background).
 - iv. Student must be outside UAE at the time of processing of visa. Students on visit/transit visa at the time of seeking admission in the SUC's program must exit from UAE before their visa can be processed. A photocopy of their passport page exit stamp must be faxed to the Marketing and Registration department.
 - v. Visa processing fee (visa processing at the time of entry and visa cancellation at the time of exit).
- f. Original copy of student visa will be deposited by the SUC PRO at the airport of entry of the student. The student will be received by the SUC PRO and taken to the hall of residence promoted by the SUC. Student must hand over the original visa document and original passport to the SUC PRO for safe keeping and processing of residence visa.
- g. Original copy of student visa can be handed over to student's relative or guardian for submission at the airport of entry and receiving of student on the submission of a guarantee passport which will be returned to the relative or guardian on submission of the original visa document stamped by Immigration

Authorities at the point of entry into UAE and original passport to the SUC authorities.

- h. The student will be required to undergo and pass a medical examination undertaken by the UAE Health authorities before his residence visa can be processed. The SUC PRO will assist the student in this process.
- i. Any change in the student's place of residence, postal address, telephone number/s must be notified to the SUC authorities immediately.
- j. The student is prohibited to take up any employment while he/she holds the SUC visa.
- k. The SUC's HR Department will retain the safe custody of the student's passport during the period of the students study in the SUC. Any willful negligence or disregard of this essential proviso will lead to disciplinary action being initiated against the student. All such action will be initiated by a Disciplinary Committee constituting representatives from the Human Resource Department, Finance Department, Administration Department and Academics and recommendation presented to the President for his approval and ratification. There will be no appeal against action initiated by such committees once ratified by the President.

GUIDELINES FOR INTERNATIONAL STUDENTS

Student's visa

PRO provides essential assistance and support to international students to help them better adapt to life at Skyline. Among its many tasks is to help international students comply with immigration regulations during their time at the university.

New International Students with no UAE residence permit

Once an international student is accepted by SUC, the Marketing department sends the Student Visa Request Form to administration, which must be submitted along with one passport copy and eight passport-size photographs. Administration department after checking the documents forward the application to HRD/PRO. PRO then applies for the student's residence visa through the Department of Immigration in Sharjah. After the visa has been issued, the HRD sends intimation to Marketing along with scanned copy of visa. Marketing department will forward the scanned copy to student via email or fax.

VISA FEE

PARTICULARS	2010-2011
Visa – (3 Year residence- Health Card) Subject to change as per Govt. Regulations	AED 5500/-
Visa renewal with Health Card – For 1 Year Subject to change as per Govt. Regulations	AED 2750/-

**Note: The procedures / rules/Fee detailed here are for Information only and are subject to change from the immigration without prior notice.*

STUDENTS ARE KINDLY REQUESTED TO DO THE FOLLOWING:

BEFORE ARRIVAL:

- ✓ Make travel reservations to the UAE as soon as possible.
- ✓ Notify Marketing & HR Department of flight details (flight number, airport, arrival date and time) through e-mail at admissions@skylineuniversity.com/hrd@skylineuniversity.com
- ✓ On your departure, pack all SUC correspondence (letter of admission or transfer evaluation) and items of identification (valid passport and visa copy) in your carry-on luggage.
- ✓ Present the visa copy at the Visa Collection Counter in the airport where you arrive (whether Sharjah or Dubai Airport). The original copy will be placed there.

AFTER ARRIVAL:

- ✓ Look for the Skyline SUC Representative at the airport with your name board.
- ✓ You must visit HRD to submit your original visa and passport in order to stamp the permanent residence on your passport. The visa that you will pick up from the airport is valid only for 60 days from the date of entry.
- ✓ Make sure the visa processing fee has been paid along with other fee.

ISSUANCE AND RETURN OF PASSPORT TO/BY STUDENTS

- a. The passport will be released to the student for their use (travel, renewal, presentation for verification by government authorities etc) as per the existing Rules and Regulations of SUC
 - i. The Passport Withdrawal Application Form is available on the students portal, duly completed by the student should be submitted to the HR Department at least 48 hours in advance prior to the requirement of the passport. Exception to the time limit may only be allowed only in case of extreme urgency or exigencies.
 - ii. The student should submit duly completed form approved by Head of Administration & Examination and Head of Finance Department to HRD.
 - iii. Students are required to deposit Dhs2500/- as security deposit with the Finance Department. The deposit will be refunded to the student after the SUC visa is cancelled and student provide HR Department with exit stamp.
 - iv. After graduation if a student would like to withdraw their passport they need to deposit an additional amount of Dhs5000/- as security deposit with the Finance Department. The deposit will be refunded to the student after the passport is returned to the SUC's HR Department.
- b. The passport must be returned to the SUC for safe keeping on or before the date specified in the Passport Withdrawal Application Form. Failing to do the same will lead to disciplinary procedure.
- c. The student must notify the SUC Authorities (HR Department) in writing if he/she is unable to return the passport on the date specified in the Passport Withdrawal Application Form on or before the due date of return.
- d. Failure to return the Passport within 7 days of the due date of return will result in the SUC notifying the Ministry of Interior, General Directorate for Naturalization & Residence United Arab Emirates and putting up the case as absconding.

II. VISA RENEWAL

- a. The student visa is granted by the Ministry of Interior, General Directorate for Naturalization & Residence, and United Arab Emirates generally for a period of 3 years. The visa is extended (renewed) if the student continues to be a bona-fide student of the SUC.
- b. Documents required for processing renewal of student visa are:
 - 6 passport size photographs.
 - Visa renewal processing fee at the time of renewal
- c. The student will be required to undergo and pass a medical examination undertaken by the UAE Health authorities before his residence visa can be renewed. The SUC PRO will assist the student in this process.

III. VISA TRANSFER

The request for transfer of visa will be considered only:

- Two years from the commencement of the degree program enrolled in and after all financial obligation have been cleared for the two years of study.
- b. After completion of one year from the issuance of residence permit by the Ministry of Interior, General Directorate for Naturalization & Residence, United Arab Emirates and clearance of all financial obligations for a period of at least 2 years study with the SUC.

a. TRANSFER OF SPONSORSHIP

From a Sponsor to SUC sponsorship

1. Parent/ Husband/Govt.
 - Visa validity should be 2 months
 - Passport validity should be 8 months
2. Company/Any other

- Transfer is not possible, it has to be cancelled by the student and only after that we can apply for the visa.

Time required for Visa Issuance:

- Normal Visa will take 15 days (2 weeks) or 10 working days (Excluding official holidays and weekends)
- Urgent visa will take one week or 5 working days
- If the student is already having Transit/ Tourist visa, visa processing will not be started unless we receive exit stamp along with the form.

Suggestions:

- Include country no. in application form

Note:

- Visa processing will start next day after receiving the form from Administration.
- All the categories in the form should be duly filled otherwise the form will not be accepted.
- The procedures / rules detailed here are for information only and are subject to change from the immigration without prior notice.

IV. VISA CANCELLATION

- a. The student visa sponsored by the SUC will be for the period of study undertaken by the student and will be cancelled once the student completes his study with the SUC. The visa will be cancelled within two months (60 days) from the date a student is awarded his/her degree.
- b. The visa may be cancelled on the recommendation of the Head of Academics and the Administration Department if the student fails to maintain his/ her academic standing in the program of his studies or is continuously absent for a period of more than 2 weeks without notice or fails to maintain minimum attendance in courses in a semester as per the SUC's attendance policy.
- c. The student fails to meet his/her financial obligation to the SUC.
- d. The visa will be cancelled if student is involved in acts of indiscipline or acts of vandalism if recommended by a SUC's Disciplinary Action committee.
- e. A student has 28 days to exit from UAE from the date of cancellation of his/her visa.

WHEN TO CONTACT PRO

International students must consult the PRO when:

- Applying to extend or change your visa
- Transferring to or from the university
- Leaving the university for any reason
- Planning to leave and re-enter the UAE while still a student
- Passport withdrawal or submission.