



**SZABIST VISA APPLICATION FORM**

DATE: \_\_\_\_\_

PROGRAM AND REGISTRATION NUMBER

EMAIL: \_\_\_\_\_

**PASSPORT INFORMATION**

FULL NAME \_\_\_\_\_

NATIONALITY \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_

Type of Visa Service:

Normal

Urgent

Express

Address Outside UAE: \_\_\_\_\_ MOB.: \_\_\_\_\_

Address Inside UAE: \_\_\_\_\_

Signature of the Applicant

**PARENT OR GUARDIAN CONTACT INFORMATION**

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

.....  
**ADMISSION MANAGER**

.....  
**FINANCE OFFICER**

.....  
**HEAD OF CAMPUS**

Remarks :.....

*Undertaking Letters and Visa details are attached with the form*



## Student Visa Details

Students and parents are advised to go through the document carefully to keep themselves aware of various procedures.

### Requirements

The following documents are required for the process of Entry permit:

- Visa Application Form.
- One (1) color copy of student passport
- Updated photograph with white background (soft copy)
- The applicant's passport must have a validity of at least six (6) months.
- Smart ID card copy for Pakistani Nationals.

### In Country application

The following document is required for submission by in-country applicants in addition to the above:

- The original cancellation paper (must have at least 15 days validity).

### Duration (This is subject to a security check with the Immigration Department)

- Regular Processing: **30 Working days.**
- Express Processing: **15 Working days.**
- SZABIST is not responsible for any delays in the above processing time

### **Fees**

- New Visa Processing Fees for One Year: **AED 2835/- (Including 5% VAT) (Including Medical, Emirates ID and Stamping)**
- Medical Insurance Not including in above package.
- In country Applicant: **AED 1785/- (Including 5% VAT) (If required)**
- Local Amendment: **AED 1050/- (Including 5% VAT) (If required)**
- Visa Security Deposit: **AED 4000/- (Refundable)**
- Visa Cancellation: **AED 577.50/- (Including 5% VAT)**
- Visa Renewal Fees: **AED 2415/- (Including 5% VAT) (Renewal)**
- 50 % Advance Tuition Fees for Full course Load. (The PRO is not authorized to make any concessions in this amount)

### Note:

- The Student Visa (Entry Permit) is valid for sixty (60) days commencing from date of issue.
- Residence stamping on the passport must be completed within sixty (60) days commencing from date of arrival into the country, in order to avoid overstay fines.
- The in-country applicant must pay a fee along with the Student Visa package. If the applicant does not want to exit from the country, then an additional fee must be paid for the local amendment.
- The Student Residence Visa is valid for one (1) year commencing from Residence Visa stamping date.
- Students will get a reminder for renewal of VISA and Emirates ID from PRO, and students are strongly urged to respond promptly to avoid any delays that can also lead to fines.
- VISA renewal delays by student can result in fines by TECOM Immigration Authorities and the exact amount will be informed by TECOM once the VISA application has been submitted.
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations

**UNDERTAKING LETTER**

Name of the Student: \_\_\_\_\_ Program: \_\_\_\_\_ Reg. No: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Contact (Home Country): \_\_\_\_\_

Guardian's Name (Inside UAE): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Guardian's Name (Outside UAE): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email of the Student: \_\_\_\_\_ Email of the Guardian: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Address Inside UAE: \_\_\_\_\_

Person to contact in case of emergency (UAE): \_\_\_\_\_ Contact: \_\_\_\_\_

I, the undersigned, hereby undertake to:

- Use the sponsorship of SZABIST Dubai Campus only for the purpose of studying in SZABIST Dubai.
- Inform SZABIST Dubai Management in writing whenever I leave the UAE, while on SZABIST Dubai sponsored student visa.
- Be liable to be reported as absconder if I did not report to the University for more than 14 days of continuous absence, without valid reason intimidated.
- Abide by the DIAC student Enrollment Contract and shall not be involved directly or indirectly in any sort of illegal activity.
- Inform the Public Relations Officer in writing if I am unable to come to University for more than one week.

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**Signature of the Student**

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**Head of Campus**

**Student Undertaking:**

1. By accepting the offer of enrolment, the Student hereby covenant the following:

- (i) While enrolled in the Institution and under the Student Visa sponsorship of DDA, the Student shall not hold employment in the United Arab Emirates;
- (ii) The Student undertakes to abide by DDA Health and Safety Environment Regulation, and that any or all rules may be altered or added to at any time by DDA 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 DDA;
- (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 from 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 DDA 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 DDA is authorized to initiate whatever reasonable disciplinary measures DDA 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 DDA;
- (viii) To abide by the rules, policies, guidelines and regulations as may be implemented by DDA from time to time including any amendments thereof;
- (ix) The student hereby acknowledges 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 DDA rules, policies, guidelines and regulations, DDA 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:**