APPLICATION GUIDELINE

STUDENT VISA - UNIVERSITY

Table of Contents

Introduction

A DMCC company offering education services as University can apply for Student Visa for their clients.

Service to Select on Portal

Employee Services – Student Visa – Entry Permit

Important Notes

- University Student Residence Permit is valid for 1 year after the Visa Stamping.
- Minimum passport validity must be 6 months while applying for the Employment Entry Permit.
- The company Establishment Card and license must be valid to apply for this service request.
- All applications will be subject to Dubai's Federal Authority for Identity and Citizenship (FAIC) rules & regulations.
- There are two scenarios for the application process:
    - Scenario 1: In case the applicant is outside the country.
    - Scenario 2: In case the applicant is inside UAE; then application will be through Visit Visa/Tourist and apply as an inside country with Visa Amendment.

Student Visa – University – Applicant is Outside the Country

Steps

Step 1: The service request for 'Employee Services – Student Visa – Entry Permit' On the DMCC Portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to FAIC.

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC portal and the same can be forwarded to the applicant to download and print. Applicants to enter the country using the electronic Entry Permit.

Step 7: Arrival intimation to be updated on the company DMCC portal as soon as the employee enters UAE.

Requirements

Stage 1 Requirements

Documents to be uploaded on the Member portal:

Documents	Remarks
Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB | Height: 355 | Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize
Passport copy	The passport should be valid for at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB| Height: 1167 | Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize.
Letter from KHDA	The Knowledge and Human Development Authority (KHDA) letter confirms the application.
Letter from university	Letter from the university, confirming the

	application

Stage 2 Requirements

To be uploaded on the Member Portal for visa stamping.

Documents	Remarks
Medical Fitness Certificate	Upload a copy of the Medical Fitness Certificate from a Government Approved Hospital or Medical Clinic.
Emirates Identity Card registration form	Upload a copy of the Emirates Identity Card registration form.

Output

- Issue a Residence Visa valid for one year.

Student Visa – University – Applicant is Inside Country with Change of Status

Steps

Step 1: Complete the service request for 'Employee Services – Student Visa – Entry Permit' on the DMCC Portal.

Step 2: Upload the stage 1 required documents and proceed with the payment.

Step 3: Receive a notification confirming the DMCC approval.

Step 4: Receive a notification confirming the submission of documents to FAIC.

Step 5: Receive a notification confirming the issuance, return, or rejection of the Entry Permit and the next steps.

Step 6: In case of approval, an electronic copy of the Entry Permit will be uploaded by DMCC on the DMCC portal and the same can be forwarded to the applicant to download and print. Applicants to enter the country using the electronic Entry Permit.

Step 7: Confirm visa amendment through the company portal.

Step 8: Once visa amendment E-documents are issued, they will be uploaded under the service request documents.

Step 9: Apply for the applicant's health insurance through approved local health insurance inside UAE.

Step 10: Apply for Emirates ID in any approved typing centre and proceed with the medical test in any government-approved hospital, clinic, or centre. (Please note that DMCC will soon provide the typing services).

Step 11: Upload the stage 2 documents on the portal.

Step 12: Receive a notification confirming the submission of documents to FAIC.

Step 13: Receive a notification confirming the issuance of the Residence Visa Permit.

Requirements

Stage 1 Requirements

To be uploaded on the Member portal.

Documents	Remarks
Latest passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB | Height: 355 | Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize
Passport copy	The passport should be valid for at least 8 months. Upload on the member portal in JPEG format in Max size: 1024 KB| Height: 1167 | Width: 850 To adjust your document size, you may use the following online tool https://ezgif.com/resize.
Letter from KHDA	The Knowledge and Human Development Authority (KHDA) letter confirms the application.
Letter from university	Letter from the university, confirming the application
Current visa - copy	Upload on the member portal in JPEG format in Max size: 1024 KB | Height: 1167 |Width: 850 https://ezgif.com/resize.

Stage 2 Requirements

To be uploaded on the Member Portal for visa stamping.

Documents	Remarks
Medical Fitness Certificate	Upload a copy of the Medical Fitness Certificate from a Government Approved Hospital or Medical Clinic.
Emirates Identity Card registration form	Upload a copy of the Emirates Identity Card registration form.

Output

- Residence Visa valid for one year.

Entry Permit Cancellation

Steps:

Step 1: After issuing the Entry Permit, select "request Entry Permit cancellation" from the confirmation step within the service request.

Step 2: Entry Permit cancellation application will be sent to The Federal Authority for Identity And Citizenship (FAIC) for cancellation.

Step 3: Once the Entry Permit is cancelled, the E-cancellation documents will be uploaded into the service request documents for print/download.

Further Information

- Please visit our DMCC Help Centre at http://www.dmcc.ae/helpcentre