



Visa & Government Affairs Department

All students must have a Valid Residence visa to study at Manipal Academy of Higher Education (MAHE), Dubai Campus. There are two types of visas - Sponsor Visa (employer/parents/spouse) or a Student Visa. The Visa & Government Affairs Department Facilitates the Student Visa, i.e., Sponsored by MAHE, Dubai through Dubai Development Freezone Authorities (DDA), for Students who would like to avail student visa.

Facilitation will be provided for the following category of Services

- A. Joining the University
 - a) Application of New Student Visa sponsored by MAHE, Dubai
 - i. Out of Country Application
 - ii. In Country Application
 - b) Issuance of Bonafide Letter for Parent sponsored Residence Visa
- B. During Course of Study
 - a) Renewal of Residence Visa under MAHE sponsorship
 - b) Issuance of Bonafide Letter for Parent sponsored Residence Visa renewal
- C. On Course completion
 - a) Cancellation of sponsored Student Visa will be done by MAHE, Duabi
 - i. The student must exit the country
 - ii. For student transferring visa sponsorship locally to another sponsor

Guidelines to Students on University, DDA Sponsorship

1. University / DDA sponsored Student Visas are issued to facilitate the student to stay in UAE to Pursue the particular course of Study and not for any other activity/work.
2. The University / DDA will require the student to submit their Passport & Emirates ID for processing any Visa Related requests both at the time of Entry (from the time of Entry till the Stamped Visa is obtained or During Visa Renewal) and Exit (during cancellation process till the person exits UAE). Student may also be required to submit these documents to us if required so by any Competent Authority.
3. Kindly note that in the UAE, Cancellation process is must to close the Visa File. An Expired Visa will still have to be cancelled for file closure.
4. Students are required to track and keep the following mandatory documents Active & Safe in their possession:
 - a) Passport Expiry
 - b) Visa Expiry
 - c) Emirates ID
5. Students are to ensure that any change in contact information (Email & Phone Number) of both parents and student are updated in the Visa Department.
6. UAE residents will be blocked by the Immigration system if the person stays outside the country at a stretch for more than 180 days, not allow to enter the UAE.
7. Students must cancel their visa irrespective of the visa validity after completion of the program or before leaving the Institute after completing their period of Study (the student is required to start the Visa cancellation process right after the final exams).
8. MAHE and DDA only facilitate the Visa application process under the Rules set out by the UAE immigration Authorities. Rejection of the New Visa / renewal application is up to immigration authorities and MAHE / DDA are not accountable for the same.

Visa & Government Affairs Department

9. The student's entire Caution deposit will be forfeited under the following conditions:
 - a. Student Fails to Renew the Visa before the Expiry date
 - b. The student is absent from the University without proper approvals for more than 14 days.
 - c. The student is convicted by any UAE Court / Police for a Criminal Offence.
 - d. The student is outside the Country for at a stretch of 180 days or more.
 - e. The student does not Exit the Country within the time specified by the UAE Government.
 - f. Student fails to initiate the visa cancellation before the Visa Expiry Date or right of the Start of Final Exam.
10. Refund of Visa Caution deposit will be processed after the Student Successfully becomes Inactive on DDA records, post submission of Valid Exit proof to get an immigration status report or new resident visa stamped on the Passport.
11. Once any visa related request has been initiated, cancellation of the request during the process will result in forfeit of application fees. The timeframes for these requests are also not under the control of the University.
12. All the visa fees must be paid in advance before initiation of application form.
13. The Charges for the Visa fees are calculated based on Government, DDA and University Administration charges. Hence, these are Subject to Change from time to time and without prior notification. Hence the University reserves the right to charge the revised fees.

Application of New Student Visa sponsored by TECOM / DDA.

United Arab Emirates (UAE) law requires all non-National students to obtain a 'Student Entry Permit', followed by a 'Student Residence Visa' for the duration of their studies. We provide visas for applicants studying on any of our academic programs and is valid for 12 months and renewable each year for students who enroll in a full-time programme at the University.

Once the student accepts the Offer of Admission, clears all academic conditions (if any) and submits all appropriate financial documentation, the Student Visa will be initiated. The process normally takes 15-20 working days. It may be requires for the application to undergo a security check by the UAE government authorities, which may delay the process.

The student Visa is inclusive of Medical Insurance premium. Once the Student residence Visa is stamped student will receive the same which is aligned as per Dubai laws and regulations.

1. Out - Country VISA Application

Students must start the process of obtaining an 'Entry Permit', before entering the country if they are travelling from outside the UAE.

Once all documentation has been submitted, the University will issue an 'Entry Permit' to gain entry into the UAE. The 'Entry Permit' is valid for sixty (60) days commencing from the date of issue.

On arrival in the UAE, student must share their Entry Stamp (passport/entry permit) with visa office, to update DDA. To initiate the Student Residence Visa process.

Prior to the approval of a 'Student Residence Visa', the student must undergo a medical fitness test and Bio-metric scanning for Emirates ID registration. This will be arranged shortly after the student arrival. In the event of nit clearing the medical fitness test, the student will have to exist the country within the time specified by the authorities.

Visa & Government Affairs Department

Approximately 15 working days following the medical fitness test and Emirates ID registration, the student passport will be returned from the Immigration authorities with the Student Residences Visa. Following this, the student will receive the Emirates ID card in 7 to 10 working days post visa stamping– this ID card is a mandatory for all UAE residences.

2. In - Country VISA Application

Students willing to transfer under MAHE, Dubai sponsorship will be required to cancel the current visa and apply for a new Student Visa through the University.

Student Visa Renewal

a) Visa Renewal Application Sponsored by MAHE, Dubai

Students may be required to renew their visa during their studies. It is advised that they contact the Visa Department at least 2 months before the expiry of their visa to ensure all paperwork is processed on time and no fine is imposed by any authority which will be borne by the student.

b) Visa Renewal Application Sponsored by Parents

For parent sponsored the student should visit the Visa department and ask for a bonafide letter application form and apply for it, this the required documents

Cancellation of Student Visa

The Student Residence Visa must be cancelled immediately upon:

- I. Completing/leaving the full-time programme of study
- II. Before leaving the UAE

Students must cancel their Student Visa under the following circumstances:

- a. is completed the Period of study for the course enrolled
- b. is exiting UAE permanently or outside the country at a stretch for more than 180 days (even if the long absence is permitted by the University)
- c. is taking up employment with anywhere within the UAE.
- d. is moving on to the sponsorship of a relative/ agency/company.
- e. is expelled from the University.
- f. is convicted by any UAE court/police or any governing authorities for any criminal

Failure to complying for the above mentioned the university holds the right to inform the DDA government services and report student as “Absconding”. If ‘Absconded’ notice is not removed from student records, then student will be barred from entering the UAE and any other GCC countries in the future.

Student must share the required documents with visa office, to initiate the visa cancellation process. The process may take approximately 7 to 10 working days.