

# BITS, PILANI - DUBAI CAMPUS

## **STUDENT RESIDENCE VISA GUIDELINES WITH TERMS & CONDITIONS**

1. It is mandatory for all students to have a valid U.A.E. residence visa to study at BITS, PILANI-DUBAI (BPDC).
2. If parents cannot sponsor the student or if the student is from another country, then BPDC can facilitate U.A.E. Student Residence Visa (**visa**) through Dubai Knowledge Village (DKV) and Dubai International Academic City (DIAC) subject to the submission of necessary documents given in the student residence visa application form, rules & regulations of BPDC and Government (Govt) of U.A.E. Thus, DKV is the visa sponsor since they are providing the visa to the students. As a facilitator, BPDC only co-ordinates between DKV and students for obtaining the student visa.
3. The student residence 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, DKV, DIAC, Department of Naturalization & Residency Dubai (DNRD), Ministry of Health and Govt. of UAE. BPDC is in no way responsible for any delay or non issuance of new visa or rejection of visa renewal by the Govt. of U.A.E.
4. Students should note that the rules & regulations regarding conditions for visa issuance of DNRD / Ministry of Health may change from time to time.
5. The mandatory documents as mentioned in the student visa application form should be submitted on or before the date fixed by the Administration and/or Admissions Department.
6. Students are required to undergo a medical examination as prescribed by Ministry of Health(MOH) / DNRD in the specified government hospitals after their arrival in UAE to stamp the multiple entry visa on 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 entry/residence visa.
7. After the visa stamping on the passport, student can travel outside UAE any number of times with the prior approval of BPDC.
8. **Student should not stay outside UAE for more than 180 days continuously after the visa is stamped on the passport.**
9. **Visa is facilitated by BPDC for the admitted students for the purpose of education only and students are not permitted to work under visa facilitated by BPDC.**
10. For fresh visa application or for visa renewal, the student is responsible for paying any visa and service related charges.
11. The Institution is not responsible for any change in the visa and service related charges.
12. In case of submission of invalid documents or late submission of valid documents after the date fixed by the Institute, may attract DNRD fines for which the Institute is not responsible.
13. The student is required to pay Dhs.2100/-\* for fresh visa & related service fee. The amount paid towards fresh visa & service related will not be refunded in the event of student not joining the institute after all formalities.
14. In case of students, who are already residing in U.A.E. under their parent visa sponsorship or others and wish to come under visa facilitated by the Institute with in-country & local amendment should pay Dhs.3800/-\* towards fresh visa and service charges. They are also required to submit original visa cancellation paper and passport along with all other documents.
15. For visa renewal, student should pay Dhs.1500/-\* per year as visa renewal and service charges.
16. Fee of Dhs. 250/-\*\* should be paid towards mandatory JAWAZ card issued by DIAC. Jawaz card should be renewed every year by paying Dhs. 250/-.
17. The visa renewal and related service charges should be paid along with the 2<sup>nd</sup> installment tuition fee of the 2<sup>nd</sup> semester of each year for the subsequent year visa renewal.
18. **After completion of the program and / or before leaving the Institution, the student should legally cancel their student residence visa stamped on their passport even if the visa is expired by paying the visa cancellation fee as indicated by the Administration Department of BPDC along with the original passport.** Student should note that the visa cancellation cannot be done outside U.A.E. Visa cancellation is also applicable to the student who have stayed outside U.A.E. for more than 180 days continuously. Only the visa sponsor can cancel the visa. Failure to do so will result in serious consequences as per rules and regulations of Institute and U.A.E.
19. **All the fees as mentioned above should be paid by Cash at the cash counter of BPDC or Cheque / DD in favour of "ETA – NET".**
20. Student should abide by the rules and regulation of the Institute, DKV, DIAC, DNRD and Govt. of U.A.E.
21. Breaching 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.

**\*The fresh visa, renewal, cancellation & related services fee are subject to change as per rules and regulations of the Institute, DKV, DIAC, DNRD and Govt of U.A.E. All the above fee amount are indicative only**

**\*\*The JAWAZ card is a unique student ID and lifestyle card and is also the Local ID issued by the Authority for DIAC and DKV students. With the Jawaz card the students can access DIAC facilities such as the Recreation Room as well as avail future discounts and services in DIAC and DKV. For more details you can log on to website <http://www.diacedu.ae/jawaz.php>**

**In case of any changes in the personal details given in the student resident visa application form, the student should intimate the same to the Administration Department of BPDC immediately.**

