

## APPLICATION GUIDELINE STUDENT VISA - INSTITUTE

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## Introduction

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

## Service to Select on Portal

Employee Services – Student Visa – Entry Permit

## Important Notes

- Institute Entry Permit is only valid for 3 Months and can be extended for another 3 months if needed.
- Minimum passport validity must be 8 months while applying for the Employment Entry Permit.
- The company Establishment Card and license must be valid in order to apply for this service request.
- All applications will be subject to Dubai's Federal Authority for Identity and Citizenship (FAIC) rules & regulations.
- In case the applicant applied for the student visa while being outside UAE, then he/she must wait until the entry permit is issued and use it to enter the UAE once received from DMCC.
- In case the applicant applied for the student visa while being inside UAE, then visa amendment application must be completed in order to avoid any overstay penalties, otherwise applicant can collect the entry permit once issued, exit the country and use it to reenter the UAE.

## Institute Entry Permit – outside the country

### Steps

- **Step 1:** Complete the service request for 'Employee Services – Student Visa – Entry Permit' on the DMCC Portal.
- **Step 2:** Upload the 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 6:** Update arrival intimation on the DMCC member portal as soon as the Student enters UAE.
- **Step 7:** If the company would like to cancel the Entry Permit, at the Arrival Intimation step, choose 'request for Entry Permit cancellation', subsequently, following will be processed:
  - Request will be sent to the concerned Department and Entry Permit will be cancelled in the FAIC system.
  - - Student will be deactivated.
  - - Cancellation documents will be uploaded under the same service request.

### 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

	<a href="https://ezgif.com/resize">https://ezgif.com/resize</a> .
Passport copy	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 <a href="https://ezgif.com/resize">https://ezgif.com/resize</a> .
Letter from Institute	Letter from Institute addressed by Knowledge and Human Development Authority (KHDA), confirming on the application.

## Output

- Entry Permit issued valid for three months.

## Institute Entry Permit – inside the country

### Steps

- **Step1:** Complete the service request for 'Employee Services – Student Visa – Entry Permit' on the DMCC Portal.
- **Step 2:** Upload the 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.
- **Step 6:** confirmation step to be updated through the company portal to proceed with the visa amendment process.
- **Step 7:** Once the visa amendment process confirmed by the company, the application will be sent to the Federal Authority For Identity and Citizenship (FAIC).
- **Step 8:** After approval, the E-documents for visa amendment will be issued and uploaded into the service request.

## Institute Entry Permit Extension

### Steps

- **Step 1:** Complete the service request for 'Employee Services – Student Visa – Extension' on the DMCC Portal.
- **Step 2:** Upload the 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.

### 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 <a href="https://ezgif.com/resize">https://ezgif.com/resize</a> .
Passport copy	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 <a href="https://ezgif.com/resize">https://ezgif.com/resize</a> .
Letter from the institute	Letter from the institute confirming for the extension.
Current visa	Upload a copy on the member portal in JPEG format in Max size: 1024 KB   Height:

	1167  Width: 850 <a href="https://ezgif.com/resize">https://ezgif.com/resize</a> .
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## Output

- Extended Entry Permit issued valid for another 3 months.

## Further Information

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