

## APPLICATION GUIDELINE

### STUDENT VISA - UNIVERSITY

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## **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**

1. University Student Residence Permit is valid for 1 year after the Visa Stamping.
2. Minimum passport validity must be 6 months while applying for the Employment Entry Permit.
3. The company Establishment Card and license must be valid in order to apply for this service request.
4. All applications will be subject to Dubai's Federal Authority for Identity and Citizenship (FAIC) rules & regulations.
5. 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 applied as inside country with Visa Amendment.

## Student Visa – University – Applicant is 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 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 <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 KHDA	Letter from Knowledge and Human Development Authority (KHDA), confirming on the application.

Letter from university	Letter from university, confirming on the application
Company Establishment Card	Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MB  Exact Height: 1167  Exact Width: 850  Dpi: 100) To adjust your document size, you may use this online tool <a href="https://ezgif.com/resize">https://ezgif.com/resize</a>

## 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 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**

**Step1:** 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.

**Step7:** Submit the original passport at the DMCC counters for change of status.

**Step 8:** Receive a notification confirming the change of status of the Entry Permit and the next steps.

**Step 11:** Apply for the applicant's health insurance through an approved local health insurance inside UAE.

**Step 12:** Apply for Emirates ID in any approved typing center and proceed with the medical test in any government approved hospital, clinic or center. (Please note that DMCC will soon provide the typing services).

**Step 13:** Upload the stage 2 documents on the portal.

**Step 14:** Submit the original passport for Residence Visa Stamping on the DMCC counters.

**Step 15:** Receive a notification confirming the submission of documents to FAIC.

**Step 16:** 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 <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 KHDA	Letter from Knowledge and Human Development Authority (KHDA), confirming on the application.
Letter from university	Letter from university, confirming on the application
Company Establishment Card	Upload a copy of the Company Establishment Card in JPEG format (Size less than 1MB  Exact Height: 1167  Exact Width: 850  Dpi: 100) To adjust your document size, you may use this online tool <a href="https://ezgif.com/resize">https://ezgif.com/resize</a>
Current visa - copy	Upload 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> .

### 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 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.

## Further Information

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>
- Contact us at **600 54 DMCC (600 54 3622)** or **+971 4 4249600**.