

New Students Welcome Process

Student Affairs Services ensures that new students and their families are warmly welcomed. We conveniently facilitate the visa administrative process, including medical insurance and Emirates ID cards for international students.

Visa process: Paris-Sorbonne University Abu Dhabi provides all international students with an annual student residence visa.

- Information and contact details are sent to students for payment transfer.
- The visa application form is attached in an email to students, and needs to be filled in and sent back to Student Affairs Services.
- A copy of the entry visa will be emailed to students. Students will not be admitted into the UAE without their entry visa copy.
- Students must send information about their travel date, airline, arrival time (with a copy of the air ticket if possible).
- Student Affairs Services will drop off the original entry visa document at the Abu Dhabi or Dubai airport for students to pick up upon their arrival.
- We will welcome students at the Abu Dhabi airport (day or night).
- We organise the appointment and transport for the medical visit and process the Emirates ID card required for the visa.
- We prepare all required documents for the medical insurance application.
- When the medical insurance card is ready (after 5 days), visa stamping is done in the student passport.
- The Passport, Emirates ID card and Medical Insurance card are all given to the student.

Students must not be employed while under the visa of the university sponsorship. (Please contact Student Affairs Services for the student part-time work policy)

Medical Insurance: Students are automatically covered for accidents on and off campus during events or trips sponsored by the University. It is compulsory for students to have a health insurance plan. Information on medical insurance coverage is emailed to all students as an attachment. A student medical insurance brochure is also distributed to students when they receive their Medical Insurance card. (The card is ready after 5 working days minimum). The following are the requirements for the medical insurance application (all documents must be colour scanned and sent to Student Affairs Services):

- Passport copy
- Visa copy
- Emirates ID card or Application
- Passport photo
- Continuity certificate from previous medical insurance

A temporary insurance card is prepared upon the student's arrival. The medical insurance renewal is annual and due on November 13 each year.

Emirates ID: All students should apply for the Emirates ID card within the first week of arrival in the UAE, as it is required for the visa process and medical insurance application. The appointment and transportation is arranged for new students.

Step 1:

Students must have three forms filled out at any authorised typing centre. Documents required when filling in the e-form at the Typing Centres include:

Residents

- Original valid passport
- Valid entry visa (pink document)
- Registration fees: AED 100
- Service fees: AED 70

GCC Nationals

- Original valid passport
- Original document proving holder's residence in the UAE (valid student certification or valid lease agreement)
- Registration fees: AED 100
- Service fees: AED 70

Step 2:

The printed Emirates ID application will be taken to any Emirates ID Service Centre for fingerprinting.

Step 3:

Students will receive an SMS from the Emirates ID office informing them to visit the service point stated in the SMS, bringing their original supporting passport on the specified date and time to complete the photographing and fingerprinting process. SAS may receive Emirates ID cards for some students if this is requested in the registration centre.