



## General information

### 1. What is a student visa and who should apply for it?

UAE Immigration laws require all non-UAE National students to obtain a student visa for the duration of their studies. Sorbonne Abu Dhabi provides students with visas for applicants studying on any of our academic programmes.

The student visa is valid for 12 months. Students may be required to renew their visa during their studies at Sorbonne Abu Dhabi.

You get your student visa by following two steps: the entry visa and the residence visa.

### 2. I am from the GCC; do I need a student visa?

GCC students don't need a student visa to enter or live in the UAE. However, they need to apply for an Emirates ID card and health insurance. Therefore, GCC students are kindly asked to visit the visa office as soon as they arrive at Sorbonne Abu Dhabi.

### 3. I already have a residence visa, am I obliged to apply for the student visa?

If you are resident in the UAE, then you are not obliged to change your sponsor unless you would like to.

### 4. I have a tourist visa. Can I transfer to a student visa?

Firstly, Sorbonne Abu Dhabi recommends that all students avoid travelling to the UAE without a student visa as the immigration services charge 555 AED to change the visa status and, in some cases, students arriving in the UAE with a tourist visa may have to leave the UAE to obtain a student visa.

You can request a student visa under Sorbonne Abu Dhabi's sponsorship if you have cancelled your tourist visa. However, Sorbonne Abu Dhabi doesn't guarantee that the application will be accepted by the immigration services.

### 5. How much should I pay to get the student visa?

Visa fees are included in the administrative fees that you pay yearly. Therefore, you don't have to pay to the visa office any specific amount for your visa request.

## Entry visa

### 6. What are the required documents for the entry visa application?

If you haven't sent the below documents while doing your admissions' application, please send them to [omar.elghiati@psuad.ac.ae](mailto:omar.elghiati@psuad.ac.ae) as soon as you receive your acceptance letter:

- Visa application form ([click here to submit the form online](#))
- Passport copy (should be valid for more than 6 months)
- Passport size photo (white background)



- For students below 18 years old, a letter from your father or legal guardian providing authorisation for you to study at Sorbonne Abu Dhabi and confirming that you shall stay at the university dorms. The document should be translated in Arabic, certified and attested by the concerned authority in your country (Foreign Affairs Ministry and UAE embassy).

## **7. Should I have medical insurance valid in my home country?**

We provide you with medical insurance valid in Abu Dhabi for the duration of your stay. However, your health insurance card may take 3 weeks to be ready. This is why we recommend that you arrive on campus with valid medical insurance from your home country and extended for one month in the UAE as we can't apply for your medical insurance before your arrival.

## **8. How long does the entry visa take to process?**

The entry visa can take up to 4 weeks. Therefore, make sure that your application is complete and payment is sent one month before the beginning of your academic programme.

## **9. Is it possible that my visa request may be rejected?**

Your visa application is subject to the decision of Abu Dhabi immigration services. Sorbonne Abu Dhabi is not responsible for any rejection from local authorities.

## **10. What happens when the residency visa is issued?**

Once the residence visa is issued, a copy of your flight ticket or date of entry (if by other means) should be provided to the Students Visa Office in the Admissions department. Upon arrival in the UAE, a medical examination will be done to finalise paperwork. All international students including those from GCC countries should apply for an Emirates ID Card as soon as they reach Abu Dhabi. To renew your annual visa, you must repeat the medical examination, renew your Emirates ID Card, and give your passport and insurance card to the Student Affairs Department. Upon completing your studies, your visa will be cancelled three weeks before your departure. A passport copy, Emirates ID Card, and medical insurance card will be required for visa cancellation.

## **11. I received a copy of my entry visa by email, what should I do?**

Once your entry visa is ready, we will send you a copy of your document.

Please make sure you have settled the 1st installment to enable us send you your visa copy.

You have to print a colored copy of your online visa and keep it inside your passport. Make sure to send us a copy of your flight ticket so that we know when you are planning to arrive.

## **12. When should I buy my flight ticket?**

We strongly recommend that you buy your flight ticket after your entry visa is ready. Sorbonne Abu Dhabi is not responsible if you buy your flight ticket and the visa is not ready by the date of your travel as we can't know in advance when the visa will be issued from the Abu Dhabi immigration services.



### **13. Is there any process I should follow at the airport?**

You just need to follow the instructions given. At the point of entry, make sure your visa copy is inside your passport as the UAE officers need to stamp your visa copy.

Keep your passport and stamped visa in a safe place as we can't finalise the residency process without it. We recommend that you buy a UAE sim card to have a local mobile number (having a local mobile number is mandatory to apply for the Emirates ID and finalise your residence visa).

## **Residence visa**

### **14. Once at the Sorbonne Abu Dhabi campus, what should I do?**

Upon your arrival at Sorbonne Abu Dhabi and after you finish checking into your dorm, you have to visit the visa office within 24 working hours in order to finalise the residency process.

Make sure you provide the visa office with the following documents:

- Original passport
- Stamped visa
- Your UAE mobile number
- 4 passport size photographs (white background)

This is to enable us apply for your Emirates ID card and health insurance. Once we apply for your Emirates ID card, you have to complete a medical test and finger printing. The university will assist you to complete this process.

### **15. Are there any fines if I don't complete the residence visa process within the 1st week of my arrival?**

Yes, you are required to complete the residence process (medical test and finger printing) within the 1st week of your arrival in the UAE. Abu Dhabi immigration services and your health insurance company may calculate fines starting the 2nd week of your stay and Sorbonne Abu Dhabi is not responsible for any fines payable to immigration department or to the insurance company due to the late action of students.

## **Visa renewal**

### **16. When should I renew my visa?**

You are advised to renew your student visa 3 weeks before the visa expires.

### **17. What are the requirements for student visa renewal?**

You have to complete a medical test (for more information about the medical centres please visit the visa office) and send us a completed visa renewal form by email along with both sides copy of your Emirates ID card.

Once you complete the medical test, please provide us with:

- Your original passport (valid for more than 6 months)
- Your original insurance card
- Receipts of the medical test
- 3 photos



## **18. Can I renew my visa while I am outside the UAE?**

No, you have to be inside the country during the visa renewal process as you will be required to complete a medical test.

## **19. I have failed to renew my student visa on time, do I get fined for this?**

Yes, the final decision and the exact amount of fines is determined by the Abu Dhabi immigration department and Sorbonne Abu Dhabi is not responsible for any fines due to the late action of student.

## **Visa cancellation**

### **20. In which cases I should cancel my student visa?**

You should cancel your visa if you are no longer studying at Sorbonne Abu Dhabi. If you graduate or withdraw from your studies you must cancel your visa.

### **21. How can I cancel my visa?**

You can cancel your visa by providing the visa office the following documents:

- Your original passport
- Your original Emirates ID card
- Your health insurance card

Fees for the cancellation process: 100 AED

### **22. I am outside the UAE with a valid student visa but I don't plan to return to Abu Dhabi. Is my visa automatically cancelled?**

No. You still need to formally cancel your visa by sending your original Emirates ID card to the Sorbonne Abu Dhabi visa office. Proper visa cancellation has to be undertaken in order to clear your name from the immigration system in case you plan to return to the UAE in the future.

### **23. I am inside the country with an expired student visa. Is my visa automatically cancelled?**

No. You will still be required to submit your original passport and original Emirates ID card to the Sorbonne Abu Dhabi visa office to formally cancel your visa.