



جامعة دبي  
UNIVERSITY of DUBAI



# APPLICATION PROCESS

Incoming Exchange/ Visiting Students



# Welcome



**University of Dubai**

**OFFICE OF EXTERNAL AND  
INTERNATIONAL RELATIONS (OEIR)**

**United Arab Emirates**

Academic City Emirates  
Road - Exit 49 - Dubai

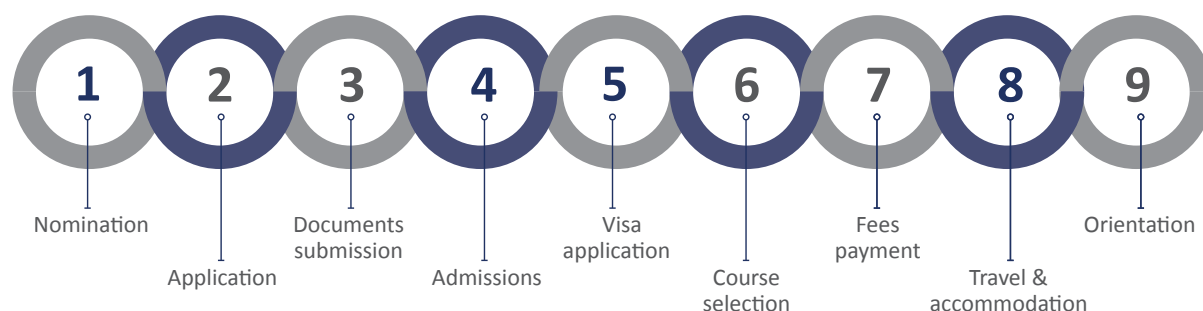
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[www.ud.ac.ae](http://www.ud.ac.ae)

# The Process

The University of Dubai welcomes international students from its partner and non – partner universities to do their exchange or semester abroad for 1 to 2 semesters. Provided herewith is the application process to ensure the applicants smooth transition and integration.



## 01. Nomination | [Here](#)

Nomination deadline					
Undergraduate	FALL	SPRING	Graduate	Terms 1 & 2	Terms 3 & 4
	May 30 <sup>th</sup>	Sep 30 <sup>th</sup>		June 30 <sup>th</sup>	Oct 30 <sup>th</sup>

## 02. Application | [Here](#)

Application deadline					
Undergraduate	FALL	SPRING	Graduate	Terms 1 & 2	Terms 3 & 4
	June 15 <sup>th</sup>	Oct 15 <sup>th</sup>		July 15 <sup>th</sup>	Nov 15 <sup>th</sup>

### 03. Documents submission

The documents below must be submitted to [oeir@ud.ac.ae](mailto:oeir@ud.ac.ae) no later than two (2) weeks after the nomination period.



#### Transcript

An official copy of current transcript needs to be stamped and signed by an authorized representative of the university. Additional documents are required depending on the program. Please see below:

- Undergraduate applicants – An official copy of high school certificate and transcripts.
- Graduate applicants – An official copy of bachelor’s certificate and transcripts.



#### Passport and photo

Valid passport page showing photo and identification of applicant and applicant’s mother.

Colored passport size photo in white background.

Copy of health and/or medical insurance provider which includes coverage in the UAE.



#### English Proficiency Test

Below are the accepted English proficiency tests which must have a validity of no more than two (2) years from the date the test was taken.

<b>UNDERGRADUATE</b>	EmSAT 1100	IELTS Academic 5.00	TOEFL score of 500 (173 CBT, 61 iBT)
<b>GRADUATE</b>	EmSAT 1400	IELTS Academic 6.00	TOEFL score of 550 (213 CBT, 79 iBT)

- *All documents must be in JPEG or PDF format and scanned in 300 resolution or more.*
- *All original documents must be in English and will be submitted to the Registration Department of the University of Dubai during the registration period.*

### 04. Visa application & fee

Fill out the visa application form [↗Here](#) and pay the visa fee (net of all charges) as per the University of Dubai bank details. The visa form and visa payment receipt should be sent to [oeir@ud.ac.ae](mailto:oeir@ud.ac.ae) and to [nhaja@ud.ac.ae](mailto:nhaja@ud.ac.ae);

Visa issuance – Do not make any flight or accommodation arrangements until the visa is issued. The visa application does not guarantee its issuance.

## 05. Course selection

Course selection and submission of Learning Agreement Form (LAF)



### List of courses

The list of courses will be available one (1) month prior the start of the exchange period.

[DBS](#) | [CEIT](#) | [COL](#) | [GUCR](#) | [CED](#)



### Learning Agreement

The Learning Agreement Form (LAF) must be signed and stamped by the home university.

The LAF must be submitted no more than 2 weeks prior to the start of the exchange semester.

## 06. Fees payment

Course fees and payment (as applicable)

Fee schedule					
Undergraduate	FALL	SPRING	Graduate	Terms 1	Terms 2 & 3
	July 1 <sup>st</sup>	November 1 <sup>st</sup>		July 1 <sup>st</sup>	November 1 <sup>st</sup>

## 07. Accommodation



Suggested accommodations.

Students can make their reservations directly to the following properties which offer affordable accommodation and free shuttle service to the university:

[1- The Myriad Student Living Communities](#)

[2- Dubai Silicon Oasis University Residences](#)

[3- Yugo.com](#)



- The Myriad Student Living Communities
- Dubai Silicon Oasis University Residences
- Yugo.com

## 08. Arrival and registration

The week prior to the start of the semester the following documents must be submitted in person to complete the visa application and course registration.



### Passport

Valid original passport



### Visa

Entry visa stamped by immigration officials



### Learning Agreement Form

Signed and stamped LAF



### Photos

Ten (10) passport size photos in white background with 300 resolution or more.

## 09. Orientation

The Orientation Day for new joiners is held every start of each semester. It is an informative and enjoyable event aimed at welcoming and informing new joiners about University of Dubai and how each student can have an invaluable learning experience.



The details of the Orientation will be communicated to all.



## Semesters Timeline

**Approximate** dates for the Academic Year

### 01. Undergraduate Programs:

DATES	FALL	SPRING
Start	4 <sup>th</sup> week of August	2 <sup>nd</sup> week of January
End	3 <sup>rd</sup> week of December	4 <sup>th</sup> week of May
Break	2 weeks between December till January	2 weeks between March and April

### 02. Graduate Programs:

DATES	Term 1	Term 2	Term 3	Term 4
Start	4 <sup>th</sup> week of August	3 <sup>rd</sup> week of November	3 <sup>rd</sup> week of February	4 <sup>th</sup> week of May
End	2 <sup>nd</sup> week of November	1 <sup>st</sup> week of February	3 <sup>rd</sup> week of May	3 <sup>rd</sup> week of August
Break	1 week	2 weeks	1 week	1 week





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