



SQA Approved Centre  
Scottish Qualifications Authority

# **Student Support Services**

**SQA Approved Centre, RAK**

## Student Support Services

- Visa
- Transportation
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### Visa

Students studying at SQA RAK campus, can avail students visa as per guidelines by the Ras Al Khaimah Economic Zone (RAKEZ).

PLANET ONE International Education (POIE), RAK, will sponsor a student's study on trainee visa, so long as the student has confirmed their place at the SQA RAK Center and requested the relevant visa.

POIE will process the application, and the visa will be issued by the RAKEZ.

### How to apply visa

Visa applications form is available at Student Services. Phone us on +971 8002552 or email [studentservices@stir.ae](mailto:studentservices@stir.ae) to request an application.

You'll be required to provide these documents:

1. Copy of applicant's + parent's colored passport id & address pages (must be valid for at least six months).
2. Emirates ID card copy. (if issued earlier),
3. UAE Visit visa copy + Expected dated of applicant's UAE arrival (on visit)
4. Digital **recent** passport size color photographs with white background (Scan copy will not be accepted).
5. If you hold a Higher/ Secondary School Certificate from outside UAE, then you must get it attested from the UAE Embassy or consulate in your country as well as Ministry of Foreign Affairs in UAE OR else if you hold a Higher/ Secondary School Certificate from UAE, then the same has to be attested from Ministry of Education(RAK Campus Student Services Office

can get education certificate attested at a service fee differing from country of certificate issuance if required- details can be obtained from Students Services Office– The attestation process would take 30-45 days depending on certificate issuance country once delivered to Document Clearing Agent & any ongoing).

6. Charges for ONE Year Students Visa(including visa medical, visa stamping/emirates ID) to paid to accounts department, charges may vary if you are inside country(please contact accounts department at [accounts@stir.ae](mailto:accounts@stir.ae) or [studendservices@stir.ae](mailto:studendservices@stir.ae) for latest visa charges.
7. Upon email confirmation from Student Services Office, service fee payment could be bank transferred and upon payment confirmation, the visa service application would be processed.

#### **STEP 1: OBTAINING ENTRY PERMIT – (Processed by Students Services Office)**

1. UAE Visa Entry Permit Process (min. 10 office days for issuance – subject to immigration approval):
  - a. Arabic Legal Translation of Education certificate. – max. 02 office days
  - b. Online Rakez visa Application with supporting documents – min. 02 office day

#### **STEP 2: OBTAINING In-country Status Change**

2. In-country Visa Status Change – min.05 office days

#### **STEP 3: Medical & Emirates ID**

3. Medical + Emirates ID application process:
  - a. Application issuance process – min. 05 office days (Copy of old emirates id is required if student had UAE visa in past)
  - b. Upon applications issuance, student will be taken from Campus for medical examination (based on appointment date given by RAKEZ (min **30-45 days** due COVID)+ Emirates ID Fingerprint process along with Original passport + resp. forms after scheduling a date & time – 01 office day,
  - c. Medical fitness certificate issuance – 04 office days after medical examination.

#### **STEP 4: Visa Approval Document Issuance**

4. Visa Approval Document issuance – min. 06 office days subject to immigration approval

- i. Copy of Medical fitness certificate + Emirates ID process completed stamped form,
- ii. Copy of entry permit with visa status amendment stamp,
- iii. Emirates ID card copy if issued earlier,
- iv. Digital Recent passport size color photographs with white background.
- v. Original passport
- vi. Copy of latest utility bill and applicant tenancy contract(if residing with parents).

#### **STEP 5: Visa Stamping**

5. Visa Stamping on passport – 04 office days
  - a. Once the visa approval document is issued by immigration, Student Services Office will send the passport to Rakez for visa stamping.
  - b. Upon receiving email intimation from Student Services, applicant may visit the campus to collect the passport after visa being stamped.

#### **CHECKLIST – STUDENT VISA RENEWAL**

**Student applicant should email the below document set for pre-approval from Student Services Office; [studentservices@stir.ae](mailto:studentservices@stir.ae) prior 30days visa expiry & should be in UAE for the processing the student visa renewal.**

1. Payment receipt copy of RAK campus course Tuition Fee,
2. Campus UAE Student Visa service request application completed,
3. Copy of applicant's + parent's colored passport id, address, visa pages (must be valid for at least seven months).
4. Emirates ID card copy,
5. Digital recent passport size color photographs with white background (Scan copy will not be accepted).
6. Required service fee to be paid in advance for one year student visa renewal which includes Medical test, Emirates ID, visa stamping.
7. Upon email confirmation from Student Services Office, service fee payment could be bank transferred and upon payment confirmation, the visa service application would be processed.

#### **Visa Renewal Process - (Processed by Students Services Office)**

1. Medical + Emirates ID application process:

- i. Application issuance process – min. 05 office days,
  - ii. Upon applications issuance, student will be taken from Campus for medical examination + Emirates ID Fingerprint process along with Original passport + resp. forms after scheduling a date & time – 01 office day,
  - iii. Medical fitness certificate issuance – 04 office days after medical examination.
2. Visa Approval Document issuance – min. 06 office days subject to immigration approval
- I. Copy of Medical fitness certificate + Emirates ID process completed stamped form,
  - II. Digital Recent passport size color photographs with white background.
  - III. Original passport
  - IV. Copy of latest utility bill and applicant tenancy contract.
3. Visa Stamping on passport – 04 office days
- a. Once the visa approval document is issued by immigration, Student Services Office will send the passport to Rakez for visa stamping.
  - b. Upon receiving email intimation from Student Services, applicant may visit the campus to collect the passport after visa being stamped.

**Notes applicable for all visa service types:**

- The time frame mentioned may differ according to Rakez Immigration approval / document issuance process,
- Process related to visas can experience unexpected delays if applicant has dues / services from any UAE government authorities which require clearance,

For any queries, you may contact Student Services Office, [studentservices@stir.ae](mailto:studentservices@stir.ae) ; +97172364900

**Transportation**

SQA RAK Center manages a fleet of high-quality AC buses that ply from different parts of the RAK-Sharjah-UAQ-Ajman-Dubai-Fujairah. Transport facility is provided to all the students who wish to avail this facility with a minimal charge as mentioned below,

Emirates	Amount in AED (per month)
Ras Al Khaimah	250
Umm Al-Quwain	600
Ajman	600
Dibba	650
Sharjah	650
Dubai	700
Jabel Ali	725

The commute from the other emirates takes 45 minutes to just over an hour, depending on the pick-up point. We also offer transport for students who wish to return to Abu Dhabi, Dubai, Sharjah and Fujairah at the weekend.

Student who wish to discontinue the transportation has to intimate student service and accounts department at [studentservices@stir.ae](mailto:studentservices@stir.ae) and [accounts@stir.ae](mailto:accounts@stir.ae)

### Accommodation

If you're looking for the perfect place to call home during your time at the SQA RAK Center, there's lots of options available. Whether you choose to stay in residential halls or private accommodation, you'll find that the cost of living in RAK is comparatively much lower than in the neighbouring emirate of Dubai.

### [Residential halls](#)

We've partnered with EDRAK residential hall (<http://edrak-amd.ae>) in Ras Al Khaimah to offer high-quality accommodation for students.

Living in the halls gives you the opportunity to stay close to campus in a comfortable and safe living environment, perfect for supporting both your studies and social networks.

The state-of-the-art facilities are home to students from a number of institutions in RAK, giving you the opportunity to meet like-minded individuals. Separate

male and female halls are available, each with 150 rooms. The halls also boast a separate food court building, with a fully equipped kitchen and communal dining area. You will also find a travel agency, saloon, supermarket and conference hall. EDRAK halls are the perfect base from which to engage in life in RAK.

You may contact below personal,

**Resident Hall Administrator  
Administrator**

**Resident Hall**

**Male Dorms**

**Female Dorms**

**Mr. Shakeer Hussain Samad**

**Ms. Sofia Salimani**

**[Shakeer@Edrak-amd.ae](mailto:Shakeer@Edrak-amd.ae)**

**[sofia@edrak-amd.ae](mailto:sofia@edrak-amd.ae)**

**+971551395549 +971501450939**

**+971544694248**

### **Sports Facilities**

We understand that in any sort of program games are of incredible significance for students to keep their body and mind healthy and fresh. In-campus sports and entertainment center add positively up to the campus life. SQA RAK Center has a supplement of indoor and outdoor sports facilities available for students Table tennis, Bad Minton, chess, carom and foosball are the indoor activities provided and in outdoor sports we have cricket ground, football ground, basketball courts and volley ball courts.

