

International Diabetes Federation The World Diabetes Congress

Dubai, United Arab Emirates 4-8 December 2011

VISA FORMALITIES

IMPORTANT NOTE:

Congress Solutions International processes all visas 30 days or less, prior to participant's arrival date

**PLEASE READ THE ATTACHED NOTES BEFORE COMPLETING THE APPLICATION FORM
(ONLY NATIONALS FROM COUNTRIES NOT MENTIONED IN THE EXEMPT LIST OVERLEAF NEED TO COMPLETE THIS FORM)**

VISA APPLICATION FORM:

1.	Family Name	:	
	Middle Name	:	
	First Name	:	
2.	Gender	:	<input type="checkbox"/> M <input type="checkbox"/> F
3.	Father's Name	:	
4.	Family Name	:	
5.	Marital Status	:	
6.	Name of Spouse	:	
7.	Nationality	:	
8.	Passport No.	:	
9.	Place of Issue	:	
10.	Date of Issue	:	DD/MM/YYYY – required date format
11.	Date of Expiry	:	DD/MM/YYYY – required date format
12.	City of Birth	:	
13.	Country of Birth	:	
14.	Date of Birth	:	DD/MM/YYYY – required date format
15.	Email address	:	
ARRIVAL & DEPARTURE DETAILS			
Arrival Date in Dubai :		Arrival Time in Dubai: :	
Arrival Flight No. :			
Departure Date from Dubai :		Departure Time from Dubai: :	
Departure Flight No. :			
IN CASE YOU ARE TRAVELING WITH YOUR CHILDREN PLEASE SPECIFY CASES WHERE THEY ARE LISTED ON THE PASSPORT OF THE PARENT AS FOLLOWS:			
Child on <input type="checkbox"/> Mother / <input type="checkbox"/> Father Passport (Please TICK where appropriate)			
Name1		Date of Birth	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Name2		Date of Birth	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Name3		Date of Birth	Gender <input type="checkbox"/> M <input type="checkbox"/> F

PLEASE ENSURE THAT YOU EMAIL THE REQUIRED PASSPORT COPY & PHOTOGRAPH AS SPECIFIED IN THE FOLLOWING NOTES. WITHOUT THESE DOCUMENTS, THE VISA CANNOT BE PROCESSED

Note: For visas for more than 2 people from the same family, please print this page then fill it and Email it to: visa@idf.org

UNITED ARAB EMIRATES VISA REGULATIONS

THE IMMIGRATION DEPT. IS CLOSED ON PUBLIC HOLIDAYS AND FRIDAY & SATURDAY EACH WEEK

EXEMPTIONS:

Nationals from **33** countries in Europe, North America and the Pacific Rim can enter the UAE without obtaining a visa in advance. Their passports will be stamped with a visit visa as they pass through Immigration on arrival.

Nationals from the countries listed below can now board at their airports of origin without a visa.

(This applies to all UAE airports and to passengers travelling on all airlines).

The 33 countries are:

Europe – United Kingdom, France, Italy, Germany, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Marino, Liechtenstein.

North America - USA, Canada

Pacific Rim - Australia, New Zealand, Japan, Brunei, Hong Kong, Singapore, Malaysia, South Korea.

Gulf Co-operation Council States – Nationals of The GCC are NOT required to apply for a visa in advance.

Nationals of countries not listed above must apply for a visa in advance via the attached application form.

Diplomatic & Special Passport Holders

With immediate effect Diplomatic and Special passport holders of the 33 nationalities listed above will require pre-arranged visas for entry into the UAE.

Validity for Visa on arrival facility

Please be informed that the “duration of stay” for all passengers entering with a visa on arrival (applicable for regular citizens of the above mentioned 33 nationalities) is 30 days from the date of entry. The duration of stay is non-extendible thereafter.

Full Passports:

All passengers travelling to the United Arab Emirates must be in possession of a valid passport, which must be valid for at least 3 months from the date of entry into the United Arab Emirates.

All delegates require entry visas to be processed prior to their arrival in the United Arab Emirates. The only exceptions are nationals of The Gulf Co-operation Council States and the countries listed above.

Visa Application Procedure

All visa applications require digital photographs to be submitted along with the colour passport copy and visa application form. The scanned passport copy must be from the original passport and not from a photo-copy of the passport for clarity. Additionally, the passport copy must be scanned in the lowest resolution possible in order for us to upload this legibly in the online visa application.

Please note the following are required with your application:

- a) A **clear scanned colour copy** of the passenger’s passport, with the file saved as the passenger’s name and passport number e.g. name_passport number. **The document must not exceed 40kb in size.** Please email to visa@idf.org
- b) A **clear scanned colour copy** of a passport photograph of the passenger, again saved as the passenger’s name and passport number e.g. name_passport number. **The document must not exceed 40kb in size.**

The digital image / scanned colour passport photograph must be as follows:

- Digital photographs must in colour with dimensions of 4.3cm x 5.5cm.
- The photograph must not exceed 40kb and must only be in JPG format.
- Each photograph document must be sent as individually titled with passenger name and passport number to ensure the correct photograph is submitted with the appropriate visa application.
- The photographs are to be emailed to visa@idf.org

- c) For Far East, Indian Ocean, Europeans born in Arabic countries and passengers having Muslim OR Muslim sounding names, we require **all three names** (last name/middle name and first name) along with clear passport copies to be sent with this form.

VISA REQUIREMENTS FOR UAE

British Overseas Passport Holders

All passengers who are in possession of British Overseas Passports are not exempted from the requirement of visas to enter the United Arab Emirates. Such passengers are treated as Non UK Nationals and hence need to have visas processed on their behalf prior to arrival in the United Arab Emirates, as is the case for all other nationalities.

Granting of Visas

All visas applied for are subject to the approval of the Immigration Authorities and may be refused without any reasons given. Should an approved but unutilised Visa already exist against an applicant's name, a new visa request will be rejected. In such cases, the previous visa will need to be cancelled through the source, before applying for a new visa.

All visas issued are valid for Single Entry only and we are not in a position to apply for Multiple Entry visas. Hence if a participant leaves the UAE (by Air / Sea / Land) with the intention of returning to the UAE a new visa will have to be processed.

Travel Documents & Identification Certificates

Travel Documents & Identification Certificates are not recognised as valid Passports by Immigration and hence participants travelling on such documents will not be permitted to enter the United Arab Emirates. Visas if issued against such documents are considered null/void and the visa charges are non-refundable. The only exception to the above rule is Hong Kong Chinese nationals holding Identity Certificates with 44 pages, which are accepted by Immigration Authorities.

Cancellation/No Show Policy

Once a visa has been processed / issued to the UAE Immigration Department for processing Congress Solutions International cancellation/no show policy shall apply. Entry visas shall be processed 30 days or less prior to arrival of the Delegate and during this time should the Delegate cancel the visa application, a full non-refundable charge for the visa shall apply. Should the Delegate not arrive as planned, the Delegate shall be deemed as a 'no show' on arrival and a full charge for the entry visa shall be charged.

Visa Application Charges – Non Refundable

All visa charges have to be paid at the time of application and are non-refundable without exception. This means that if a visa is not granted by the Immigration Authorities the visa charges would not be refunded or adjusted.

Correction of Visa Details

Once a visa is submitted or processed, any correction is considered as a New Visa Application and any additional charges are levied accordingly.

Requirements for processing UAE Tourist

All visa applications for Tourist Visa with an arrival date in to the UAE will now require digital photographs to be submitted along with the colour passport copy and via application form.

Important Notes:

- Congress Solutions International processes all visas 30 days or less, prior to participant's arrival date. Should the Delegate require the visa to be faxed once issued by Immigration, this must be requested, at the time of forwarding the passport details. A supplement charge of USD 8.00 per visa will be levied for this service.
- Special permission by the UAE Immigration Authorities has been granted to Congress Solutions International to issue the approved entry visa(s) to the arriving passenger, and will carry an active validity of 30 days from the date of approval. Therefore Congress Solutions International shall only process / confirm the required entry visa a maximum 30 days prior to arrival of the passenger.
- Inaccurate details will result in processing delays, inconvenience to participants on arrival, and additional charges levied by the authorities.
- Congress Solutions International will not compare passport details to the visa application form. All details will be extracted **ONLY** from the visa application form and any errors in the information provided will render the visa invalid.
- Visas for nationals holding passports of Iraq, Israel, Palestine, Sudan and Yemen may be checked with us prior to forwarding application forms to immigration.
- For arrival in the United Arab Emirates at airport(s) OTHER THAN DUBAI, ABU DHABI AND SHARJAH International Airport (i.e. Fujairah, Ras Al Khaimah etc), an original copy of the visa is required by the Immigration Authorities in order to process the visa for arrival into the UAE at an entry port other than Dubai.

CSI is in a position to obtain this original visa, action the processing of the entry visa with the Immigration Authority. A surcharge of US\$45.00 per visa has been implemented for the visa processing for a non-Dubai port of entry. An Additional 24hrs extra may be required for the visa processing. In the option, such a copy is requested to be delivered to the authorities at entry point; a delivery charge will be levied.

