

TRANSIT VISA APPLICATION FORM

Shangri-La Hotel, Dubai obtains Transit Visa for the guests who have a confirmed Reservation at our Hotel. Guests are required to arrive and depart from any of the Terminals of Dubai International Airport. Please complete one Transit Visa Application Form for every Transit Visa required.

Salutation:				Family Name:						
First Name:				Middle Name:						
Purpose of Visit:	Leisure:	<input type="checkbox"/>	Business:	<input type="checkbox"/>	Occupation:					
Father's Name:				Mother's Name:						
Marital Status:				Religion:						
Spouse's Name:				Languages Spoken:						
Passport Number:				Place of Issue:						
Issuing Government:				Expiry Date:						
Date of Birth:				Place of Birth:						
Nationality:				Previous Nationality:						
Arrival Date:			Arrival Time:			Flight Number:				
Departure Date:			Departure Time:			Flight Number:				
Address:										
City:				Country:						
Telephone Number:			Fax Number:			E-mail Address:				
One Night Charge (first day of arrival):	AED		Visa Fee of:	AED 550						
Marhaba Service Requested at:	<input type="checkbox"/> AED 120 – Standard Marhaba <input type="checkbox"/> AED 225 – Diamond Marhaba <input type="checkbox"/> AED 350 – Personalized Service <i>Please tick the desired Marhaba should you wish us to arrange.</i>									
I hereby authorize Shangri-La Hotel, Dubai to debit the cost of the visa and room charges (s) to the following credit card upon check out. The Visa Guarantee charges will be Refunded back as stated in the second page clause 10, 11, 12.										
Credit Card type:	Visa:	<input type="checkbox"/>	AMEX:	<input type="checkbox"/>	Diners:	<input type="checkbox"/>	MasterCard:	<input type="checkbox"/>	Others:	<input type="checkbox"/>
Credit Card Number:					Expiry date:					
Signature of the Credit Card holder:										

For Reservations Use Only:

Confirmation Number:				Reservations Staff Name:			
Names of other Guests also travelling:	Spouse:				Children:		
Other:							

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Important Information:

1. A **minimum of three (3) working days** is required to process a Transit Visa Application. Should the visa be required in less than 3 working days, an express charge of an additional AED 200 will be added.
2. A clear colour copy of the Transit Visa Applicant's passport (scanned and sent by email) and a clear colour copy passport photograph of the transit visa applicant (scanned and sent by email) must be included with each completed and signed Transit Visa Application Form.
3. A clear copy of the front and back of the credit card for the fee to be debited must be included with the application (scanned and sent by email).
4. The fee for organizing a normal transit visa is AED 550 per applicant and AED 750 for an urgent visa. On Public Holidays the visa application charge will be at AED 950 per applicant. This fee will be charged directly to the Transit Visa Applicant's account. The Marhaba service (an express escort airport service: greet on arrival, presentation of transit visa and escort through to the luggage claim area) is available for an additional charge of AED 120 per applicant.
5. The Transit Visa Applicant's passport must be valid for more than six (6) months from the date of the Transit Visa Applicant's arrival into Dubai.
6. The transit visa is valid for 14 days from its date of issue.
7. If a guest extends his/her stay over the 14 days validity of the transit visa, the Immigration Authorities at Dubai International Airport will impose a fine of AED 100 per day directly to the visa applicant.
8. In the event of a cancellation, no show or the transit visa expiring without being used, the transit visa fee will be debited to the credit card details supplied.
9. Once a Transit Visa Application Form has been submitted to the Immigration Department, the fee cannot be refunded.
10. A Visa Guarantee deposit of AED 8,000/- will be debited from the credit card details supplied, which is refundable upon departure of the guest from the United Arab Emirates. The deposit is taken towards any fines applicable during the stay of the guest in the United Arab Emirates.
11. The refund process for the AED 8,000/- commences after we get a clearance report from Immigrations department that there is no fine incurred towards the guest's visit to UAE. Normally the above process takes 2-3 working days.
12. Upon receiving the clearance report, refund will be processed immediately with the bank and it will take 14-20 working days for the bank to credit the said amount to the credit card or to the provided bank account. During this time, please be advised that international currency fluctuations might happen and individual bank policy charges may affect the refund amount of the deposit.
13. In the case where the Transit Visa Applicant has incurred any penalties against him/her by the Immigration Department, the credit card holder, company or individual who has guaranteed the reservation will be charged for the fine imposed.
14. Transit Visa Applications are subject to approval by the Immigration Department of the United Arab Emirates. Shangri-La Hotel, Dubai does not guarantee that a transit visa will be issued, nor can it be held liable in the event that the Transit Visa Application is denied or delayed by the Immigration Department for whatever reason.

Please forward the completed two (2) page form including the applicant's signature, a clear copy of the passport and a clear copy of the front and back of the credit card, for the fee to be debited, to the Reservations Department, Shangri-La Hotel, Dubai at our fax number +9714 3435921 or e-mail: reservations.sldb@shangri-la.com if all of the above terms are acceptable.

Signature of the **Transit Visa Applicant:** _____