



## UNITED ARAB EMIRATES VISIT VISA APPLICATION IMPORTANT INFORMATION

An Entry Visa is required by individuals entering the United Arab Emirates.

Citizens of the following countries will be issued with a free of charge tourist visa (entry stamp in passport) upon entry to The United Arab Emirates that is valid for 30 days from arrival:

UK, France, Italy, Germany, The Netherlands, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican, Iceland, Andorra, San Marino, Liechtenstein, United States, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia, Hong Kong and citizens of the GCC countries.

We strongly advise against traveling before a visa has been issued by Abu Dhabi Immigration for nationalities not mentioned above. **The St. Regis Abu Dhabi application for your visa does not guarantee an issuance.** Any delay in processing or release is entirely at the discretion of the local authorities.

**The attached application form must be completed in full** and returned with **clear copies** of the required passport pages (as outlined in page 2 – under the heading ‘Requirements for Application’) along with copies of your flight tickets and/or flight confirmation (arrival & departure) each information page must be signed and returned with the completed application and credit card authorization form.

The Abu Dhabi Immigration requires at least six (6) months validity on the passport after arrival date. Additional security checks may be conducted for certain nationalities. Thus, it demands an additional period of time to process. The regulations may prohibit Israeli passport holders or those with an entry stamp of Israel from entering the country.

Moreover please take note when applying for a visa for a female lone traveler below the age of 25 years, the visa process is more challenging due to certain restrictions of the immigration authority unless a doctor or engineer in profession that is stated on the passport.

Please note we will be unable to process the visa application without the attached credit card authorization form completed in full, returned and payment received. **Visa charges are paid in advance to Abu Dhabi Immigration and are non-refundable should the application be rejected by the local authorities.** Visa applications have to be submitted to us at least a minimum of fourteen (14) local working days prior to arrival. (Thursday afternoon, Friday and Saturday are non-working days at government offices, as well as local Public Holidays)

The St. Regis Abu Dhabi is the sponsor for the applicants staying in the United Arab Emirates; therefore applicants must reside at The St. Regis Abu Dhabi for the entire stay in the United Arab Emirates.

An amount of AED 5,000 will be held as a guarantee against the valid credit card provided on the credit card authorization form; this amount will be utilized to settle any fines due to penalties charged by the immigration authority should the visitor over stay the validity period of the visa.

Visitors departing the United Arab Emirates are required to forward a copy of their departure stamp to The St. Regis Abu Dhabi as soon as they return home, by facsimile or electronic mail. On receipt of the departure stamp the amount of AED 5,000 being held against the authorized payment credit card provided will be released minus any over stay.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ST REGIS**

ABU DHABI

NATION TOWERS, P.O. BOX 60476, CORNICHE, ABU DHABI, UNITED ARAB EMIRATES, TEL +971 2 694 4444, STREGIS.COM



## VISA COST AND REQUIREMENTS

A transit entrance visa is valid for 14 days from the date of issuance and 14 days stay is permitted in the UAE, from the date of entry into the UAE: AED 600- per visa.

The United Arab Emirates government immigration regulations are subject to change without prior notice. Upon arrival, you are required to present a copy of your approved entrance visa at the airport control counter.

Please find below the procedures of obtaining a transit visa sponsored by The St. Regis Abu Dhabi.

### REQUIREMENTS FOR APPLICATION

All below mentioned documents are required to be received by electronic mail:

1. All terms and conditions pages signed and dated by the applicant.
2. Visa application form clearly completed in UPPERCASE LETTERS and signed by each applicant.
3. Scanned color copy of valid passport page with picture - passport must have at least six (6) months validity after arrival date.
4. Scanned color copy of passport page that contains home address (normally the last page).
5. Indian passport holders are required to send first and last pages of the passport (detailing guardian and/or spouse names).
6. Scanned passport size recent picture in color.
7. Scanned copy of confirmed return flight ticket.

The below mentioned document is required to be received by facsimile:

8. Completed credit card payment authorization form, authorizing The St. Regis Abu Dhabi to charge your credit card for the cost of each required entrance visa and the guarantee amount of AED 5,000 per person.

### NOTE

All of the above documents are required for each application, points 1-8.

All required scanned documents are accepted only in jpeg format, not less than 30kb and not more than 37kb.

All hand written information must to be clearly written in UPPERCASE.

All required documents (except the completed credit card authorization form) should be sent to the reservations department by electronic mail to [reservations.abudhabi@stregis.com](mailto:reservations.abudhabi@stregis.com).

The completed credit card authorization form that contains sensitive information should be sent by facsimile to our direct reservation secure fax line: 00971 2 665 2494.

To help protect your data, Starwood Hotels & Resorts Worldwide, Inc. does not accept credit card numbers by email for reservations or any other purpose, so please do not include your credit card number in any email to a Starwood associate.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ST REGIS**

ABU DHABI

NATION TOWERS, P.O. BOX 60476, CORNICHE, ABU DHABI, UNITED ARAB EMIRATES, TEL +971 2 694 4444, STREGIS.COM



## ENTRY VISA REQUEST FORM (GUEST APPLICATION)

Purpose of visit :    † <input checked="" type="checkbox"/> Leisure <input checked="" type="checkbox"/> Business		
Type of Visa Package: <input checked="" type="checkbox"/> Transit Entrance		
Arrival date :		
Family name: (As it appears on the passport)		First name: (As it appears on the passport)
Full Father's name:		
Full Mother's name:		
Passport number:		Place of issue:
Date of issue:		Date of expiry:
Date of birth:		Place of birth:
Marital status:		Occupation:
Arrival date:	Flight number & time:	Airport of entry:
Departure date:	Flight number & time:	Airport of departure:
Passport holders home address:		
Home City:	Home Country:	Nationality:
Zip/Post code:		
Contact telephone number :		
Email address:		

### NOTE

ALL fields must be completed in UPPERCASE letters using blue or black ink.

I, \_\_\_\_\_ (applicant's name) declare that I have read and I agree on the above terms and conditions (Page 1, 2) and all the information provided on (page 3 and forwarded documents) are correct information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ST REGIS**

ABU DHABI

NATION TOWERS, P.O. BOX 60476, CORNICHE, ABU DHABI, UNITED ARAB EMIRATES, TEL +971 2 694 4444, STREGIS.COM



## CREDIT CARD AUTHORIZATION FORM LETTER OF AUTHORIZATION

Date: \_\_\_/\_\_\_/\_\_\_

I, \_\_\_\_\_, authorize The St. Regis Abu Dhabi to apply the charges of  
(Print Card Holder's Name)

\_\_\_\_\_, to my credit card.  
(Print Guests Name)

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_

Reservation Confirmation Number: \_\_\_\_\_

Please initial the charges you wish to apply to your credit card:

- U.A.E Transit Entrance Visa AED 600 - per visa
- Mandatory guarantee hold until proof of departure AED 5,000 - per application

*Please check credit card type*

- Amex     Diners     MasterCard     Visa     Other

### CARD HOLDER DETAILS

Cardholder Name: (As it appears on the credit card)	Contact Telephone Number:
Contact Fax Number:	Contact Email:
Company:	
Position:	
Cardholders Billing Address:	
Credit Card Number:	Expiry Date:
Issuing Bank:	Issuing Country:
Credit Cardholder Signature:	
Your signature above will constitute a binding agreement for full payment for the above-specified charges as well as any damages incurred to room accommodations by guest or guest's acquaintances	

# ST REGIS

ABU DHABI

NATION TOWERS, P.O. BOX 60476, CORNICHE, ABU DHABI, UNITED ARAB EMIRATES, TEL +971 2 694 4444, STREGIS.COM



## NOTE

- ◆ Please allow 5 working days for confirmation that your payment authorization has been accepted.
- ◆ The St. Regis Abu Dhabi reserves the right to request a guaranteed method of payment from the guest on arrival in the event that the third party payment request is in process.
- ◆ The St. Regis Abu Dhabi reserves the right to recover full payment from the guest on departure in the event that the third party payment authorization is in process.
- ◆ The St. Regis Abu Dhabi reserves the right to decline a third party credit card payment authorization.
- ◆ Please complete this authorization form and return to the following fax number: +971 2 665 2494
- ◆ To help protect your data, Starwood Hotels & Resorts Worldwide, Inc. does not accept credit card numbers by email for reservations or any other purpose, so please do not include your credit card number in any email to a Starwood associate.
- ◆ This guarantee is irrevocable and the amount mentioned is not refundable.

**ST REGIS**

ABU DHABI

NATION TOWERS, P.O. BOX 60476, CORNICHE, ABU DHABI, UNITED ARAB EMIRATES, TEL +971 2 694 4444, STREGIS.COM