

Dear IHSI Confernece JW Marriott Marquis Dubai Guest,

Thank you for choosing the JW Marriott Marquis Hotel Dubai for your upcoming stay in the United Arab Emirates.

To assist us with your visa application, please find below a list of required documents to initiate the process.

- 1- Completed visa application form provided by the hotel (to be signed by the passport holder)
- 2- Clear scanned copies of the first pages of your passport (.jpg format and full color)
- 3- Clear scanned copy of the applicant's passport picture with white back ground(.jpg format)
- 4- Completed authorization letter which is provided by the hotel. Form must be signed by the card holder. **If your company will be guaranteeing and paying the charges we require a letter from you stating that you will be covering the visa charges and the overstay fees in case.*

**All attachments as well as scanned documents should be clean and in color copies. All sections should be completed typed NOT! Hand written*

VISA RULES & REGULATIONS:

JW Marriott Marquis Hotel Dubai provides

- Service Visa (14 Days) AED 343.
- Tourist Visa (30 Days) AED 343.
- Visa Cancellation Fee AED 103.
- Should the visa cost vary due to a special condition; our visa coordinator will inform you accordingly.
- All visas are issued on a single entry basis.
- No extension of the Visa.
- Visa process will start 14 days (service Visa) prior to your arrival. This is a government requirement. If we apply for your visa before than the intended date your visa may get expire and the Tourist visa for 30 days and valid before entry 60 days.
- Once you receive your visa, you will see that there is an indication for an expiry date. This date will indicate the last day to enter the country, your travel dates should be before than this date to ensure successful entry to UAE
- If you are planning to change your travel dates, please finalize it and apply for your visa. We will not be able to amend it, you will need to pay for a cancellation fee and apply again.
- JW Marriott Marquis Hotel will take a pre-authorization of AED 5,000.00/per person from the credit card you have provided. This guarantee is an in case of an over-stay or a departure from any airport other than Dubai International Airport and required by the local authorities.

- Once the you exit the United Arab Emirates, we will require a copy of the exit stamp to be Email back in order to release the guarantee amount from the card holder
- Please be aware that we are not allowed to apply for Service visa until 14 days prior to arrival date. (If you are coming 10th January, we can only apply for your visa on 3rd January) and the and it will take around three working days to get an update from the immigration.
- Should you need any additional information in regards to the visa process, please feel
- Free to contact our reservations department or visa coordinator for further assistance.

We look forward to welcoming you to the JW Marriott Marquis Hotel Dubai