

Rationale

This policy sets out the support services that Qatar University provides to its international students, and the procedures to access that support.

Definition

International student A student who is not a citizen or national of the State of Qatar. International students who are in this country on a student visa issued by the University are considered to be Out of the Country International Students.

Scholarship Grants-in-aid, trainee stipends, tuition and fee waivers.

Policy

1. Qatar University (the University) is committed to providing support services to promote the welfare of international students whose residency permit is sponsored by the University.
2. Residency sponsorship by Qatar University is a privilege.

Procedures

1. Responsibility for International Student Service

The International Student Section (the Section) of the Student Services Department is responsible for providing support services for international students.

2. Confidentiality

The section is responsible for maintaining the confidentiality of student data in the service records. Information relating to international students is not released without the consent in writing of the student.

3. Student Complaints

Complaints about the service are dealt with under the University Student Complaint Policy.

4. Support Service Types and Conditions

Support services include (A) assistance with admission applications for *the Arabic for Non-Native Speakers program*, (B) assistance with student visas, entry, residence and exit permits for all international students and for students awarded the *Islamic World and Other Countries Scholarship*, (C) assistance with air ticket issuance for all international students awarded University scholarships, as well as (D) assistance on arrival in Qatar and settling in.

A. Admission applications for the Arabic for Non-Native Speakers (Fall semester only)

- 1) Apply online: http://www.qu.edu.qa/apply_for_arabic_program/ within the timeline. Print and sign the online application form, and submit to the International Student Section. (Or send your online application *username* and *password* to the internationalstudents@qu.edu.qa)
- 2) The *Arabic for Non-Native Speaker Program Committee* determines admission to the program, and scholarship applications to the program.
- 3) Submit the following by post, courier or in person to *Qatar University, International Students Section, P.O. Box 2713, Doha, Qatar*. The University may require additional documents or specific documents to be attested.
 - a. Copy passport copy valid for a minimum of one year.
 - b. Original medical certificate to certify that the applicant is medically fit to travel and study abroad.
 - c. Two colored passport photos.
 - d. Recommendation or Reference Letter from an official body i.e. Ministry, embassy, Educational Institution or religious organization stating why they nominate the applicant to study in the Arabic for Non-Native Speaker program, with their email address.
 - e. Resume which contains the applicant's email and telephone number.
 - f. High School official certificate OR University transcript (if the applicant holds a University degree).

The High School certificate must be:

- i. Certified by either the Ministry of Education or the Ministry of Foreign Affairs and Qatar Embassy (or any GCC Embassy if Qatar Embassy is not available) for the country in which the high school is located. (Applicants

residing in Qatar at the time of application may have the certificate certified by the Embassy of their country located in Qatar.)

- ii. Accompanied by Arabic or English official translation if it is issued in a language other than English or Arabic.

The University official transcript must be:

- a) Submitted from the University in a sealed envelope if the university is in the United States of America or United Kingdom.
- b) Certified by either the Ministry of Education or the Ministry of Foreign Affairs and Qatar Embassy (or any GCC Embassy if Qatar Embassy is not available) if the University is in countries other than in the United States of American or United Kingdom. (Applicants residing in Qatar at the time of application may have the certificate certified by the Embassy of their country located in Qatar.)
- c) Accompanied by an Arabic or English translation if it is issued in a language other than English or Arabic.

4) Successful applicants are sent the following by email on admission.

- a) Admission letter: The acceptance should be signed returned within one week to internationalstudents@qu.edu.qa.
- b) Program and Scholarship information, and terms and conditions of the scholarship (for students granted a scholarship.)
- c) Program information (for fee paying students).
- d) Information pack: Information on the procedures to be completed before arriving in Doha, and living in Doha including the daily average cost, with important dates for university events.
- e) A one-way air ticket from the home country to Qatar (if the student is also awarded a scholarship with air tickets)
- f) An entry visa to Qatar.

B. Air ticket

- 1) The issuance of travel tickets to eligible international students is subject to the following general conditions.
 - a) Air tickets must be issued through the International Student Section. Students will not be reimbursed if they purchase a ticket on his own account without the prior approval from the University.

- b) If the student's home country is more than 300 km from the international airport, the student may be paid the maximum of QR 1500 for a connecting domestic flight, or for other travel expenses if connecting domestic flights are not available.
- c) Where the travel involves a transit exceeding 12 hours, the student receives a maximum of 365 QR for food and accommodation allowance (subject to the recommendation of Qatar Airways). A receipt must be submitted showing the fare where the student purchases a domestic flight, and/or is reimbursed for travelling expenses where connecting flights are not available.
- 2) The issuance of specific types of air tickets are subject to the conditions of those types.

<i>Type</i>	<i>Conditions</i>	<i>Recipient</i>	<i>Notes</i>
Air ticket (From home country to Qatar)	A one-way air ticket from the student's home country to Qatar.	International students eligible for tickets, including students awarded a university scholarship for the <i>Arabic for Non-Native Speaker program</i> , and <i>Islamic World and Other Countries Scholarship</i> .	On admission The student receives an E-ticket into the QU email account with a reservation during the first week after the final term exams.
Air ticket (Annual vacation)	A return ticket is provided to the student to return to his home country for vacation at the end of each academic year subject to the conditions of the scholarship, which may vary according to individual cases.	International students on scholarship, if eligible for air tickets under the terms of the scholarship.	At the end of final exams in the Spring semester each academic year
Air ticket – (To home	A one-way ticket is provided to the	Scholarship students who have	On graduation.

country from Qatar)	student to return to his home country.	successfully completed the program.	
		Scholarship students who have failed to achieve the required score in examinations and remains on academic probation or academic warning	After the examination results have been released.
		Foundations Students who have failed to achieve the required TOEFL scores and therefore fail to complete the program within two semester.	After the examination results have been released.
		Graduated students	Within 5 days of the issuance of the graduation certification and after cancellation of the Resident Permit. Graduates received an E-ticket sent to their QU email account.

C. Entry Visa, Student Visa, Residence, Exit Permits

<i>Permit Type</i>	<i>Conditions</i>	<i>Conditions apply to:</i>	<i>Notes.</i>
Entry Visa	International students awarded a university scholarship are issued with an entry visa to enter the State of Qatar.	International students awarded a university scholarship	On admission, the University will send the entry visa to the student by email. The student does not need to take any action to apply.
Student Visa	<p>Fee paying international students receive assistance to apply for a student visa to enter the State of Qatar to study at Qatar University.</p> <p>Submit the following by post or courier to <i>Qatar University, International Student Section, PO Box 2713, Doha, Qatar</i> within the published timeline:</p> <ul style="list-style-type: none"> • An Affidavit from the financial sponsor to bear the costs of study at the university. • Three-month bank statements, dated within three months of the admission date, of the financial sponsor that reflects the financial capacity of the sponsor to bear the expenses of the student during his study at the university. • A <i>Certificate of Good Conduct</i> or <i>Criminal Clearance</i> issued by the official authority in the student's home country. 	Fee paying international students	<p>The student pays all the costs and expenses of obtaining the visa.</p> <p>The approval to issue student visas is at the discretion of the University Student Visa Committee.</p> <p>Applicants are notified of the committee decision within one month after the application deadline.</p> <p>Approval letter from the parent or guardian to enroll to study and obtain a residence permit under Qatar University sponsorship is required for female students from Muslim countries.</p>

	<ul style="list-style-type: none"> • Copy passport valid for minimum for one year. • A <i>Student Declaration Form</i> duly completed. • Original IELTS certificate with minimum overall band 5.5. (For students admitted to majors taught in English only) • Recommendation letter of a body as determined by the Student Services Department. (For applicants nominated by an institution or company to study at the University). 		
Residence Permit (Issue)	<p>On arrival in Doha, the student is given assistance to complete the procedures to obtain a Residence Permit. The student must:</p> <ol style="list-style-type: none"> a) Submit the original passport, one photo with red or blue background (passport size) b) Obtain a <i>Blood Type Certificate</i> for blood type. c) Submit the results of the finger printing, the passport, a photo, and the blood type to the International Student Section to issue the residence permit. 	All International students	<p>The documents should be submitted to the dormitory supervisor where the student resides in the university accommodation.</p> <p>The documents should be submitted to the International Student Section together with QR100 to obtain the medical and finger printing appointment where the student resides outside university accommodation.</p> <p>Students who stay out of Qatar for more than six months must submit a letter to explain the reason for the delay and his desire to return to the State of Qatar to complete his or her study. If approved, the</p>

			<p>student will be responsible for all the fees and fines imposed during his absence.</p> <p>Female students traveling by road must submit the written consent of her guardian, and a copy of guardian's ID card when requesting permission to travel by road.</p>
(Renew)	<p>Residence Permits are normally issued for one year. Students who need to renew their Residence Permit should hand the original passport, and Qatar ID to the International Students two weeks before the Residence Permit expires.</p>	All International students.	<p>The International Students Section will notify the student to collect the new Residence Permit.</p> <p>The student is responsible for the consequences of the delay in passport submission, including fines.</p>
(Cancel)	<p>All international students are required to cancel their Residence Permit on graduation, or withdrawal from the university, or failure to meet the scholarship conditions.</p> <p>The student is required to submit the original passport and Qatar ID to International Students Section.</p> <p>The International Students Section will issue graduating students eligible to receive an airline ticket within five days after the issuance of the Gradation Certificate or the Graduation Ceremony. The graduating student should contact the</p>	International students, on graduation, withdrawal from the university, or failure to meet the scholarship conditions	<p>The International Student Section issues a one-way ticket to the student to return to his home country within 5 days of the graduation ceremony or of the graduation certificate being issued, of withdrawal or being notified by the Scholarship Section of the failure to meet scholarship conditions.</p> <p>The graduating student should contact the Records section to collect his Graduation</p>

	Records Section to collect the Graduation Certification before leaving Qatar.		<p>Certification before leaving Qatar.</p> <p>International students who wish to withdraw from Qatar University should submit a “Withdrawal Request” together with a completed “Financial Release” application to the Registration Section, and hand in his original passport and Qatari ID card to the International Students Section to cancel the Residence Permit.</p>
(Transfer: <i>from Parent /Guardian /Sponsor to Qatar University</i>)	<p>If the parent is willing to leave Qatar in order to cancel his employment contract or if the parent or guardian is deceased, the student should submit the following to the International Students Section:</p> <ol style="list-style-type: none"> The parent’s original Qatar ID card or death certificate The student’s original passport. A letter “To whom It May Concern” from Qatar University Registration Department stating that the student is an active student at the University. The parent’s bank account statement for the last 3 months. A letter from parent’s employer to prove termination of his contract. A signed application form “<i>Application form to transfer residence permit to QU</i>” by 	International students under the sponsorship of parent / guardian / or sponsor who wish to transfer the sponsorship to Qatar University.	<p>If approved, the student may expect to receive updates about the Residence Permit transfer process by email from the International Student Section</p> <p>Where the sponsor is a company or organization, Qatar University issues a No Objection letter to the transfer.</p>

	<p>the student's parent/guardian/sponsor</p> <p>g) A signed "<i>Affidavit of Financial Sponsor</i>" stating that he is responsible financially to pay all the student's fees including tuition, books, transportation, housing, and others, in addition to the parent's commitment to submit a copy of his canceled Residency Permit.</p> <p>h) A signed agreement "Students Declaration Form" by the student stating he/she will observe all the obligations to the State of Qatar and QU regulations.</p> <p>i) A letter from the parent/guardian/sponsor in Arabic directed to the: رئيس لجنة النظر في طلبات الاستقدام stating that he has NO objection to transfer my child's residence permit to Qatar University with details of the reason for the transfer together with a signed blue form of transferring the Residence Permit نموذج نقل الكفالة.</p>		
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<p>Transfer (from Qatar University to Parent /Guardian /Sponsor</p>	<p>Submit:</p> <p>To transfer to sponsor:</p> <ul style="list-style-type: none"> a) The student’s original passport and Qatari ID card. b) “No Objection” letter to transfer from the University to the sponsor. c) Employment offer letter. d) The ID particulars of the sponsor. <p>To transfer to parent/guardian:</p> <ul style="list-style-type: none"> a) The student’s original passport and Qatari ID card. b) “No Objection” letter to support the transfer application and the ID particulars of the sponsor of the parent/guardian. c) Original Qatari ID card of the parent/guardian. d) A letter from the parent/guardian in Arabic directed to the: رئيس لجنة النظر في طلبات الاستقدام stating that he has no objection to transfer the residence permit from Qatar University, together with a signed blue form of transferring the Residence Permit نموذج نقل الكفالة. e) Salary Statement for the parent/guardian. 	<p>International students under sponsorship of Qatar University, on graduation only.</p>	<p>If approved, the student may expect to receive an updates about the Residence Permit transfer by email.</p>
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Exit Permit	<p>International students are required to apply for an Exit Permit to leave Qatar for to travel outside Qatar for each trip.</p> <p>To be eligible for an Exit Permit the student is required to settle all the outstanding fee.</p> <p>Female students planning to travel by road should send the approval of her guardian and a copy of Guardian's passport.</p>	International students on Qatar University residence sponsorship.	<p>The Exit Permit is sent to the student's QU e-mail.</p> <p>Apply online at http://www.qu.edu.qa/students/services/is/formal_letter.php.</p>
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D. Procedures on Arrival in Doha

On arrival in Doha, all international students:

1. Attend the University Orientation event and the Orientation event of the International Student Section including a Campus Walk tour.
2. Apply for a QU Campus Card at a fee of QR 50.
3. Open a bank account at any bank branches on QU campus.
4. For Arabic Program for Non-Native Speakers, attend the Arabic Program Orientation Event and Registration session.
5. Complete the procedures to issue the residence permit.
6. Submit a Health Certificate authenticated by the Medical Commission and a copy of the Qatari ID card to the Admission Department.

Owner

Student Services Department

Stakeholder Impact

This policy affects all enrolled students. All faculty and staff of the University should be familiar with this policy and the procedure and be able to advise students if asked.

[Review Date](#)

30-June-2014