

Immigration Handbook

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Dear Colleague:

Congratulations on your new position at Qatar University.

This booklet provides information on all types of visas issued by Qatar. Once you accept your offer with the University, you will have to go through a set of procedures to fulfill the immigration requirements. We have gathered all the information in this booklet for your use as a reference before and after your arrival into Qatar.

We hope you find this information valuable. Please note that this document is a work in progress. The information will change as the immigration laws are amended. If you find out that you have had to go through a different procedure than the one outlined here, please notify recruitment at Recruiting@qu.edu.qa to update the information.

We wish you a very productive year.

Sincerely,
The Recruitment Section
Human Resources Department

1.0 Permanent Visa / Resident Permit Process for new Staff & Families

1.1 An Overview

Step 1 Prior to Arrival	Step 2 After Arrival	Step 3 After the Residence Permit is issued
<p align="center"><u>Permanent Visa</u></p> <p>A Permanent Visa (also known as entry work visa) is required for people who are coming to work in Qatar or for those coming to live as dependents of an employee.</p>	<p align="center"><u>Residence Permit</u></p> <p>A Residence Permit is a government stamp placed in your passport, signifying you are recognized as resident typically for a period of one/two or three years.</p>	<p align="center"><u>Residence Permit will allow employees to obtain:</u></p> <ol style="list-style-type: none"> 1. Exit Permit 2. Permanent Driver's License 3. Liquor Permit 4. Medical Health Card 5. Car Registration 6. Qatar ID card
<p align="center"><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Photocopy of Passport: <ul style="list-style-type: none"> ◇ Applicant's Passport, ◇ Spouse and children if any. 2. Certificates Required: <ul style="list-style-type: none"> ◇ Marriage ◇ Academic Degree or certificates ◇ Children's Birth Certificate (if applicable) ◇ <u>Police Clearance Certificate of the candidate from his/her come country duly attested by the Ministry of Foreign Affairs of their country and from Qatari Diplomatic Mission in his/her country.</u> 	<p align="center"><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Medical Examination 2. Finger Printing 	
<p align="center"><u>Important Notes</u></p> <ul style="list-style-type: none"> ◇ The process normally takes 6 weeks. ◇ Copy of the official Visit Visa must be shown at Doha Airport upon arrival. ◇ No recruit should join any employer before obtaining the official approval from the government Immigration Department for his/her employment visa. ◇ New recruits (overseas) and international students (above 18) who are requesting permanent residence status must provide a police clearance from the country for which 	<p align="center"><u>Important Notes</u></p> <p>At the time of orientation, the employee is to submit for each family member.</p> <ol style="list-style-type: none"> 1. Passport 2. Permanent visa 3. Certificate showing blood group from a medical lab <p>The residence permit process normally takes 5 weeks for employees and 7 weeks for dependents from the date of their medical.</p> <p><u>The employee and family are required to remain in Qatar until the residence permit process is finalized.</u></p>	<p align="center"><u>Important Notes</u></p> <p>A residence permit becomes invalid if the bearer stays outside the country more than six months.</p>

Step 1 Prior to Arrival	Step 2 After Arrival	Step 3 After the Residence Permit is issued
<p><u>Important Notes Cont'd...</u> he/ she is a citizen. ◇ Those with a valid residence permit issued from another GCC country are advised to have their residence permit cancelled prior to their arrival in Qatar.</p>		

2.0 Important Note

2.1 What you should do when you receive and accept the Job Offer Letter from Qatar University:

As soon as you accept Qatar University's job offer, please provide the following documents to the Recruitment Section of the University.

- A copy of the passport of you, your spouse, and dependent children
- A police clearance letter (employee only) from your country attested by your home country's Ministry of Foreign Affairs and attested by a Qatari Diplomatic Mission in your country
- A copy of your highest educational qualification certificate
- A copy of your marriage certificate (if applicable)
- A copy of birth certificates of children (if applicable)

You must courier the above documents to:

Head of Recruiting Section
Qatar University
P.O. Box 2713
Doha, Qatar

Further information about getting a Police Clearance/ Good Conduct Certificate:

Getting a police clearance or a good conduct certificate is the responsibility of the new recruit. The University will only pass on the information that we receive from the Immigration Department.

Typically, a new recruit should provide the police clearance or the good conduct certificate from the same country that he/she is holding a passport from and intends to enter Qatar using that passport. For example, if a new recruit is planning to enter Qatar on a US passport, they will have to provide the University with a police clearance from the US. The clearance must be notarized by the issuing agency. To do so, the employee should get the clearance authenticated/attested from his/her home country's Ministry of Foreign Affairs and have it attested by a Qatari Diplomatic Mission in their home country. These processes could be done through correspondence with the employee's home country if they are all ready in Qatar. Once the signatures are secured by the employee, the University's immigration coordinator will present the documents to the Ministry of Foreign Affairs in Qatar for further attestation.

2.2 What happens after you submit the above documents?

- Qatar University's Recruitment Section will provide the papers to the University's Government Liaison Unit to initiate your permanent visa.
- Qatar University's Government Liaison Unit will submit and follow up your application with the Labor and Immigration Department.
- When your entry visa is issued, the Recruitment Section will email it to you.
- Now you are ready to enter Doha, Qatar. Remember, you will need to provide your permanent visa which was emailed to you to the authorities at the airport. A printed copy is accepted by the authorities.

3.0 Frequently Asked Questions (FAQ)

3.1 General:

Q1. Who looks after the immigration process?

At Qatar University (QU), the External Relations Department will initiate the process by assigning a coordinator to meet with you during your orientation week to take care of you and your family's complete processing needs. Once the orientation process is completed the Government Liaison Unit at the University will follow up on your application.

Q2. Who pays for the documents and related service costs?

Qatar University will reimburse the employee for processing fees charged by the Medical Commission and the Immigration Department. Employees are responsible for covering the costs and fees for all non-mandatory services such as:

- ✓ Visiting Visas for relatives or friends
- ✓ Driver's License fees; and
- ✓ Medical Card

Q3. What if I lose my passport outside Qatar?

Contact the University's Government Liaison Unit immediately. You must fax a copy of your old/new passport to them. They will complete a request and submit it to the Immigration Department to obtain permission for you to re-enter Qatar on a new passport. The time required to obtain the above permission is four working days. You are advised not to use a Tourist Visa to re-enter Qatar as it will make things very complicated. It is also a good idea to keep a photocopy of all your official documents to access your personal information in case of theft or if they are lost.

3.2 Permanent Visa:

Required Documents	<ul style="list-style-type: none"> ◇ Copy of Passport ◇ Copy of Degree or academic qualifications ◇ Police Clearance Certificate (from home country duly attested by your country's Ministry of Foreign Affairs and attested by the nearest Qatari Diplomatic Mission in your country) ◇ Copy of spouse and dependants' Passports ◇ Copy of Marriage Certificate ◇ Copy of children's Birth Certificate
Processing Time	Approx. 6 weeks
Processing Responsibility	Qatar University
Remarks	<p>If the recruited person was employed in Qatar during the last 2 years, he/she must provide the University with a No Objection Letter from the previous employer.</p> <p>Once the employee arrives into Qatar the Permanent Visa is valid only until the Residence Permit is issued.</p>

Q1. What is a Permanent Visa?

A Permanent Visa is required if you are planning to work in Qatar. It is processed by QU prior to your arrival into the country. Once issued, the Recruitment Section of the University will forward the Permanent Visa to you via email. You should print it and present it to the authorities at the port of entry. If your family is traveling with you, they will be sponsored by QU. However, their sponsorship should be transferred to yours once you are issued a residence permit. QU's Government Liaison Unit will coordinate this process with you.

Q2. How long does it take to get a Permanent Visa?

It takes approximately six weeks to process a Permanent Visa.

Q3. What do I need to do to get a Permanent Visa? What information should I provide to get one?

Prior to your arrival in Qatar, you must provide a copy of your passport (and your family's, if applicable) with other necessary documents, to the office of the Recruitment Section (RS) of the University. The RS will forward your papers to the Government Liaison Unit of the University. They will, in turn, complete a request form and submit it to Ministry of Labor to obtain a permanent visa. The request should be submitted to RS a minimum of six weeks before your arrival.

Those with a valid residence permit issued from another GCC country are advised to have their residence permit cancelled prior to their arrival in Qatar.

3.3 Business Visit Visa

Required Documents	<ul style="list-style-type: none"> ◇ Application Form (QU responsibility) ◇ Photocopy of Passport (applicant to provide this to QU)
Processing Time	Approx. 4 working days
Processing Responsibility	Qatar University Government Liaison Unit
Remarks	<ul style="list-style-type: none"> ◇ Validity of passport should be at least 6 months ◇ Visa is valid for one month from entry date ◇ It is renewable up to 6 months
Fine	After expiration QR 200 per day

Q1. What is a Business Visit Visa?

An official visit visa is required for anyone coming on a short business trip. An official visit visa is typically valid for two weeks and can be renewed for a total of three months.

Q2. How long does it take to get a Business Visit Visa?

It takes approximately four working days to process.

Q3. Can a Business Visit Visa be replaced with a Permanent Visa after arrival?

Yes, it can. This option can be followed if there is not enough time to obtain a permanent visa. However, it is advisable to bring new recruits to Qatar on a permanent visa to avoid any inconvenience and delays in the issuing of a residence permit.

3.4 Relative Visit Visa

Required Documents	<ul style="list-style-type: none"> ◇ Application Form (from QU Government Liaison Section) ◇ Non-Objection Letter from QU ◇ Copy of ID ◇ Copy of relative's of Passport ◇ Employment Agreement 	
Processing Fees	1 st month	QR 220
	Monthly extensions	QR 200
Processing Time	Approx. 5 working days	
Processing Responsibility	Employee	
Remarks	<ul style="list-style-type: none"> ◇ Validity of passport should be at least 6 months ◇ Visa is valid for one month from entry date ◇ Visa is valid for three months from date of issuance ◇ It is renewable up to 6 months 	

Q.1. What is a Relative Visit Visa?

Close relatives that want to visit you in Qatar will require a relative visit visa. Once you are issued with a residence permit, you can sponsor them yourself.

Note: Single status employees are not eligible to sponsor a relative.

Q2. How long does it take to get a Relative Visit Visa?

It takes approximately five working days to process. The relative visit visa is typically valid for one month and can be renewed for a total of six months.

3.5 Tourist Visa for 33 Countries

Q1. What is a Tourist Visa for 33 Countries?

Nationals of over 33 countries and protectorates are not required to obtain tourist visas in advance when coming to Qatar. The nationalities stated below will be issued a three week tourist visa on arrival at any port of entry.

The United States of America, United Kingdom, The Netherlands, France, Italy, Germany, Canada, Australia, New Zealand, Japan, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican, Iceland, Honduras, San Marino, Liechtenstein, Brunei, Singapore, Malaysia, Hong Kong, and South Korea.

Please note that tourist visa holders are not allowed to work.

Q2. Can a Tourist Visa be replaced with a Permanent Visa after arrival?

Yes, but you are not allowed to work when you are on a tourist visa.

3.6 Residence Permit

Required Documents	<ul style="list-style-type: none"> ◇ Application Form (from QU Government Liaison Unit) ◇ Passport ◇ Photograph ◇ Blood Group Certificate ◇ Results of your Medical Test and Finger Print. (The results will be forwarded to the Immigration Department by the concerned authorities.)
Fines	QR 10 per day without a residence permit stamp
Responsibility	<ul style="list-style-type: none"> ◇ QU will submit the application ◇ Cost of processing a residence permit for employee, spouse and up to 3 children below 18 years of age will be covered by the University. An employee pays for additional children or children over 18 years of age.

Q1. What is a Residence Permit?

A residence permit is a government stamp placed in your passport that recognizes the holder as a resident, typically for a period of one year. It is required from all who are working in Qatar and their dependants residing in Qatar.

Please note that a residence permit becomes invalid if the bearer stays outside Qatar more than six months.

Q2. How long does it take to get a Residence Permit?

A residence permit normally takes a minimum of five weeks for employees and eight weeks for dependents. Please note that obtaining a residence permit involves a number of government agencies and processing time can vary accordingly.

Q3. What do I need to do to get a Residence Permit?

Once your medical report and the finger print report are received from the appropriate authorities, QU's Government Liaison Unit will present the documents to the Immigration Office to prepare your residence permit.

Q4. What if dependents with a valid Qatari Residence Permit stay outside the country more than six months, can they get an exemption to return on the same visa?

The employee can obtain an exemption from the Qatar Immigration Department upon paying a fee of QR520.

Q5. Will my family get a Residence Permit at the same time that I do?

If you came to Qatar by yourself, you will first receive your residence permit and you will later sponsor your family members.

If your dependents arrived in Qatar with you, their initial sponsorship will be done by Qatar University. However, once you obtain your residence permit you will have to transfer their sponsorship from QU to yours.

Q6. How long is a Residence Permit valid for? Who is responsible for renewing it?

A residence permit is typically valid for one year. However, a two or three year visa may also be issued. Two months prior to your residence permit expiry date, submit a request to the

Government Liaison Office at the University. If your residence permit expires during your summer vacation, you should have it renewed two months prior to leaving the country.

Q7. Do I have to carry my passport always to prove that I have a Residence Permit?

No, your passport should be stored in a safe place. You are encouraged to carry your Qatari ID (which you should apply for after you receive your residence permit) and your driver's license.

3.6.1 Residence Permit Renewal

Required Documents	<ul style="list-style-type: none">◇ Application Form (from QU Government Liaison Unit)◇ Original Passport◇ Photograph◇ Blood Group Certificate or copy of ID
Fines	QR 10 per day -- after 3 months from date of expiry
Responsibility	QU Government Liaison Unit

3.6.2 Transfer of Residence Permit from Old Passport to New Passport

Required Documents	<ul style="list-style-type: none"> ◇ Application Form (from QU Government Liaison Unit) ◇ Passports (new & old) ◇ ID card ◇ One passport size photograph
Processing Fees	QR50
Processing Time	Approx. 5 working days
Processing Responsibility	QU Government Liaison Unit
Remarks	The application form should be duly signed by the employee and a QU authorized signatory.

3.7 Qatari ID Card

Q1. What is an ID card used for?

It is used to apply for a health card, driver's license, vehicle registration and for all other immigration processes.

Q2. How long is the Qatari ID card valid for?

Qatari ID is valid for the duration of your Residence Permit. The Qatar University Government Liaison Unit will be responsible for renewing it. However, you have to provide a request form to initiate the process. The form can be obtained from the Government Liaison Unit.

Q3. What information do I need to provide, in order to get a Qatari ID?

Submit your passport, one colored photo (3.8 cm x 4.8 cm) and proof of your blood type to QU Government Liaison Unit.

3.8 Medical Card

Required Documents	<ul style="list-style-type: none"> ◇ Application Form (from QU External Relations) ◇ Clinic Card (if available) ◇ 2 passport size photograph ◇ Blood Group Report ◇ Photocopy of Passport and Residence Permit 	
Processing Fees (not reimbursable by QU)	Application	QR 100
	Renewal Fee	QR 100
Processing Time	Approx. 2 weeks	
Processing Responsibility	Employee	
Remarks	◇ Registration at the nearest government clinic to obtain a registration number	

	<ul style="list-style-type: none"> ◇ Obtain a blood type report ◇ Submit the application to Hamad Health Department or nearest government health center ◇ The medical card is valid for one year.
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Q1. What services does the medical card cover?

The Medical card allows you to use the medical services of Hamad Medical Corporation and its affiliated Health Centers. It includes emergencies, clinical and hospital services.

Q2. Does my card cover all family members?

No, everyone has to have his/her own medical card including children over two years of age.

Q3. What information must I provide to get one?

The External Relations Department of the University has copies of the Medical Card Application Form. Submit a copy of your passport showing the residence permit stamp, copy of your blood group and 2 colored photos (3.8 cm x 4.8 cm). You will need to send the application to Hamad Medical Corporation or to your nearest government health center. The cost of the application is QR100.

Q4. When does it expire? How do I renew it?

It expires after one year. You are responsible for renewing your Medical Card.

Q5. Am I covered for medical emergencies/treatments outside of Qatar?

No, it is only valid in Qatar at the Hamad Hospital and its affiliated government health centers.

3.9 Driver's License

Required Documents	<ul style="list-style-type: none"> ◇ Application Form (from QU External Relations) duly signed by you and the University's authorized signatory ◇ Copy of Passport ◇ 4 passport size photographs ◇ Blood Group Report ◇ Valid Driver's License from home country ◇ ID card of sponsor (for family members only) ◇ Temporary Driver's License (if any)
Processing Fees	QR 156
Processing Time	Same day
Processing Responsibility	Employee (may coordinate with QU External Relations Dept.)
Remarks	<ul style="list-style-type: none"> ◇ Validity for 5 years ◇ Eye test is required
Responsibility	The employee

Q1. Is the driver's license of my permanent country of residence valid in Qatar?

No, your homeland driver's license is not valid in Qatar. You are required to apply for a Qatari temporary driver's license.

Q2. What is the process to get one?

Once your residence permit is issued, you can apply for a driver's license. The QU External Relations Department carries the application forms. Provide them with 4 passport size photographs, ID card, your own country's driver's license. The QU External Relations Department will prepare the form for you. The form must be signed and stamped by the QU HR department. Coordinate with the University's External Relations Department to have a representative accompany you to the Traffic Department.

You may be required to have your eyes examined at the Traffic Department and you may have to take a full written/road test. You cannot receive a permanent driver's license until you are issued a residence permit. Holders of a GCC driver's license and certain countries are exempted from the test.

Q3. Can I use an International Driver's License in Qatar?

No, an international driver's license is not valid in Qatar. However, you are advised to bring an international driver's license with you to Qatar as this will facilitate the process of renting a car.

Q4. How long is a Qatari Driver's License valid for?

It is valid for 5 years.

Q5. Can I use it in other countries?

No, it is only valid inside Qatar.

3.10 Exit Permit

Required Documents	<ul style="list-style-type: none"> ◇ Exit Permit Form ◇ Original Passport ◇ Valid Residence Permit
Processing Fees	N/A
Processing Time	Same day
Processing Responsibility	Qatar University (employee to initiate the process – form available at QU Government Liaison Unit)
Remarks	<ul style="list-style-type: none"> ◇ Travel should be conducted within 7 days of issuing the Exit Permit ◇ Residence Permit must be valid for 30 days ◇ Necessary for employees but not for spouse or dependents under 18 years

Q1. What is an Exit Permit?

Everyone who wants to travel outside Qatar requires an exit permit. This is a state document signed by your sponsor stating that they have no objection to you leaving the country. Faculty members may obtain a multiple exit permit valid for one year.

Q2. What is the process to get one?

Fill out a request form from QU's Government Liaison Unit and get the relevant signatures from HR Department. Submit the form to the Government Liaison Unit at least 7 days before departure. You need to state on the form the dates of your departure/return and the destination of your travel.

3.11 Multiple Exit Permit for One Year

Required Documents	<ul style="list-style-type: none"> ◇ Exit Permit Form ◇ Original Passport & copy of Passport ◇ Valid Residence Permit
Processing Time	4 working days
Processing Responsibility	Qatar University (employee to initiate the process with QU Government Liaison Unit)
Remarks	The Multiple Exit Permit is applicable to Faculty members only

Q.1 What is a Multiple Exit Permit?

This permit is available for faculty members only. It gives them the flexibility to exit the country several times during the year using the same permit.

3.12 Getting a Housemaid

Q1. What do I need from Qatar University to process a visa for a housemaid?

QU Employee Relations Section will provide you with a letter which states that you are an employee of Qatar University. It will include your job title and monthly salary. The University will not provide any further assistance to you in getting a housemaid.

Q2. What if I only want someone to clean my living quarters occasionally?

If the cleaner is a full time employee, you must sponsor them. If the cleaner is used on occasions, there is no need for you to sponsor them.

4.0 Other Types of Visas

4.1 Family Visa

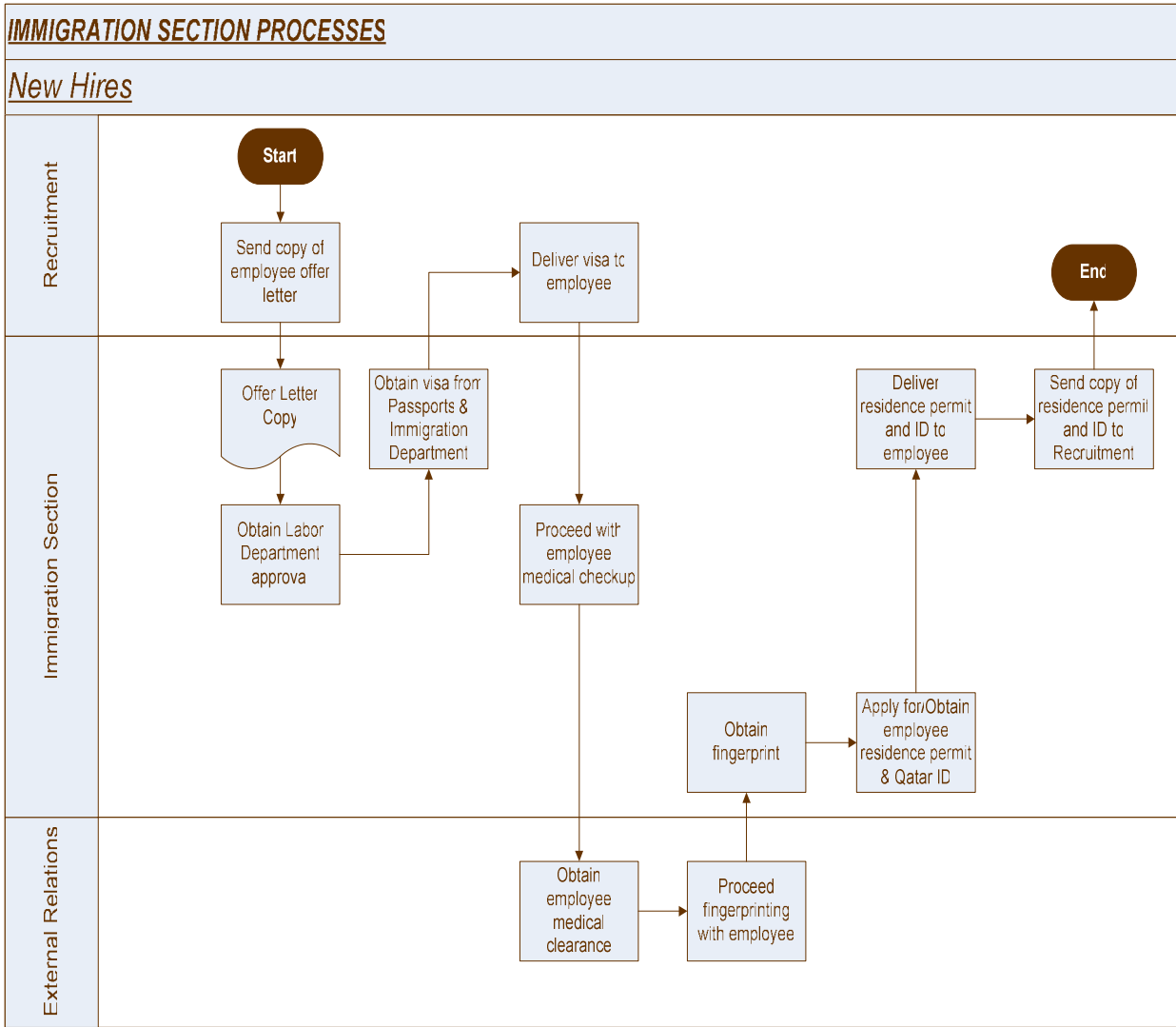
These are the steps for married QU employees with a valid resident permit who want to sponsor their families in Qatar.

Required Documents	Application Form (from QU Government Liaison Section) ◇ Salary certificate from QU ◇ Applicant's ID card ◇ Photocopy of Passport for <ul style="list-style-type: none"> ○ Applicant ○ Spouse ○ Children (if any) ◇ Photocopy of certificates <ul style="list-style-type: none"> ○ Marriage ○ Academic or Degree ○ Children's Birth (if applicable) ○ Employment Agreement 	
Processing Fee (paid by employee)	Children (over 18)	QR 500
Processing Time	Approx. 5 weeks	
Processing Responsibility	Employee	

5.0 Transfer of Sponsorship to Qatar University

Required Documents	<ul style="list-style-type: none"> ◇ QU Offer Letter ◇ Passport and ID Card ◇ Valid Residence Permit (not less than 6 months) ◇ Transfer of sponsorship form signed by sponsor and attested by the Immigration Department ◇ Non-objection letter from previous employer (employee to provide to QU) ◇ Passport size photograph ◇ Copy of Degree or educational qualification certificate ◇ Police Clearance Certificate from Qatar
Processing Responsibility	QU Government Liaison Unit

6.0 Immigration Section Processes Flow Chart



7.0 Passport & Immigration Processes Flow Chart

