



Immigration Process Description for Staff

The purpose of this document is to make new overseas recruits aware of different Immigration formalities while residing in the state of Qatar. Immigration processing involves obtaining various documents and is a complicated process which includes several government agencies. These agencies are typically only available for service in the morning and procedures could occasionally vary based on who is servicing you.

IMMIGRATION OPERATIONAL PROCEDURES

PROCEDURE: Prior to Arrival

At Qatar Foundation, there is an Immigration Team assigned to liaison with each Center/Branch campus. Your Center/Branch Campus designate will commence the immigration processing by requesting specific information. In turn, this is provided to the QF Immigration Team, who thereafter will meet with you to take care of your complete processing needs.

On receipt of the Employee Data Form from the Center/Branch Campus designate, the QF Immigration Team will request all the necessary documentation to commence with the application for Permanent Entry visa for the new overseas recruit to come to Doha, Qatar. The Center/Branch Campus designate will submit an application for Permanent Entry Visa. The following documents are required for the permanent visa processing:

- **Passport copy of the Employee**
- **Visa request form (attached, the most update copy)**
- **Copy of highest education cert/degree**

If new hire is coming in with family, he or she needs to submit copies of passports, marriage cert. / birth cert. certificates for family members.

Processing time for a permanent visa is approximately 3 – 4 weeks after the submission of a copy of passport.

On receiving an entry visa, Immigration Team will scan and send a copy of the document to Center/Branch Campus designate to be forwarded to the employee. This document must be printed out by the new employee and presented to the Immigration on arrival at Doha Airport. For all new employees entering on permanent visa a one-way ticket can be issued.



PROCEDURE: Upon Arrival

All new overseas recruits will attend the employee Orientation upon arrival and will be introduced to the Immigration Team where the new employees will hand over original passport / 12 passport size photographs/ a copy of Permanent Entry Visa, blood group certificate & a **Police Clearance Certificate** (must be stamped by nearest Qatari embassy in their home country).

The QF Immigration Team will arrange all the paperwork and arrange a medical appointment which is normally scheduled two (2) days after receipt of documentation. Medical Clearance release takes approximately 4 working days. The Immigration Team will inform Center/Branch Campus designate via e' mail on their schedule dates for attending the two (2) immigration appointments i.e. Medical / finger printing

Once the new employee has completed the medical and finger printing appointments the application to stamp Qatar residence permit in the passport will be made. The whole process takes approximately 3-4 weeks. Employees are required to remain in Qatar until the R. Permit process is over. Residence Permit holders are not permitted to remain out of Qatar for more than 6 months at one time after which the Residence Permit becomes invalid.