



QF-HR-IMM-001

QATAR FOUNDATION FOR EDUCATION, SCIENCE & COMMUNITY DEVELOPMENT

To	HR DEPARTMENT – QATAR FOUNDATION	
FM		
REQUISITION FOR PERMANENT VISA		
Name of Employee (As in passport)		
Present Nationality		
Previous Nationality		
Passport Number		
Place & Date of Issue of Passport		
Expiry Date of Passport		
Place & Date of Birth		
Occupation		
Monthly Salary		
Religion		
Place & Date of Arrival in Qatar		
Duration of Stay		
Purpose of Entry to Qatar		
Last entry date to Qatar & on what kind of visa		
If new recruit is female. Name of spouse and where is spouse now?		
Contact person in Center	Tel Ext & Mobile:	
DECLARATION	I hereby confirm that information provided is accurate and bear all the responsibility if proven otherwise	
Approval of concerned Center / Personnel Mgr.	Date:	
Approval of QF/ Immigration Head		

IMPORTANT NOTES:

-	Copy of visa must be shown at Doha Airport upon arrival
-	Time period - 6 weeks
-	Required Attachments: Photocopy of Passport of – Applicant, Spouse and Children – Photocopy of Certificate of – Marriage, Academic or Degree, Children's Birth - New recruits (overseas) and International students (above 18) who are requesting permanent residency status must provide a police clearance from the country for which he/she is a citizen. Same need to be attested by nearest Qatar Embassy.