

Immigration Information

Immigration Processing

Upon arrival, you and your family members are going to spend a significant amount of time completing your immigration processing. Completing this process is a crucial step in getting settled into life in Qatar. There are a number of services or actions that cannot be completed until you have your Permanent Resident Permit, such as buying a car or obtaining a Health Card. Also, it is difficult to leave Qatar before the process is completed; and when you return, you may have to begin the entire process again. It is, therefore, very important to keep the appointments made for you by TAMUQ Human Resources.

The first thing you will have to do is provide your passport and a number of photographs to TAMUQ Human Resources. At the completion of the process you, the employee, will receive a Permanent Resident Permit affixed to your passport, a Qatar ID Card, a Driver's License, a Health Card, and a Multiple Exit and Entry Visa enclosed with the passport. Your dependents will also receive a Permanent Resident Permit in their passports, Health Cards and driver's licenses, if appropriate. Adult dependents will also receive a Qatar ID Card. Your multiple Exit and Entry Visa will cover your dependents. Dependents who will work in Qatar may also have to acquire a work permit. Some of the documents will have to be renewed—See TAMUQ HR for more details.

To obtain these documents, you and your dependents will have to complete a health screening which includes a blood test and chest x-ray; fingerprinting; and an eye exam if getting a driver's license. Each of these events entails a separate trip to a local governmental agency. Transportation and aides are provided for the appointments and each usually takes several hours to complete.

Should you have friends or relatives visit you, they can obtain a visitor's visa at the airport (if they hold a US passport; for other countries check the Qatar website for additional details) at the time of arrival for 70 Qatar Riyals (about \$20 - May need to pay in Qatari Riyals). It is not necessary to obtain a visitor's visa in advance provided the travelers have a valid U.S. passport.

A more detailed explanation is provided in the enclosed Immigration Processing Actions information sheet.

Tips:

- Most photographs taken in the United States don't meet local size requirements. Photographs can be obtained at the local malls quickly and inexpensively.
- If you get your photographs taken locally, remember to ask for the negative and be sure that they are taken on a dark background.
- Keep a paper copy of your passport with you at all times until you receive your Qatar ID Card. Do not routinely carry your passport. File it away securely and keep a paper copy in your possession.
- Women going for their medical processing should take an oversized white T-shirt to wear for the chest X-Ray. Also, if you have long hair, bring some hair clips.
- Be sure to carry something to clean your hands after fingerprinting. Soap and water are not available on site.
- You can drive with your U.S. driver's license for seven days after arrival.

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The following required documents will be needed during the immigration process:

Residence Permit

The following items are required for a Residence Permit:

1- A total of 8 (4x6 cm) photos printed on a non-white background, blood group certificate, and a copy of the employee's degree transcript or evidence of highest educational level.

2- A medical check up. An appointment will be set up for you by the HR Department and you will be informed of the time and date to meet the bus and complete the appointment.

3- Finger printing. An appointment will be set up for you by the HR Department and you will be informed of the time and date to meet the bus and complete the appointment.

Your Residence Permit will be issued along with an annual multiple exit visa in about three to four weeks after the completion of steps one through three.

Multiple exit visas are NOT required for dependents.

Temporary Driver's License

The following items are required for a Temporary Driver's license (TDL):

- a) Original driver's license from home country.
- b) Eye examination.
- c) Process fees QR156 (about \$45).
- d) Four personal photos (with eye glasses, if required).
- e) Copy of Passport.

An appointment for the eye examination will be set up for you by the HR Department and you will be informed of the time and date to meet the bus and complete the appointment.

Upon receipt of the Residence Permit the HR department will start to process your ID Card, Permanent Driver's License and Health Card per the following steps:

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ID Card

An employee sponsored by the Qatar Foundation must provide the following:

- a) Signed index card provided by the HR Department. Must be signed using black ink (for signature verification purposes).
- b) Copy of Passport and Residence Permit.
- c) One photo.

Dependents sponsored by employee must provide the following:
[Dependents under the age of 16 do not receive an ID Card.]

- a) Signed index card provided by the HR Department. Must be signed using black ink (for signature verification purpose).
- b) Original Passport.
- c) One photo.
- d) A copy of the employee's Passport and Residence Permit.

Permanent Driver's License

Converting the Temporary Driver's License to a Permanent Driver's License requires the following:

- a) Temporary Driver's License (TDL).
- b) Two photos.
- c) Copy of Passport and Residence Permit.
- d) Process fees of QR156 (about \$45).
(TAMUQ HR will assist you with this)

Health card

Issuance of a Health Card requires the following:

- a) Completed Health Card (HC) form.
- b) Two photos.
- c) Copy of Passport and Residence permit.
- d) Certificate of blood group.

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Renewal of the Health Card

Annual renewal of Health Card requires the following:

- a) Expired Health Card.
- b) Two photos.
- c) Copies of Passport and Residence Permit.

Dependent's Work Permit

The following items are required to obtain a Work Permit necessary for a TAMUQ dependent that plans to work in Qatar:

- a) Two photos.
- b) Copy of Passport and Residence Permit.
- c) A letter in Arabic from the TAMUQ employee stating that there is no objection to the dependent working.
- d) A copy of the TAMUQ employee's Passport.
- e) A copy of the dependent's degree transcript or evidence of highest education level.
- f) A letter from TAMUQ confirming the employee's contract and salary.
- g) A letter from the Qatar Foundation recommending approval for the work permit.

Renewal of the Dependent's Work Permit

The following items are required to renew a dependent's Work Permit:

- a) Two photos.
- b) Copy of the Passport and Residence Permit.
- c) No objection letter in Arabic from the sponsor and a copy of the ID or passport copy.
- d) Expired Work Permit.