

The following checklist pertains to long-term Qatar relocators (six months or longer).

<h2 style="margin: 0;">Welcome to AGGIELAND!</h2>		<h3 style="margin: 0;">Timeline</h3>
<p><b>Congratulations on your new position with Texas A&amp;M University at Qatar. In partnership with your hiring department and the Texas A&amp;M Qatar HR Office we are happy to assist with your relocation.</b></p> <p><b>This is an exciting time and we understand it can be a bit overwhelming. The checklist below will assist you in tracking the various tasks for completion; the successful completion of your immigration process is a condition of your contract. Should you have any questions throughout this process please email us at <a href="mailto:qso@tamu.edu">qso@tamu.edu</a>.</b></p>		<p><b>Check Box When Complete</b></p>
<p><b><u>Employment Offer Letter</u></b></p> <p><i>We start working with you with the release of your offer letter.</i></p> <p>Offer letters for Engineering research and faculty hires will be processed through the Engineering International Program Office. All remaining hires will be routed by the Qatar Support Office. Once all administrative signatures are complete the offer letter will be forwarded to you for your signature. The QSO must have a copy of the contract with all signatures to initiate the relocation process. (The original letter will be retained in the TAMUQ Human Resource Department.)</p>		<p><i>Routing a contract may take 2-3 weeks</i></p> <p><b>Done</b></p> <input type="checkbox"/>
<p><b><u>Qatar Immigration Request for Visa</u></b></p> <p><i>Until your visa is issued, your employment contract is not complete.</i></p> <p><i>It is the responsibility of the employee to ensure all documents are in English, or, if not, have a certified translation from a local Consulate or Embassy of Qatar.</i></p> <p><b>Submit the following <u>as soon as possible</u>:</b></p> <ul style="list-style-type: none"> <li>✓ Copy of the first two passport pages for all family members' relocation with you. (Indian nationals will also need to submit page 36 and must be cleared by ECNR to exit India.)</li> <li>✓ Copy of employee's and spouse's highest degree attained (copies of transcript acceptable)</li> <li>✓ Copy of marriage certificate (where applicable)</li> <li>✓ Birth certificate copy for ALL children under the age of 18 (where applicable)</li> <li>✓ Copy of driver's license for the employee and all family members who will be driving in Doha</li> </ul> <p><b><u>Note:</u></b> If an employee wishes to relocate before his/her family, please keep in mind that immigration documents must still be submitted. Choosing not to submit for one's family, will complicate their ability to relocate to Qatar. An employee who proceeds without his/ her family must wait until residents permit is received. In order to sponsor family members it can tack 2-3 months</p>		<p><i>1 Week to gather and 3-4 weeks to process</i></p> <p><b>Done</b></p> <input type="checkbox"/>
<p><b><u>School Arrangements for Children, if applicable</u></b></p> <p>Information needed: Name(s) of children, ages, grades, and any special arrangements required for physical or educational needs. Please let the Qatar Support Office know these details <i>immediately</i>. Please note that schools have limited openings and are not guaranteed acceptance. Texas A&amp;M at Qatar HR will work closely with the schools to assist in obtaining the school of choice for your child.</p>		<p><b>Done</b></p> <input type="checkbox"/>

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<p><b><u>Police Clearance Certification</u></b></p> <p><b>Completing your police clearance takes time.</b></p> <p><i>Separate instructions may be sent based on your nationality.</i></p> <ul style="list-style-type: none"> <li>✓ Obtain your criminal history report based on your fingerprints.</li> <li>✓ The criminal history report must be notarized</li> <li>✓ Must have notarized criminal history report authenticated</li> <li>✓ Have your criminal history report validated by your government authority</li> <li>✓ Have your local Qatar Embassy attest the document</li> <li>✓ Give a Scanned copy to QSO and take the original documents to Qatar</li> </ul> <p><b>Note:</b> Each country has its own process that must be followed. Please check with your nearest Qatar Embassy for requirements needed to attest your police clearance. Some countries may have a service you can contract out to assist you with this process.</p>	<p><i>Police Clearance takes 5-8 weeks</i></p> <p><b>Done</b></p> <input type="checkbox"/>
<p><b><u>Medical Examinations</u></b></p> <p>Employee and all family members over the age of 15 must get these exams. Employment contracts are contingent on meeting all visa requirements. These exams are part of the required documentation for a permanent visa. Contact your physician and instruct them to complete the following tests on all family members. If you have a child under the age of 15, they will need to have documentation of their blood type and a record reflecting they are up to date on immunizations.</p> <p><b>___ Chest X-Ray ___ HIV Antibodies ___ Hepatitis B&amp;C ___ Blood Type ___ Tuberculosis Test</b></p> <p><b>Vaccinations are not required, however if recommended by your physician it would be at your own expense.</b></p> <p>The results may be emailed to the QSO. If you are relocating from the U.S. and will not be able to collect your record, make sure to fill out release forms to the Qatar Support Office-Attention Director. <u>For HIPAA compliance, you have to sign a form provided by your doctor authorizing delivery of your results to us.</u> Save all medical exam receipts for reimbursement in Qatar.</p> <p><b>Note:</b> <i>QSO only needs a scanned copy and you must take the original copies with you to Doha.</i> You will have these same medical examinations once you arrive in Doha as part of the immigration process. QSO will keep your results on file in the event that results of the test completed in Doha have different findings.</p>	<p><i>1 month for appointment</i></p> <p><i>1 week for results</i></p> <p><b>Done</b></p> <input type="checkbox"/>
<p><b><u>Emergency Contact Information</u></b></p> <p>Please complete the QSO emergency contact information form. This form provides information and consent for us to contact family/friends for you in case of an unforeseen emergency situation. It also gives us an insight to whom we may release information to should there be a communications outage or an event for which family members would contact us. While filling out the emergency contact form pay close attention to addresses, phone numbers, and email of as many people as possible. Email, fax or deliver once complete, email it back to QSO.</p>	<p><i>15 minutes</i></p> <p><b>Done</b></p> <input type="checkbox"/>

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<p><b><u>Briefing on Health Insurance/ Benefits</u></b></p> <p>All relocators that are citizens of The United States, faculty, senior staff, directors, graduate assistant traveling from the United States or are currently in the Texas A&amp;M University System <b><u>must</u></b> visit with Benefit Services before relocating.</p> <p>An overview of any impact on your health insurance, life insurance and prescription arrangements will be discussed. To go over your benefits, call and schedule an appointment with Benefit Services. If you are relocating from outside of the Bryan/ College Station area, your consultation may be done by phone.</p> <p style="text-align: center;"><b>Claudia A. Pine</b> 750 Agronomy Road, Suite 1201 1255 TAMU College Station, Texas 77843-1255 (979) 845-4141 <a href="mailto:qatarbenefits@tamu.edu">qatarbenefits@tamu.edu</a> Texas A&amp;M University Human Resources - Benefit Services</p>	<p style="text-align: right;"><i>1 hour</i></p> <p style="text-align: center;"><b>Done</b></p> <p style="text-align: center;"><input type="checkbox"/></p>
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**The following benefits will only be initiated after you have obtained your Qatar visa, no exceptions:**

<p><b>Payroll Information</b></p> <p>Please contact Qatar Financial Management Services to begin processing your payroll forms. These forms will not be processed until you have obtained your permanent visa, but they will speed up the deposit of your relocation allowance fund.</p> <p style="text-align: center;"><b>Jjy Abraham and Lori Murphy</b> Financial Specialist <a href="mailto:Jjy.abraham@qatar.tamu.edu">Jjy.abraham@qatar.tamu.edu</a> <a href="mailto:Lori.murphy@qatar.tamu.edu">Lori.murphy@qatar.tamu.edu</a></p> <p><b><u>Note:</u></b> If you are currently an employee of the Texas A&amp;M University System, you must meet with your home department business office to advise of your pending departure and request paperwork to transfer out of the local payroll system.</p>	<p style="text-align: center;"><b>Done</b></p> <p style="text-align: center;"><input type="checkbox"/></p>
<p><b><u>Shipping of Personal Belongings</u></b></p> <p>You will need to provide your contact information and location (point of origin) from where your belongings will be packed and shipped. Shipments are collected from a single site. We will process your shipping forms and instruct our shipping contractor to work with you through the moving process. Your specific benefits package details your total shipping allowance. If you choose to exceed this allowance, it will be at your own cost. Keep in mind that your new home will be fully furnished and only needs your personal touch.</p> <p><b><u>Note:</u></b> You are only allowed a onetime shipment wit in the first 6 months of your relocation. No split shipments will be allowed.</p>	<p style="text-align: right;"><i>2-3 weeks to make arrangements</i></p> <p style="text-align: center;"><b>Done</b></p> <p style="text-align: center;"><input type="checkbox"/></p>

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<p><b><u>Travel Arrangements</u></b></p> <p>Air travel arrangements must be coordinated through the QSO. QSO will make travel arrangements to and from Doha. Any personal travel must be done independently. We will do our best to accommodate your travel needs, within the budget guidelines. Transportation once you arrive in Doha will be arranged through the TAMUQ HR.</p> <p><b>We need a minimum of two week’s advance notice on your travel dates, so that QSO and HR Qatar can make the proper arrangements needed for you and your dependants.</b></p> <p>Upon arrival in Doha you will be transported to your home; in rare instances temporary housing may be necessary. Your home will be stocked with linens, towels, and some food items in the refrigerator.</p> <p><b><u>Note:</u></b> Your arrival to Doha may not be scheduled on a weekend (Friday and Saturday).</p>	<p><i>2 weeks</i></p> <p><b>Done</b></p> <input type="checkbox"/>		
<p><b><u>Tax Consultation</u></b></p> <p>Pre and post assignments for international assignees currently in the U.S.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Bobby C. Mathew</b> Ernist &amp; Young LLP 1401 McKinney Street, Suite 1200 Houston, Texas 77010 Office:+1-713-750-1280 Fax: +1-866-696-7728 Email: <a href="mailto:Bobby.Mathew@ey.com">Bobby.Mathew@ey.com</a></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Jeanie Spates</b> Ernist &amp; Young LLP 1401 McKinney Street, Suite 1200 Houston, Texas 77010 Office: +1-713-750-8167 Fax: +1-866-331-9778 Email: <a href="mailto:Jean.Spates@ey.com">Jean.Spates@ey.com</a></p> </td> </tr> </table>	<p><b>Bobby C. Mathew</b> Ernist &amp; Young LLP 1401 McKinney Street, Suite 1200 Houston, Texas 77010 Office:+1-713-750-1280 Fax: +1-866-696-7728 Email: <a href="mailto:Bobby.Mathew@ey.com">Bobby.Mathew@ey.com</a></p>	<p><b>Jeanie Spates</b> Ernist &amp; Young LLP 1401 McKinney Street, Suite 1200 Houston, Texas 77010 Office: +1-713-750-8167 Fax: +1-866-331-9778 Email: <a href="mailto:Jean.Spates@ey.com">Jean.Spates@ey.com</a></p>	
<p><b>Bobby C. Mathew</b> Ernist &amp; Young LLP 1401 McKinney Street, Suite 1200 Houston, Texas 77010 Office:+1-713-750-1280 Fax: +1-866-696-7728 Email: <a href="mailto:Bobby.Mathew@ey.com">Bobby.Mathew@ey.com</a></p>	<p><b>Jeanie Spates</b> Ernist &amp; Young LLP 1401 McKinney Street, Suite 1200 Houston, Texas 77010 Office: +1-713-750-8167 Fax: +1-866-331-9778 Email: <a href="mailto:Jean.Spates@ey.com">Jean.Spates@ey.com</a></p>		
<p><b><u>Housing Arrangements</u></b></p> <p>Housing will be assigned based on available units and size of family. Please consult your offer letter for more details. Questions on housing may be sent to the TAMUQ HR housing consultant, Mr. Iyad Abdel-Jawad at: <a href="mailto:iyad.abdel-jawad@qatar.tamu.edu">iyad.abdel-jawad@qatar.tamu.edu</a>.</p>			
<p><b><u>Flat Mail Service</u></b></p> <p>The Qatar Support Office ships mail each working day to Doha. We suggest you consider using paperless billing options. To have your mail forwarded please use the following address; please include all four lines.</p> <p><b><i>Family not employed by Texas A&amp;M at Qatar should use employee’s name</i></b></p> <ol style="list-style-type: none"> <li>1) Name of EMPLOYEE</li> <li>2) Qatar Support office or Texas A&amp;M –Qatar</li> <li>3) P.O. Box 11130</li> <li>4) College Station, TX 77842</li> </ol>	<p><i>Mail is generally takes 4-7 business days</i></p> <p><b>Done</b></p> <input type="checkbox"/>		

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### **Before you Relocate**

We suggest taking the time to make a list of all the things that need to be addressed. Some of these tasks could include: filing paperwork for a Power of Attorney with a family member remaining in your home country; obtaining copies of relevant medical, dental or vision records; reviewing policies for home and other insurance contracts; etc.

#### **Things to complete**

#### **Done**

Things to complete	Done

### **For NON-U.S. Passport Holders**

QSO will coordinate with you and the Texas A&M at Qatar Human Resources Department to forward all necessary documents to TAMUQ HR in Doha, Qatar.

You must make an appointment with the appropriate office to review your current or future immigration status in regards to returning to your home country or the U.S. for visits or employment. We strongly encourage non U.S. passport holders to seek counsel from campus sources and / or your country's appropriate government agency.

#### **Contact information for Texas A&M resources:**

**International Faculty and Scholar Services:** <http://ifss.tamu.edu/index/asp>

Phone:(979) 862-1719 or Fax:(979) 458-1738

Location: Bizzell Hall West, 3<sup>rd</sup> Floor

**International Student Services:** <http://international.tamu.edu/iss/>

Phone:(979) 845-1824 or Fax:(979) 862-4633

Location: Bizzell Hall East, 1<sup>st</sup> Floor

**Sponsored Student Services:** <http://international.tamu.edu/ssp/index.asp>

Phone:(979) 845-2550 or Fax:(979) 862-7170

Location: Bizzell Hall West, 3<sup>rd</sup> Floor

### **Qatar Support Office at Texas A&M University**

Main office numbers:+1-979-845-2295 or +1-979-845-2297 Fax:+1-979-845-4842

750 Agronomy Road; College Station, Texas 77842-4252 USA; <http://qatarsupportoffice.tamu.edu>

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Main office number: +1-979-845-2295 or +1-979-845-2297 Fax: +1-979-845-4842 [qso@tamu.edu](mailto:qso@tamu.edu)