

Orientation Day Process

During your orientation day, you will learn about the university structure, initiate banking, telecom, immigration, IT and other administrative matters to finalize the recruitment process. We hope the information you learn on orientation day will help jump-start a long, productive career at the university. The following is a brief on the process you should expect during your scheduled orientation day:

Department	Process and Items Needed
Human Resources	<ol style="list-style-type: none"> 1. You will be guided to the registration desk where you will receive your lanyard with your name tag and job number. A brief presentation will be given on an overview of Qatar University. 2. A staff member will make copies of your passport and the entry stamp to Doha from the airport. 3. The recruitment specialist will give you a medical form and an appointment will be arranged for you by Communications & Public Affairs Department. Your family will also need to complete a medical checkup once your residence permit is ready. 4. A copy of your terminal degree will be officially stamped after checking the original degree. 5. You will confirm your job number and email account. 6. 'To whom it may concern' letters for the bank and car license will be provided if needed. There will be 2 types of car license letters: <ol style="list-style-type: none"> a. Faculty with American or Canadian nationalities will be given a license valid for 3 months. b. Faculty with other nationalities will be given a license valid for 2 weeks only. 7. Reimbursements can be completed for the following: <ol style="list-style-type: none"> a. Airline Tickets (if applicable) b. Shipping and Cargo c. Visit visa at the airport 8. Confirm that your credentials are acceptable. 9. If needed, you can apply for an advance salary is eligible to receive a one month advance of your basic salary. This amount will be deducted from your paycheck in 3 installments. Please note that salary will commence with the effective date of your job offer, on September 10, 2017 or after. This is also the date that you should report to work. 10. You will be asked to provide a bank account certificate that will allow for your monthly salary deposit. Several banks will be available during orientation day for you to open an account. The bank will need a 'To whom it may concern letter' which is provided by the recruitment specialist.

	<p>11. Your residence permit will take approximately 2-3 weeks. After you receive your residence permit, you can apply for your family residence Permit. Once your residence permit is ready, you can sign the contract. Please provide a copy of your family residence permits to HR so it can be added in your file.</p> <p>12. You and your family can complete the medical check-up together. The form is provided by us, but the appointment for the checkup is made by the Communications & Public Affairs Department.</p> <p>13. You will be eligible for a car loan once you receive your residence permit.</p> <p>14. To connect to electricity and water service once you have moved into your permanent residence, please read the information in our welcome package.</p> <p>15. Other related papers as needed according to each case.</p>
Communications & Public Affairs Department	<p>Communications & Public Affairs Department will do the needful arrangements for you to do the resident permit process. This includes the medical checkup, fingerprinting and blood type.</p> <p>An appointment for your medical checkup will be made, as well as transportation arrangements.</p>
Banking	<p>To open an account you will need:</p> <ol style="list-style-type: none"> 1. Copy of your passport 2. The 'To whom it may concern' letter
Telecommunication	<p>You will receive a gift package upon your arrival to Doha at the airport. This package includes SIM card and other items.</p> <p>To transfer your sim card to your name, instead of QU name, you will need to visit their booth.</p>
Additional Departments	<p>Staff from the following departments and sections will also be available during orientation to answer any inquiries:</p> <ul style="list-style-type: none"> • Immigration • Health Insurance • Housing • IT • ID Cards • Student Affairs • Hukoomi Services (Qatar Official e-Government Portal)