

(Academic Faculty Members – Overseas RP Process Checklist)

Step (1): Human Resource Department		
Bring all original attested documents (Will be checked by HR officer)	<input type="checkbox"/>	Orientation Hall Room 134, New library Building and HR Building A05, Ground floor, Room 106 Contact: 4403- 3262/5725/5875/5863/6890
Open new bank account (Needs letter from HR Rec. Section)	<input type="checkbox"/>	
Medical Commission Papers (Needs letter from HR Rec. Section)	<input type="checkbox"/>	
Apply for Health Insurance (Fill out form in HR Rec. Section)	<input type="checkbox"/>	
Fill needed agreements (Fill out forms in HR Rec. Section)	<input type="checkbox"/>	
Submit Bank Account Letter (Will be checked by HR officer)	<input type="checkbox"/>	

Step (2): (External Relations and QU Immigration Section)¹		
Proceed for the medical checkup (8:30 am) <ul style="list-style-type: none"> • Original passport • Copy of visa • Letter from HR • Visa/Master card for payment of 150 QR • One photo required 	<input type="checkbox"/>	HR Building A05, Ground floor, Room 105 Contact : 4403-3085
Take appointment for finger printing from Hospitality Unit for the next day. Documents needed are (original passport and copy of work visa)	<input type="checkbox"/>	
Proceed for the finger printing	<input type="checkbox"/>	
Submit finger printing documents to QU immigration department with attested PCC and attested education certificate.	<input type="checkbox"/>	HR Building A05, Ground floor, Room 105 Contact : 4403-3269/3265

Step (3): Human Resource Department		
Submit Medical Result (Important)	<input type="checkbox"/>	HR Building A05, Ground floor, Room 106 - 101 Email: hrrecruitment@qu.edu.qa
Submit copy of Qatari ID Card	<input type="checkbox"/>	
Submit Duty Engagement form (Important)	<input type="checkbox"/>	
Collect QU ID Card	<input type="checkbox"/>	
Sign Contract	<input type="checkbox"/>	

¹ More details about resident permit process are in the back of this page

Faculty Member Resident Permit Process:

- An appointment will be booked for you by the HR team (In the orientation days or in normal days if there is no orientation held) to do the medical checkup exam.
- External relations team will coordinate to pick you up from your accommodation to proceed to the medical commission center where you will do the medical checkup.
- After 48 hours the results will be issued
- External relations team will coordinate with you to proceed by doing the finger printing in the ministry of interior locations. Busses will move from the ER building to the MOI 8.30 AM so ask the driver to deliver you before this time.
- If you have no proof of the blood type, the driver will arrange to deliver to the nearest medical center to do the blood type.
- QU drivers will arrange to deliver you to QU immigration department to proceed by getting the RP on passport and the ID card. You will need to submit the attested Police clearance and attested education certificate in this stage.

Family Members Resident Permit Process:

- The Residence Permit for faculty members should be issued before applying for the family members.
- To start, please visit the immigration to apply for family visas, documents needed will be:
 - Salary certificates from HR Helpdesk with no objection to sponsor your family.
 - Passports copies of family members
 - Attested marriage certificate
 - Attested Birth certificates for the children
 - Attested Qualification degree for the faculty member
 - Copy of passport of faculty member, Qatari ID card both sides and copy of the resident permit sticker on the passport.
 - Important Notes:
 - To sponsor a male child above 18 years proof of education is required; that the student is enrolled in a school/university.
 - If the child is a female, a letter stating that she is not married is required to be sponsored by her mother/father.
- After the visas are issued, please visit the External relations team to apply for medical checkup for family members, Documents needed:
 - Visa copy
 - Original passports
 - 100 QR per person – No medical is required for children under 15 years but RP application fees are required.
- After the medical result is issued, an appointment will be booked by the ER team to proceed by doing finger printing for spouse and children above 16 years old.
- Next, please visit the Immigration with original passports, and pictures of family members to get RP stamped on passport.
- You may pass by the HR department and provide the recruitment team with Residence Permit and Qatari ID copies to be kept in file.