Qatar Travel Check List for Expatriates Employees

The list below is intended for you to review and have awareness of the activities that need to be completed prior to your departure for Qatar. The purpose of this list is provide you information though it will not detail the process therefore you will receive separate documents outlining the process from the individuals listed below.

- Send your valid passport copy (expiration date may not be less than 6 months) and your highest educational degree or diploma so we may obtain the work visa. If you have family members such as a spouse and child(ren) relocating with you please provide the marriage license, birth certificates of child(ren) and copies of passports for all travelers. Please scan and email them to and Fadhel Annan fannan@andrew.cmu.edu and Dina Al Baradee dbaradee@qatar.cmu.edu.
- Complete the pre-travel medical check form that Dina will email you. Once the form is completed please scan and email it to Erin Stewart Galloway emstewar@qatar.cmu.edu.
- For assignments longer than 1 yr you will need to complete the police clearance process by obtaining your fingerprints and sending them to the FBI for your FBI Identification Record. You will receive information from Dina Al Baradee dbaradee@qatar.cmu.edu regarding the process.
- If you plan to drive in Qatar, you should obtain an International Driving license at a local Triple A office, to locate one near you visit www.aaa.com and please bring your current State/Country driving license with you to Qatar. If you intend for a spouse to drive as well please ask them to obtain the International DL as well. Dina will send you more information on this topic.
- If you have school age children and need to enroll them into school please communicate dependent children schooling needs with Dina Al Baradee dbaradee@qatar.cmu.edu.
- Dina Al Baradee will contact you prior to your travel to Qatar for Benefits overview, this includes medical, dental, and vision, and other

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benefit plans. Also she will conduct a Qatar Culture orientation. We will email you the Benefit plan documents for you to review.

- Contact Krystal Gula at qartravl@ANDREW.CMU.EDU to arrange your flight to Qatar from USA, or contact Renee Barcelona Barcelona@qatar.cmu.edu to arrange your flight to Qatar from any other international location.
- Contact Sara Bailey at baileys@andrew.cmu.edu and Otto Chacon ottoc@qatar.cmu.edu to assist you in shipping your personal items to Qatar. They can provide you information and guidance as to what may be shipped to Qatar.
- Conduct pre-travel tax consultation though PricewaterhouseCooper (PwC) by contacting Stephen Drake Stephen.d.drake@qa.pwc.com.
- Conduct an allowance overview call with Erin Stewart Galloway emstewar@qatar.cmu.edu or Zeeshan Kahya zkahya@qatar.cmu.edu to answer any questions regarding the offer letter, allowances, pay related questions or any other HR concerns with relocating to Qatar.
- Contact your bank and credit card companies and advise them that you are relocating to Qatar and authorize transactions for this region. Check on wire transfer options with your bank prior to arriving in Qatar (you may need to set up a bank account in Qatar). Contact Fadhel Annan fannan@andrew.cmu.edu to set up your bank account in Qatar in advance (if needed).
- You will receive a mobile phone provided by the university upon your arrival in Doha. You will be responsible for the bill.
- Forwarding mail: You may use the following Pittsburgh address to forward your mail while on assignment. Mailing address: 5032 Forbes Avenue, SMC 1070 Qatar Office, Pittsburgh, PA 15289. This will only last one year. If you are staying in Qatar longer than 1 yr you should change your address to the 5032 Forbes Ave otherwise after a year the forward stops. You may give this address to family and friends so they may mail/ship you items.