Introduction & Welcome Letter

The state of Qatar lies halfway along the West Coast of the Arabian Gulf, east of the Arabian Peninsula. It is one of the most exciting countries in the Middle East today. An expanding economy and quickening pace of modernization has helped to create a thriving cosmopolitan and multi-ethnic environment.

Both visitors and residents have the opportunity to experience the welcoming and friendly nature of Arab culture. Like anywhere else, respecting and following local traditions allows you the opportunity to experience all that this country has to offer. Qatar has painstakingly preserved its heritage and is a showcase of Arabic and Islamic art, as well as history and culture. This will ensure that your time living and working in Qatar is a rich and rewarding experience.

Please keep in mind that Qatar is a dynamic country and in its effort to transform and open up its economy, many of its immigration policies and processes are periodically under review and subject to change. As such, while every effort has been made to ensure that this guide has the most up to date information, the processes outlined in this document may be subject to various changes and updates. Where this is the case, we have provided links to the relevant authority websites so that you can check and comply with the latest requirements.

Rest assured that the Relocation Team will be on hand to support you every step of the way as you settle into your new environment.

An outline of our roles and responsibilities is set out below:

» Coordinate all travel requirements for your relocation to Qatar
» Prepare you for your first few days in Qatar and Sidra
» Support and guide you through the requirements for immigration and licensing
» Support you/your family’s transition into your new host country through the provision of information and links to community networks
» Provide support with schooling in Qatar, to allow you select the best school for you child.
» Coordinate with all internal partners for preparations to receive and welcome new employees

We look forward to welcoming you to Sidra.

Best regards,

Sidra Relocation & Onboarding Team
Please note that throughout this Handbook a number of external organizations are listed - for example: removal companies, attestation agencies. These are merely suggestions of organizations you may wish to contact so they can assist you with services you may require during your move to and stay in Qatar. Please note that the inclusion of an organization within this Handbook does not imply any endorsement by Sidra, and Sidra does not take any responsibility for any service or advice provided by third parties.
Climate

Qatar has a coastal desert climate with hot and humid summers and relatively warm, pleasant winters. The summer temperature is generally 30-40°C (86-104°F), but can reach up to and in excess of 50°C (122°F). During the winter the temperature will generally range from 10-30°C (50-86°F), though it may occasionally get slightly colder, depending on wind and location within the country (i.e., it tends to be colder out in the desert). Rainfall is minimal, but when it does rain, it tends to do so in strong downpours.
Currency

The currency in Qatar is called the Qatari Riyal (QR), with a denomination of 100 dirhams per riyal. The riyal has a fixed exchange rate with the US dollar of 3.65 riyals to the dollar. Coins are rarely used and the denominations for currency notes are QR 1, 5, 10, 50, 100 and 500.

US Dollars:
Please ensure that if you bring USA dollars to Qatar for exchange that the note needs to be issued 2009 onward. USD dollar notes issued prior to 2009 will not be exchanged in Qatar.
Qatar is at GMT+3, which is three hours ahead of Greenwich Mean Time; this is the equivalent to seven/eight hours ahead of New York EST/DST, depending on the season. Due to the proximity to the equator – and minimal change in daylight hours – daylight savings/summer time changes are not applied here. Please also refer to [www.timeanddate.com](http://www.timeanddate.com) for time differences specific to your country of origin.
Languages

While the official language is Arabic, English is widely spoken and understood. Efforts to learn Arabic are greatly appreciated and well received.
Public Holidays

Islamic holidays are observed in Qatar. Both Eid Al-Fitr and Eid Al-Adha are major public holidays lasting from three to five working days. Islamic festivals are determined by the lunar calendar, so timings shift each year. To see estimated times for Ramadan from year to year visit [www.when-is.com/ramadan.asp](http://www.when-is.com/ramadan.asp).

- Eid Al-Fitr marks the end of Ramadan (the ninth month of the Muslim year, lasting 30 days).
- Eid Al-Adha takes place during the month of the Hajj (the pilgrimage to Mecca that every Muslim is required to make at least once in his life, provided he has enough money and the health to do so).
- National Sports Day is also a national holiday in Qatar, held annually on the second Tuesday in February.
- Qatar's National Day, which is on December the 18th, is observed by embassies and government offices, but not necessarily private businesses.
The voltage in Qatar is 240V AC and the sockets are of the three-prong, British design. People are discouraged – particularly those arriving from North America or other countries using different voltage – from bringing electrical appliances with them. Voltage converters are not provided in Sidra housing. The television follows the PAL system; DVDs are Region 2 format, though multi-region DVD players are commonly available.
Business Hours

Sidra follows the Qatar standard Sunday to Thursday workweek, with working hours from 07:30am-3:30pm daily. Some of the more traditional private businesses and shops still follow a split day, whereby they close around noon and re-open from 4:00pm until 10:00pm.

Depending on your position and duties, other workings hours schedules to be expected.
Clothing

In Qatar it is recommended that you mainly bring clothing that will keep you cool. Attire should preserve modesty, thus form-fitting, transparent or revealing clothing is inappropriate. This extends to public places across all of Qatar. A small selection of warm clothes would be advisable for the coldest evenings of the year.

**While working at Sidra you are required to observe the employee dress code:**

- Employee identification issued by the onboarding team must be displayed as directed at all times. No alteration of the badge is permitted (i.e., stickers, obliteration of pictures)
- No aspect of appearance should be embarrassing or offensive to visitors or co-workers
- Clothing must be neat, clean, pressed and appropriate in length
- Hair, beards and moustaches should be clean and well-groomed at all times
- Shirts worn must be free of offensive language, pictures, advertising or political statements
- Clothes that are revealing or unnecessarily tight-fitting are not considered appropriate apparel. Clothing must extend to an appropriate length on the arms (general guideline is the elbow) and below the knee at all times. Unacceptable garments (note this is not an all-inclusive list) are low-cut necklines, see-through blouses and shirts, midriff-cut tops and strapless tops, tight pants, and short skirts
- Tattoos and body piercings other than ears should not be visible at any time
- Should religious beliefs or practices conflict with this policy, reasonable accommodation will be made for employees
- Failure to comply with the dress code will result in corrective action. Repeated failure could lead to progressive discipline up to and including termination
Relocation Allowance

As part of your contract, you may be entitled to a Relocation Allowance. This is a one-time, fixed sum of money that will be deposited into your Qatar bank account and will be included with your first payroll check. This allowance is provided to help cover relocation-related costs, to include (but not limited to): It is entirely up to you how you wish to use this allowance.

- Shipping of personal effects
- Storage fees for personal effects
- Excess baggage fees
- Taxi fares to and from the airport
- Purchase of household items in Qatar
- Pet relocation costs (you need to see housing section before you decide to relocate a pet, Sidra accommodation in not pet friendly).

Important:

Your first salary and relocation allowance payment are dependent on payroll cut-off payment cycles and on when you submit your completed payroll paperwork including your bank account details in Qatar after your arrival.

Please make sure that you bring with you sufficient fund, up to 4-5 weeks, to take care of your needs until you receive your first payment and relocation allowance.
As there is a large volume of work to be done to ensure that you are able to move to Qatar in a timely fashion, we would appreciate it if you would send a soft copy of your signed contract back to your recruiter as soon as possible.
Official Translation for Requested Documents

Documents in a language other than English or Arabic must be translated by an official Legal Translation Service. Documents in any other language will not be accepted by Qatar Authorities.

The originals of all the requested documents must be attested by Qatar Embassy in country of issuance and be brought with you to Qatar.

Please read the following pages on required documents and attestations.
Arrange Document Attestation

A NOTARIZED document is certified by the issuing body. An ATTESTED document is certified by the Qatar Embassy in the country in which the document was issued. In turn, Qatar embassies will only attest documents that have been attested by the department of foreign affairs in your country. Please see below to check which documents need attestation according to your position:

For staff with Clinical Positions: (non-GCC nationals)
- Attested National or Federal Criminal Background Certificate from home country, which is the same as your passport you used for visa to Qatar.
- Attested marriage certificate – to support your application for family visas if any.
- You are not required to attest your Highest Education certificate/degree

For staff with Clinical Positions who are citizens of Gulf Countries Council and all staff with Non-Clinical positions:
- Attested National or Federal Criminal Background Certificate from home country, which is the same as your passport you used for visa to Qatar.
- Attested Highest Education Certificate/degree.
- Attested marriage certificate – to support your application for family visas if any.

Guidelines:
The time taken to obtain attestation varies by location. Please bear in mind that:
- Each police and education document must have its own attestation. Remember the translation requirement if needed.
- All documents submitted in Qatar must be the original attested document.
- Please bring your attested documents with you when you travel to Qatar.
- Should you wish the below agent offers attestation services for a variety of countries:
  Authxperts LLC - http://www.authxperts.com/
  One Research Court, Suite 450, Rockville, MD 20850
  Ph|Fax: 1-866-721-0746.
  Ph.: 301-926-2640 X 100
Criminal Background Check

In order to reside in Qatar, Qatari law requires you to submit a Federal or National background criminal proof record and that you are not wanted for any crimes. See conditions below:

• A Federal or National background criminal background is a must. Any other form of check is not accepted. The document issued must match the country which has issued your passport and used to obtain your visa from us to work in Sidra.

• If your document require translation to English, it is better to translate your criminal document then attest all together. This will save your time, effort and cost. See page 14 on translation requirements and page 15 for attestation.

• Your attested criminal background check is only valid for use in Qatar for six months from the date of issue of your original police letter, so please consider your arrival timeline before proceeding. It must still be valid after your arrival in Qatar at least for a minimum of 3 weeks.

• Please note that some countries issue this document with a certain validity imposed from home country, please take critical notice of this if your country dose the same as it could affect the validity of your document in relation to your arrival to Qatar plans.

• Please bring your original attested documents with you when you travel to Qatar. Failing to bring the document with you to Qatar will delay your residency permit and/or your medical licensing processes.

Who

Employee

When

Needs to be planned carefully with your planned arrival to Qatar
Higher Education Qualification

Please note that according to the Ministry of Foreign Affairs in the State of Qatar as of 1st June 2016, all qualification certificate holders of the following degrees – Diploma, BA/BSc, M.A and PhD issued outside of the State of Qatar, which have been submitted for attesting must be supported by the 3 items below:

1. Certificate/ Diploma
2. Supported by the transcript
3. A cover letter from the issued educational provider confirming ALL the points below:
   - The qualification / certificate’s authenticity
   - The mode of study and the type of study: whether full-time / part-time or distance learning
   - (E-Learning) / proximate learning (face to face learning)
   - The place of study and the place of examination held
   - The awarded title of the issued diploma, i.e. Degree (BA or BSc), Masters or Doctorate program
   - The duration of the course studied
   - The actual dates of study (start date and the end date)

- Education institution (government or private)
- Academic accreditation of the educational institute by the official arthritis on academic accreditation in the country of the study
- Any certificate obtained via distance learning or an online program will not be accepted for attesting as this is not in line with the rules of the Ministry of Foreign Affairs in Doha, Qatar.
- Contact the embassy of Qatar in your home country to confirm the above requirements.
- Please bring your original attested documents with you when you travel to Qatar. Failing to bring the document with you to Qatar will delay your residence permit process.
Gulf Nationals

If you are a GCC national from Saudi Arabia, Oman, UAE, Bahrain or Kuwait, you will need to fulfil the requirement of a pre-employment process to obtain immigration and State of Qatar approvals including all other Sidra requirements mentioned earlier in this handbook. The following outlines the requested documents and the expected process.

**Requested documents:**
- Completed occupational testing results.
- Completed initial medical licensing (for clinical staff only)
- Attested police clearance certificate. (validity is critical prior to arrival to Qatar).
- Attested marriage certificate for married females.
- Attested educational degree (even for GCC nationals clinical positions the degree attestation is needed for the degree).

**Process:** This is a pre-employment process and should be carefully understood to plan your relocation to Qatar effectively:

Once all of the documents are ready, you will be contacted for the following process:

- **First visit to Qatar to request your Qatari ID:** you will visit Qatar to attend to Qatar Authorities to request a Qatari ID. All GCC nationals are required to establish a Qatari ID before we can proceed to next steps of approval for employment. Following formalities, the candidate will leave Qatar back to his/her country.

- **Second visit to Qatar for employment approval by the State of Qatar:** Once we are advised that your Qatari ID is ready, you will re-visit Qatar to collect your ID and attend to a process to gain approval for employment in Qatar, this includes medical and fingerprint checks. Then the candidate will leave Qatar back to his/her country and awaits advice of required approval prior to finalizing relocation and start date.

- **Confirmation of start and arrival to Qatar:** Following final approval from Qatar Authorities and satisfactory results of medical and fingerprint checks then a final start date is confirmed and travel plans are arranged.

- **Sidra will cover travel and accommodation expenses for first and second visits and will cover the same for your final relocation if provided in your contract.**
Visa to Qatar

Our Recruitment team will automatically apply for this, using the documents you submitted during the application/job offer process.

A visa typically takes 3 to 6 weeks to process (on receipt of all appropriate documentation). The Relocation team will contact you when the visa is issued. **Issuance of an employee work visa does not guarantee issuance of dependents visas.**

Once you have been issued a Permanent Visa, you will have permission to work in Qatar. However you will require a Residency Permit in order to live in Qatar which will be applied for by Sidra once you arrive. **See page 49.**

Once your Residence Permit is underway, you will not be permitted to exit Qatar till the process is complete. If you have any extenuating circumstances, the process will need to be cancelled and restarted on your return to Qatar.

Please note the implications of not having all the required documents (attested criminal background check and education certificates) with you upon arrival in Qatar:

- You can enter the country without them, but you cannot start your residence permit process without them
- Your residence permit will be delayed – starting from the date you submit all the correct documents
- In turn, Family Visas will be delayed from the date of your RP being issued, i.e. delayed documents will delay family relocation
- Also, until you have a Residence Permit, you cannot (amongst other things): travel out of Qatar; obtain local credit cards; buy a car or lease a home.

**Who**
Sidra’s Relocation Team

**When**
Dependent on target start date. Visas are typically issued within up to six weeks of all documentation being submitted

**More info**
Recruitment Coordinator you have been working with
Medical Licensing in Qatar – Clinical positions

If required, Sidra will automatically begin applying for relevant medical licensing on your behalf, prior to your arrival to Qatar, using the documents that you submitted as part of your application. Only after the licensing process is completed through the Supreme Council of Health, and the completion of your permanent visa along other requirements outlines earlier in this handbook, your mobilization will be initiated.

Upon arrival to Qatar, Sidra Medical Licensing and Credentialing Team will continue your medical licensing process that will require your original attested criminal background certificate. Please read page 16 on attested criminal background check.

Who
Sidra’s Relocation Team

When
Once you have returned your contract

More info
Qatar Medical License Website
http://www.sch.gov.qa/sch/En/scontent.jsp?smenuId=53
Mandatory Immunization and Medical Screens

This is a mandatory requirement to be completed and cleared prior to your start date or relocation to Qatar and Start in Sidra.

Because we value the safety and health of our patients and staff, we have certain requirements that must be fulfilled prior to an employee starting service with Sidra. Your recruiter should have already communicated these requirements to you by now. This is to ensure that all of our staff are immune or negative to a number of communicable diseases. These requirements are current evidence-based recommendations from the Center for Disease Control (CDC) and World Health Organization (WHO).

Who
Employee

When
Prior to your arrival to Qatar.

More info
Ask your recruiter or relocation coordinator
Remember:

Your relocation or start date will be confirmed when all the mandatory requirements of Sidra and State of Qatar requirements are completed:

- Satisfactorily complete immunizations/occupational health checks requested by Sidra
- Satisfactorily complete pre-arrival mandatory medical licensing and credentialing for clinical positions
- Satisfactorily complete attestation of police certificate
- Satisfactorily complete attestation of higher degree – for non-clinical positions and clinical GCC nationals
- Satisfactorily complete State of Qatar approvals if you are a GCC national.
Planning your resignation

The following will assist you in planning your resignation:

1. Your permanent Visa for Qatar has been approved.
2. All your required attested documents and vaccinations/immunization that were requested by Sidra are found satisfactory.
3. If you are GCC national, complete your GCC processes for pre-arrival immigration approval.
4. Your part one licensing process (if you are clinical) has been completed.
5. Your travel date has been re-confirmed with your hiring department.

Your Relocation Coordinator will contact you when these details are confirmed.

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<thead>
<tr>
<th>Who</th>
<th>When</th>
<th>More info</th>
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<tr>
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<td>Once your permanent visa has been approved</td>
<td>Relocation Coordinator</td>
</tr>
<tr>
<td></td>
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<td>(<a href="mailto:relocation@sidra.org">relocation@sidra.org</a>, +974 4404-1919)</td>
</tr>
</tbody>
</table>
Collate All Information for Arrival in Qatar

We have provided a list of all the documents that you need to bring with you below:

Mandatory Documents:
- Original criminal background check (attested)
- Education certificates attested if applicable
- Marriage certificate (if married)
- Birth certificates of your children (if you have children that are relocating with you to Qatar)
- Money (or access to sufficient funds to last until all paperwork has been formalized (about 4 to 5 weeks)
- Copy of your work visa
- First Days in Qatar Guide
- School documents of children (if applicable)
- Valid home country driver’s license
- Qatar-compatible mobile phone

Suggested items
- Shipping inventory list

Official Translation:
Documents in a language other than English or Arabic must be translated by an official Legal Translation Service. Documents in any other language will not be accepted by the Qatar Authorities. The originals of all the requested documents (attested and unattested) must be brought with you to Qatar.

Who
Employee

When
Before you travel to Qatar

More info
Relocation Coordinator
(relocation@sidra.org, +974 4404-1919)
Arrange Schooling

Due to the high demand for schools in Qatar, we urge you to submit applications to several schools as early as possible.

Sidra’s Schooling Affairs Office can provide a list of schools in Qatar so that you can make the most informed application for your child. Please note that until your children have Qatar residency (which may take up to 30 days from arrival), you may be responsible for payment of school fees. These will be reimbursed by Sidra (according to your contract) and the timeline for reimbursement could take 3 to 4 weeks. Please be sure to have sufficient funds for this.

Contacting Sidra Schooling Affairs Office

To serve you better, please provide us with the following information when you contact our office for a schooling advice:

- Child’s birth date.
- Current grade and curriculum.
- Your recruitment stage (interview/employment offer signed).
- Expected relocation date to Qatar.
Sidra Schooling Services

The Schooling Affairs Office is making efforts to increase communication and build closer relationships with the best educational institutions in Doha. We have visited all the schools that we recommend and have direct contacts with admissions department and school staff to ensure a smooth relocation and child integration to school.

Our aim is to provide information on:
- Curriculums, grades and age groups;
- Tailored list of schools that meet your requirements;
- Seats availability on the selected school;
- Registration / Admission procedures and requirements;
- Rules and regulations from the Supreme Education Council;
- Planning school visit on selected schools. *Service available upon your arrival in Qatar.

Our aim is to assist you in the following manner:

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<th>Post – Arrival to Qatar:</th>
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<td>School List</td>
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<td>Schooling Allowance Policy</td>
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<td>Additional Assistance with Registration (employer formalities).</td>
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</tbody>
</table>

Who
Employee

When
During and after the interview.

More info
Schooling Affairs Office
(schooling@sidra.org, +974 4012 5803)
Types of schools in Qatar

Independent Schools
Independent (public) schools are state-funded schools with the autonomy to recruit teachers and staff, and establish their own methods of teaching and are free for Qatari citizens. Non-Qatari enrollments are subject to individual school policy. As of 2010, all public schools have been converted to independent schools.

Curriculum
The curriculum in independent schools is prescribed by the Supreme Education Council. Lessons are taught in Arabic, with English, Math, Islamic Studies and science all compulsory subjects.

School Levels Scheme: Public and independent schools are divided into the following levels:
- Kindergarten: ages 3-6
- Primary School: Grade 1 – 6 (ages 6-11)
- Preparatory School: Grade 7 – 9 (ages 12-14)
- Secondary School: Grade 10 – 12 (ages 15-18)

Private Schools
The private education sector in Qatar comprises a great selection of schools from Pre-School to Grade 12 with different languages and curricula. This diversity allows children to learn in their own language and culture, while growing up to become global citizens. Tuition may vary significantly from school to school.

Curriculum
The majority of expatriate children go to private schools. Various international curricula are taught in these schools; the school's choice of curriculum, usually reflecting that of its affiliated home country, such as International Baccalaureate Programme, Montessori Method, Alberta, etc.

All private schools are monitored and assessed by a scheme known as the Qatar National School Accreditation system.

School Grades Scheme:
- Pre-school to Grade 12 (ages 3 to 18)
- Nursery to Year 13 (ages 3 to 18)

More info
Schooling Affairs Office
(schooling@sidra.org, +974 4012 5803)
### Overview of Qatar Relocation Allowance

#### Travel and Arrival
- Completing the Formalities
- Preparing to Relocate

### International Education System Equivalency Table

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<th>Filipino</th>
<th>Internation. IB</th>
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<th>India / Pakistan *</th>
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<td>3-4</td>
<td>KG 1</td>
<td>Nursery (F1)</td>
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<td>PS</td>
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<td>KG1</td>
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<td>Pre-school3</td>
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<td>Grade 2</td>
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<td>9-10</td>
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<td>Year 5</td>
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<td>Grade 5</td>
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<td>12-13</td>
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<td>13-14</td>
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<td>Grade 9</td>
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<td>Grade 10</td>
<td>Year 11</td>
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<td>17-18</td>
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<td>Grade 12</td>
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<td>Grade 12</td>
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</table>

#### Public Exams
- Grade 12 Cert.
- Grade 12 Cert.
- Year 10-11 (GCSE) year 12-13 (A/S and A Levels)
- Grade 11 Cert.
- Grade 12 Diploma
- Grades 11 and 12 (Abilur)
- Grade 10 Diploma
- Grade 12 Certs.
- Grade 13 IB Diploma
- India – Grade 12 (CBSE)
Pakistan – Grades 9-10 (SSC)
Grades 11-12 (HSSC)

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**More info**
- Schooling Affairs Office
  - [schooling@sidra.org](mailto:schooling@sidra.org)
  - +974 4012 5803

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**When**
- Employee
- During and after the interview.
## List of Schools and Nurseries

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>CURRICULUM</th>
<th>GRADES</th>
<th>LOCATION / CAMPUS</th>
<th>CONTACT NO.</th>
<th>EMAIL ADDRESS</th>
<th>WEBSITE</th>
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<tr>
<td>GEMS American Academy</td>
<td>American Curriculum</td>
<td>Pre K - Grade 10</td>
<td>Al Wakrah</td>
<td>+974 4032 9011</td>
<td><a href="mailto:registrar_aaq@gemsedu.com">registrar_aaq@gemsedu.com</a></td>
<td><a href="http://www.gemsamericanacademy-qatar.com">www.gemsamericanacademy-qatar.com</a></td>
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<tr>
<td>American School of Doha (ASD)</td>
<td>American Curriculum</td>
<td>Pre K - Grade 12</td>
<td>Al Waab</td>
<td>+974 4459 1511</td>
<td><a href="mailto:admissions@asd.edu.qa">admissions@asd.edu.qa</a></td>
<td><a href="http://www.asd.edu.qa">www.asd.edu.qa</a></td>
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<tr>
<td>American Community Schools (ACS)</td>
<td>American Curriculum</td>
<td>Pre K - Grade 12</td>
<td>Al Gharafa</td>
<td>+974 4000 9797</td>
<td><a href="mailto:doha-admissions@acs-school.com">doha-admissions@acs-school.com</a></td>
<td><a href="http://www.acs-school.com">www.acs-school.com</a></td>
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<tr>
<td>Middle East International School</td>
<td>American Curriculum</td>
<td>Pre K - Grade 12</td>
<td>Al Rayyan</td>
<td>+974 4444 9892</td>
<td><a href="mailto:misinfo@misqatar.com">misinfo@misqatar.com</a></td>
<td><a href="http://www.misqatar.com">www.misqatar.com</a></td>
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<tr>
<td>Michael DeBakey High School</td>
<td>American Curriculum</td>
<td>Grade 6 – 12</td>
<td>Al Messila South</td>
<td>+974 4499 9851</td>
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<td>Qatar Sidra Academy</td>
<td>International IB Diploma</td>
<td>Pre K - Grade 12</td>
<td>Education City</td>
<td>+974 4454 6390</td>
<td><a href="mailto:admissionssidra@nais.qa">admissionssidra@nais.qa</a></td>
<td><a href="http://www.qasidra.com.qa">www.qasidra.com.qa</a></td>
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<tr>
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<td>International IB Diploma</td>
<td>Pre K - Grade 12</td>
<td>Al Duhail</td>
<td>+974 4454 2000</td>
<td><a href="mailto:gataracademy@of.org.qa">gataracademy@of.org.qa</a></td>
<td><a href="http://www.qa.edu.qa">www.qa.edu.qa</a></td>
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<tr>
<td>Qatar International School of London</td>
<td>International IB Diploma</td>
<td>KG - Grade 12</td>
<td>North Duhail</td>
<td>+974 4433 8600</td>
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<td><a href="http://www.isqlatar.org">www.isqlatar.org</a></td>
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<tr>
<td>Compass International School</td>
<td>English National Curriculum A-Level, IGCSE, IB</td>
<td>Pre K - Grade 6</td>
<td>Al Gharafa Campus</td>
<td>+974 4034 9666</td>
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<td>The Gulf English School</td>
<td>National Curriculum of England and Wales, International Baccalaureate Diploma</td>
<td>Pre School - Year 13</td>
<td>Al Gharafa</td>
<td>+974 4457 8777</td>
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<td>National Curriculum of England</td>
<td>Pre School - Year 13</td>
<td>Education City</td>
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<td>British Curriculum</td>
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<td>Al Waab Campus</td>
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<td>British Curriculum</td>
<td>Pre School - Year 6</td>
<td>West Bay Campus</td>
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<td><a href="http://www.dohacollege.com">www.dohacollege.com</a></td>
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<tr>
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<td>National Curriculum of England</td>
<td>Pre School - Year 6</td>
<td>Al Waab</td>
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<td>Doha English Speaking School</td>
<td>National Curriculum of England</td>
<td>Pre School - Year 6</td>
<td>Al Waab</td>
<td>+974 4491 8111</td>
<td><a href="mailto:secretary@loydenceacademy.com">secretary@loydenceacademy.com</a></td>
<td><a href="http://www.loydenceacademy.com">www.loydenceacademy.com</a></td>
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<tr>
<td>Park House English School</td>
<td>National Curriculum for England</td>
<td>Pre School - Year 13</td>
<td>Abu Hamour</td>
<td>+974 4459 2742</td>
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<td>Qatar International School</td>
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<td>Pre School - Year 13</td>
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<td>+974 4483 3456</td>
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<tr>
<td>The Phoenix Private School</td>
<td>National Curriculum of England and Wales</td>
<td>FS - Year 9</td>
<td>Al Mamoura</td>
<td>+974 4442 0844</td>
<td><a href="mailto:reception@pps.sch.qa">reception@pps.sch.qa</a></td>
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<td>KG - Year 12</td>
<td>Al Messila</td>
<td>+974 4488 3806</td>
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<td>Newton British School</td>
<td>National Curriculum of England &amp; Wales</td>
<td>Pre School - Year 6</td>
<td>Al Waab Campus</td>
<td>+974 4447 2427</td>
<td><a href="mailto:info.nbs@newtoninternationalschool.edu.qa">info.nbs@newtoninternationalschool.edu.qa</a></td>
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<td>Pre School - Year 6</td>
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<td><a href="http://www.newtoninternationalschool.edu.qa">www.newtoninternationalschool.edu.qa</a></td>
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<td>Pre School - Year 13</td>
<td>Lagoon Campus</td>
<td>+974 4412 2254</td>
<td><a href="mailto:registrar.lagoon@newtoninternationalschool.edu.qa">registrar.lagoon@newtoninternationalschool.edu.qa</a></td>
<td><a href="http://www.newtoninternationalschool.edu.qa">www.newtoninternationalschool.edu.qa</a></td>
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<td>National Curriculum of England &amp; Wales; Cambridge International Primary Programme (CIPP).</td>
<td>Pre School - Year 9</td>
<td>D-Ring Road Campus</td>
<td>+974 4466 6246</td>
<td><a href="mailto:registrar.dring@newtoninternationalschool.edu.qa">registrar.dring@newtoninternationalschool.edu.qa</a></td>
<td><a href="http://www.newtoninternationalschool.edu.qa">www.newtoninternationalschool.edu.qa</a></td>
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<td>Lycee Franco-Qatarien Voltaire</td>
<td>French Curriculum</td>
<td>PS- Terminale</td>
<td>West Bay Campus</td>
<td>+974 4035 4048</td>
<td><a href="mailto:vswestbay@voltairedoha.com">vswestbay@voltairedoha.com</a></td>
<td><a href="http://www.lyceevoltaire.org">www.lyceevoltaire.org</a></td>
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<td>International School of Choueifat Qatar</td>
<td>SABIS Curriculum</td>
<td>KG- Year 12</td>
<td>West Bay</td>
<td>+974 4459595</td>
<td><a href="mailto:iscdoha@sabis.net">iscdoha@sabis.net</a></td>
<td><a href="http://www.iscdoha-sabis.net">www.iscdoha-sabis.net</a></td>
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<td>Qatar Norwegian School</td>
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<td>Messeed</td>
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<tr>
<td>Blyth Academy</td>
<td>Canadian / Alberta</td>
<td>SK - Grade 12</td>
<td>Al Duhail South</td>
<td>+974 44217553</td>
<td><a href="mailto:admissions@blythacademyqatar.com">admissions@blythacademyqatar.com</a></td>
<td><a href="http://www.blythacademyqatar.com">www.blythacademyqatar.com</a></td>
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<td>Qatar Finland School</td>
<td>Finish National Curriculum</td>
<td>Grade 0 - 6</td>
<td>Umm Salal Muhammed</td>
<td>+974 4012 7888</td>
<td><a href="mailto:admissions@qfischool.com">admissions@qfischool.com</a></td>
<td><a href="http://www.qatarfinlandschool.com">www.qatarfinlandschool.com</a></td>
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<td>NURSERY NAME</td>
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<td>LOCATION</td>
<td>NURSERY TIMING</td>
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<td>CALGARY INTERNATIONAL PRE SCHOOL</td>
<td>Canadian / Alberta</td>
<td>2 Months - 4 Year</td>
<td>Al Waab</td>
<td>6 am - 6pm</td>
<td>+974 4416 1760</td>
<td><a href="mailto:info@cips-qatar.com">info@cips-qatar.com</a></td>
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<tr>
<td>APPLE TREE NURSERY</td>
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<td>9 Months t - 4 Year</td>
<td>Al Waab</td>
<td>7 am - 5 pm</td>
<td>+974 5015 2325</td>
<td><a href="mailto:adminalwaab@appletreedoha.com">adminalwaab@appletreedoha.com</a></td>
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<tr>
<td>BUSY BEES BRITISH NURSERY</td>
<td>EYFS &amp; DFES Programme</td>
<td>6 Months - 4 Year</td>
<td>Al Waab</td>
<td>6 am - 4 pm</td>
<td>+974 44477 23 19</td>
<td><a href="mailto:busybeesnurseryoffice@yahoo.co.uk">busybeesnurseryoffice@yahoo.co.uk</a></td>
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<tr>
<td>TOTS CORNER NURSERY</td>
<td>British - EYFS</td>
<td>1 Year - 4 Year</td>
<td>Al Mamoura</td>
<td>7 am - 2 pm</td>
<td>+974 4468 8008</td>
<td><a href="mailto:info@totscornernursery.com">info@totscornernursery.com</a></td>
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<td>BUSY HANDS NURSERY</td>
<td>International</td>
<td>2 Months - 4 Yea</td>
<td>Al Rayyan</td>
<td>6 am - 5 pm</td>
<td>+974 4487 3214</td>
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<tr>
<td>GIGGLES DAY CARE</td>
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<td>6 Weeks - 4 Year</td>
<td>Al Gharaffa</td>
<td>6:30 am - 6 pm</td>
<td>+974 4480 4447</td>
<td><a href="mailto:info@my-giggles.com">info@my-giggles.com</a></td>
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<tr>
<td>KIDZ INTERNATIONAL PRE-SCHOOL</td>
<td>British / Canadian</td>
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<td>Al Gharaffa</td>
<td>6:30 am - 6 pm</td>
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<td><a href="mailto:info@kipsqatar.com">info@kipsqatar.com</a></td>
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<td>BAMBINOS DAY CARE</td>
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<td>1 Year - 4 Year</td>
<td>Madinat Khalifa</td>
<td>6 am - 5 pm</td>
<td>+974 4444 1020</td>
<td><a href="mailto:info@bambinosqatar.com">info@bambinosqatar.com</a></td>
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<tr>
<td>FAIRY TALES NURSERY</td>
<td>British - EYFS</td>
<td>2 Months - 4 Year</td>
<td>West Bay</td>
<td>6:45 am - 3:30 pm</td>
<td>+974 4417 8880</td>
<td><a href="mailto:info@fairytalesdoha.com">info@fairytalesdoha.com</a></td>
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<tr>
<td>KOALA NURSERY</td>
<td>Science &amp; Pre K Learning Goals</td>
<td>1 Month - 4 Year</td>
<td>West Bay</td>
<td>7 am - 6 pm</td>
<td>+974 4491 8811</td>
<td><a href="mailto:info@koalanursery.com">info@koalanursery.com</a></td>
</tr>
<tr>
<td>PERLES D’AVENIR</td>
<td>French Educational Program</td>
<td>2 Months - 4 Year</td>
<td>West BAY</td>
<td>7 am -5 pm</td>
<td>+974 4481 7611</td>
<td><a href="mailto:info@perlesdavenirqatar.com">info@perlesdavenirqatar.com</a></td>
</tr>
</tbody>
</table>
Make Arrangements for Spouse to Work in Qatar

Anyone wishing to be employed in Qatar will be required to submit a criminal background check (as outlined earlier). If your spouse intends to work while here, please make provision for this. Bear in mind that criminal background check documents are only valid for six months from the issue date. Hence, if your spouse does not foresee finding employment within the first six months in Qatar, it may not be worthwhile obtaining the check prior to arrival (please see table in Completing the Formalities section).

Please note the following:

• If you sponsor your wife, she can work in Qatar while she is under your sponsorship providing she submits required documents and obtains all required country approvals.

• If you sponsor your husband, he can work in Qatar after he gets sponsored by his prospective employer providing he submits required documents and obtains new sponsor, country and immigration approvals.

Who
Employee

When
Less than 6 months before you plan to travel to Qatar
Accommodation (Sidra Accommodation)

The Housing Services department provides suitable furnished accommodation for all of its eligible employees as per their contractual agreement with Sidra. These employees will be provided with fully furnished accommodation according to their benefit band. The accommodation includes all standard furniture as well as ‘soft pack’ items that include practical things like linen, utensils, etc. to get you comfortably settled in your new accommodation.

When you arrive, there will be a handbook with detailed information on essential information including where to buy groceries, entertainment, and transportation services. The handbook also lists services, facilities and amenities available in and around your accommodation building/compound. Details on key contacts will be available in the handbook as well.

Our hospitality services will also include a welcome pack on your arrival.

Your housing will be assigned to you 2 weeks prior to your departure and will be based on availability.
Accommodation (Opt for housing allowance)

To receive housing allowance, an employee is required to submit a request for a housing allowance 30 days before the move out date. All requests are subject to review, approval or rejection.

Housing Services will check the request with Payroll and Benefits Team to determine if the employee is eligible for a housing allowance. It should be noted that if the provision in the contract was for Sidra provided accommodation, the employee may not be eligible for Housing Allowance.

If the contract is either Sidra Provided Accommodation or Housing Allowance, the Housing Manager will approve subject to available stock. In a situation where Sidra has available stock, a request for a housing allowance may be rejected.

If approved the allowance will be paid from the 1st of the month for which it is approved and tenants will only be allowed to remain in their allocated Sidra accommodation for 7 days after that date.
Pets

Sidra does not have a pet friendly accommodation. Should you need to relocate with your pet, you may opt to get your housing allowance and arrange your own accommodation in Qatar, Sidra Housing Services will assist you in finding suitable pet friendly accommodation via local real estate agents. You need to raise this with your Recruiter or Relocation Coordinator immediately.

Qatar Pet Relocators can assist you in the process of importing pets into Qatar. Please contact them directly.

Who
Employee

When
As soon as possible

More info
Relocation Coordinator
Qatar Pet Relocators
www.qatarpetrelocators.com
Arranging Personal Matters in Country of Origin

**Accommodation in your Home Country**
You may wish to contact your landlord about giving notice if you are renting, or speak to a rental agent if you wish to rent out your home while you are away.

**Power of Attorney**
If you wish for someone to have the ability to act on your behalf in business, private or legal matters in your home country, you may wish to consider giving a family or friend member Power of Attorney.

**Banking**
You should inform your bank about your intention to move abroad and consider utilizing online banking services so that you have access to your home banking services from Qatar.

**Will**
You should seek independent legal advice as to the need for you to make a will in your home country, or any country where you hold assets, before you relocate to Qatar. The Embassy of your home country in Qatar, or in the region, will usually maintain a list of lawyers whose advice you can seek on assets you hold in Qatar.

**Post**
You may wish to have your mail forwarded to either a PO Box in your home country or to your new address in Qatar. Mail is not delivered to your doorstep in Qatar, but rather to PO boxes. PO boxes can be obtained at post offices throughout the country. For the time being, we advise you to forward any mail directly to Sidra:

[Your Name]  
[Department Name]  
C/O Sidra Medical and Research Center  
P.O. Box  
26999 Doha  
QATAR

**Who**
Employee

**When**
Before you travel to Qatar
Medication

It is possible that some medication will not be available to you in Qatar. Thus, if you require a particular prescription medication, we recommend you inquire as to its availability in Qatar and, if need be, get a large prescription filled prior to your arrival.

Also, please note that if you are bringing any prescription medication, it must be accompanied by the original prescription or original documentation from the prescribing physician.
Arrange Medical and Other Insurance

Sidra Private Health Insurance
While you are an employee of Sidra, you will be provided with global health insurance from your date of hire (i.e., the moment you leave your point of origin). However, you may wish to arrange for continuous coverage in your home country whilst you are based in Qatar.

Travel Insurance
If you intend to travel around the Gulf and wider Middle East whilst you are based in Qatar, you should ensure that you have adequate travel insurance that covers travel to the full list of Middle Eastern countries that you wish to visit.
Arrange Bank Account in Qatar

It is a must to open a bank account in Qatar for your payroll. You are free to bank with any financial institution in Qatar of your choice. Sidra will hand you the required documents to be able to open an account in Qatar. This step needs to be completed in a timely manner to be able to meet the payroll cycle.

Check the following link for a list of banks in Qatar:


Please note that some banks have approached Sidra with assistance to open bank accounts without the need for you to visit the bank. You can call the representative and he/she will come to your office in Sidra and discuss options with you. You can further inquire about this during your Corporate Orientation that will take place after your arrival to Qatar.

More info on international bank accounts

Speak to your current bank regarding international account options or you may wish to try one of the following banks (please note that this is not an exhaustive list):

- Barclays Bank
- BNP Paribas
- HSBC Bank Middle East
- Standard Chartered Bank
- Mashreq Bank

Who

Employee

When

Before you travel to Qatar or once you arrive in Qatar
Select Flight Dates and Confirm Travel Arrangements

Your Relocation Coordinator will contact you once your visa and all Sidra and State of Qatar requirements are satisfied to confirm the travel details, including flights. All travel will be booked in line with the Corporate Induction Program which operates bi-weekly.

Once tickets have been booked we will not be able to change the flight details unless there are extenuating circumstances. Therefore, please think through your plans carefully before confirming your start date and travel details with your Relocation Coordinator. Given the volume of staff arriving at Sidra, we will arrange your travel based on information you provide in accordance with our travel policy and Corporate Induction.

All Sidra staff will start at Sidra on a Tuesday and will be given 24 hours when possible to settle prior to commencing with Sidra. As such, your travel date will likely fall on a Sunday or Monday, depending on where you are coming from, so please factor this in when confirming your start date availability. We need at least 10 – 15 working days to prepare for your arrival, from the time you confirm you preferred date.

Who
Sidra’s Relocation Team

When
Once you have confirmed start date

More info
Relocation Coordinator
(relocation@sidra.org, +974 4404-1919)
Packing and Shipping

Before you decide to ship your personal belongings to Qatar, consider the following:

- Depending on how much you are bringing, it may be cheaper to simply pack all of your belongings and pay the excess baggage fees at the airport. Typically, if your belongings only amount to 2-3 suitcases worth, it is more cost-effective to pay the excess baggage. Please check with your airline before traveling to the airport.

- Qatar is a modern country and you can buy almost all household items here so there is no need to bring everything with you.

Please consider the following if you intend to ship items to Qatar:

- You are responsible for arranging your own shipment.
- Your relocation allowance is intended to help cover these costs.
- Schedule your shipment to arrive after you do to avoid storage fees.
- Sidra will not take responsibility for overseeing or coordinating the shipment.
- Make sure to request door-to-door delivery. This will include customs clearance and packing/unpacking.
- Check with your Relocation Coordinator for your delivery address in Qatar.
- Keep a detailed list of all items in your shipment.
- Some items such as alcohol and pork products are prohibited in Qatar. Please consult your shipping agent for the full list of prohibited items.
List of International Movers

The following list of International moving companies operate within the US, UK, Australia, Canada and Qatar. These are just some possibilities and you may wish to use your preferred local operator.

Allied Pickfords
www.pickfords.co.uk
AMJ Campbell
www.amjcampbell.com
Eastern Freight Forwarders
www.eff.ae
First Move International
www.shipit.co.uk
Inchcape Shipping Services
www.iss-shipping.com
Interem
+974 6658-4190
suman.interem@freightsystems.com
www.interem.ae
Please note: Interem offer Sidra a 10% discount.

Santa Fe
www.santaferelo.com
Sterling Relocation
www.sterlingrelocation.com
Team Allied
www.teamalliedgroup.com
United Van Lines
www.unitedvanlines.com
White & Company
www.whiteandcompany.co.uk
Excess Luggage
For smaller excess luggage requirements, we suggest you contact:
www.excess-baggage.com
Driving in Qatar

Sidra will facilitate your transportation from Sidra provided accommodation to work during the first three days; however, you are responsible for non-work related transport, as well as your long-term transport needs.

Traffic Department has implemented a new law in converting home country’s driver’s license. Only GCC nationals (Oman, Saudi, Kuwait, UAE, etc) can convert their home country driver’s license to a Qatari Driver’s License. Please be aware that should you want to get a driver’s license in Qatar you may be required to take a full driving test.

Remember:
• Bring your valid home driving license with you Qatar.
• International Driver’s Permit is not accepted as a valid license in Qatar for those on a work visa or sponsored family visa.

More information will be provided during your Corporate Orientation following your arrival to Qatar.
Qatar Compatible Passport Photos

Please bring:

- 2 original passport-sized photographs in blue background (for you and relocating family members if any)
- 1 passport-sized photograph in white background for yourself only.
- If you wear glasses to drive, please make sure you are wearing them in these photos.
- All should be 1.5 inch x 2 inch in size (see example).

If you cannot obtain photographs with a blue background in your home country, you will need to obtain them in Qatar immediately upon arrival before reporting to work. You will be able to obtain them at a mall in Qatar. It is vital you have them in-hand on your first day at Sidra.
Arrange Qatar Compatible Mobile Phone

Qatar uses a GSM (Global System for Mobile communications) mobile phone network. When signing up for a phone line you will receive a SIM card which can be inserted into any compatible phone handset. You will need to bring a compatible handset with you, or purchase one soon after arrival.

For more information, please read the ‘First Days in Qatar’ Handbook.
Please find a summary checklist below of the activities you must complete before moving to Qatar.

- Please contact the Relocation Team if you have any queries or concerns over any of these points.

**Completing the formalities**
- Sign and return contract to Sidra
- Attested criminal background check
- Attested copy of highest education certificate (if applicable)
- Attested marriage certificate to support your family visas requests if
- Submit visa documents
- Apply for medical licensing in Qatar (if applicable)
  
**Preparing to Relocate**
- Planning resignation
- Arrange personal matters in country of origin
- Arrange medical and other insurance
- Select flight dates and confirm travel arrangements with your relocation coordinator
- Arrange packing and shipping of belongings
- Arrange driving in Qatar
- Make arrangements for spouse to work in Qatar (if applicable)
- Make arrangements for pets (if applicable)
- Arrange schooling (if applicable)
- Arrange medication (if applicable)
- Confirm accommodation with Sidra

**Key Items to Bring**
- Criminal background check (attested)
- Education certificates (attested) – (if applicable)
- Marriage certificate (if married)
- Birth certificates of children (if you have children)
- Money (or access to sufficient funds to last until all paperwork has been formalized)
- Copy of work visa
- Sidra First Days in Qatar Guide
- Children’s school documents (if applicable)
- Home country valid driver's license
- Qatar compatible passport photos
- Qatar compatible mobile phone
Arrive in Doha

We have prepared a First Days in Qatar Guide to help you once you land in Qatar. This will be sent to you along with your airline ticket; please print a copy of this and carry it with you during your travels. The guide will help to ensure that you navigate your way successfully through Doha International Airport and arrive safely at your accommodation.

All confirmations on your arrival to Qatar including tickets, visa, arrival at airport and accommodation transportation will be confirmed by your Relocation Coordinator.

Who
Employee & When traveling to Qatar

When
Your day of arrival

More info
Relocation Coordinator
(relocation@sidra.org, +974 4404-1919)
Settle into Accommodation

You will find a Welcome Pack at your accommodation.

This will include information on:

- Settling into your new surroundings
- What you can do during your first few days in Qatar
- Your first day at Sidra
- Emergency contacts

In addition, you will find some basic food provisions in your accommodation to help you during your first few days.
Attend Sidra Corporate Induction

You will be scheduled to attend Sidra Corporate Induction where you will need to submit all relevant required documents:

For overseas hires:
- Original passport of employee or any accompanying family members.
- Photos per Qatar guidelines for you and accompanying family members.
- Original attested degree if applicable
- Original attested criminal background

Please ensure to bring all these documents with you to Sidra as they are required to process your residency permit and/or medical license processes in Qatar.

Who
Employee

When
1st week of arrival

More info
Relocation Coordinator
relocation@sidra.org.
Residency Permit in Qatar

Following your arrival to Qatar and attending your corporate induction, you will soon need to go through the residency permit process. This is a mandatory process for all those who are sponsored by Sidra to work and reside in Qatar. This includes family members, as covered in your contract, who are relocating to Doha to reside with you (Not visitors). To obtain a residency permit in Qatar you will go through the following steps:

- Medical testing: you are required to undergo a medical examination which consists of a blood test for HIV, hepatitis B and hepatitis C, a Rapid Plasma Regain test for syphilis and a chest x-ray for tuberculosis (both active and past TB). Clinical positions may be requested to go through additional tests due to the nature of their job and patient handling. All these tests should be satisfactory to the State of Qatar to be able to proceed to the next step.

- Fingerprinting: once medical tests are satisfactorily cleared, you will proceed to the fingerprinting step for criminal background check.

- Once fingerprinting results are satisfactorily cleared, you will be issued a residency permit.

Who
Sidra

When
2nd to 33rd week of your arrival

More info
Relocation Coordinator
(relocation@sidra.org)
More to know in your Sidra Corporate Induction

We look forward to welcoming you soon