

## WORK VISA & RESIDENCE CARD PROCESS MAP

### STEP 7: RESIDENCE CARD COLLECTION

Once the residence permit ID card(s) are ready for collection, it may be collected by an authorized representative.  
Processing time: 1 week.

### STEP 7: ATTESTATION OF EMPLOYMENT CONTRACT

The employment contract between the applicant and the sponsoring entity is prepared online and must be approved by the Ministry of Administrative Development, Labour and Social Affairs and then submitted to the Immigration Office in support of the residence card application.  
Processing time: 1-2 days

### STEP 6: BIOMETRICS APPOINTMENT

The applicant and any accompanying family members over the age of 12, will attend a local fingerprint service center to submit biometrics.  
Processing time: 1 day

### STEP 5: RESIDENCE CARD APPLICATION

Once the medical results are issued, the application for the residence permit card should be submitted online which will generate a form with a code. This should be printed out and a passport photograph fixed to it before being taken to the fingerprint appointment.  
Processing time: 1 day

### STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reviews all documentation and reverts back with any issues, missing information, etc.

### STEP 2: WORK VISA APPROVAL APPLICATION

Once the appropriate documents are collected, the application for an individual work visa approval for the applicant can be submitted to the Ministry of Interior. Once the visa is issued, a soft copy can be emailed to the applicant who can use this to enter Qatar within six months of issuance.  
Processing time: 1 week

### STEP 3: ENTRY TO QATAR & WORK VISA COLLECTION

Within six months of the issuance of the work visa, the applicant must enter Qatar with a copy of the visa approval and start the residence permit card application process. The applicant can begin work after this step.

### STEP 4: MEDICAL EXAMINATION

Within seven days of arrival, the applicant should undergo a medical examination (blood test and X-Ray) checking for TB, HIV, Hepatitis C and B at the Medical Commission or one of the authorized private hospitals. If the applicant is found to suffer from any of the listed diseases, the residence application may be refused.  
Processing time: 1 week

