

# BUSINESS/VISITORS TO QATALUM VISA REQUIREMENTS



# Introduction

- All visitors intend visiting Qatalum must be in possession of a MIC gate pass before arriving at the MIC gate (gate 1 or gate 2) and need to assure that he/she is in possession of the correct Visa before applying for a MIC Gate Pass

# 1. Business Visit Visa

(Including Visa issued by Qatari Embassy)

QP Access may be given up to the Visa validity period – 3 Months

- Completed QP Pass application endorsed by an authorized Signatory (Qatalum Security)
- Copy of valid passport
- Copy of Valid Business Visa
- If not the sponsor a letter of Undertaking to be submitted (Qatalum Security)
- A clear scanned copy of the Passport to be send to Qatalum Immigration Dept at least 5 (five) working days before the intend visit, **by the Dept Manager** and copy to Security.
- All Female visitors must submit NOC letter.

# 1. Business Visit Visa Continue

## Process

- Visa will be valid for 1 (one) months but can be extended up to 3 (three) months.
- If the holder leaves the country in this period (3 months) he must re-apply again and will need an exit permit
- When he/she wants to re-enter, same Process to be followed
- If not “invited” by Qatalum, Contractor must apply for business visa and they MUST process the documents, The documents must be endorsed (signed) by Qatalum Security and THEN the Contractor MUST submit to MIC. If not stipulated in Contract or PO the Contractor will pay the fee.
- All female visitors to submit NOC letter.

# 2. WORK VISIT VISA

(Normal-There is no restriction on stay of duration providing the Visa validity permits)

QP Access may be given for 3 (three) months maximum period: from the current date of entry to Qatar (Providing the Visa validity permits)

## Requirements

- Completed QP Pass application endorsed by an authorized Signatory (Qatalum Security)
- Copy of valid passport
- Copy of Valid Business Visa
- If the Hosting Dept. is not the sponsor a letter of Undertaking to be submitted (Qatalum Security)
- If not “invited” by Qatalum, Contractor must apply for the visa (if not in possession) and they MUST process the documents, The documents must be endorsed (signed) by Qatalum Security and THEN the Contractor MUST submit to MIC. If not stipulated in Contract or PO

# 3. WORK VISIT VISA

(Multiple entry – each entry not allowed to stay more than a month)

QP access may be given up to 1 (one) month.  
(Providing the visa validity permits)

## Requirements

- Completed QP Pass application endorsed by an authorized Signatory
- Copy of valid passport
- Copy of Valid Business Visa
- If the Hosting Dept is not the sponsor a letter of Undertaking to be submitted by the Sponsor
- The documents must be endorsed (signed) by Qatalum Security and THEN the Contractor MUST submit to MIC. If not stipulated in Contract or PO the Contractor will pay the fee

# 4. TOURIST VISIT VISA

(As per Qatar regulations – tourist visa holders are not permitted to work in Qatar with or without payment)

- Generally not allowed into QP facility

# 5. GCC RESIDENCE PERMIT HOLDER

(Visit Visa on Arrival)

QP access may be given for 1 (one) month.  
(Providing the visa validity permits)

## Requirements

- Copy of valid GCC resident permit
- Completed QP Pass application endorsed by an authorized Signatory of the hosting business.
- All female visitors to submit NOC letter.



# 6. FAMILY VISA

(Person working under spouse sponsorship)

QP access may be given up to the RP validity period or duration of the person's contract – whichever is the lesser period.

## Requirements

- Copy of the person's valid passport
- Copy of the person's valid Qatar ID or RP
- NOC from Sponsor (e. g spouse) for ALL female.
- Signed and stamped letter from Company identifying the person as an employee with their duties and the Sponsor's details.

Thank you

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