

## Guidelines for Visiting Texas A&M University at Qatar

The following information is to be completed and provided to the administrator of the Texas A&M University at Qatar (TAMUQ) host department at least three weeks prior to arriving in Qatar.

1. Approval requirement:
  - Texas A&M University System employees – a Travel and Leave Form is required (the form that is used by your department). The Travel and Leave Form must be filled out completely and signed by an appropriate authority for it to be accepted/ valid.
  - Non Texas A&M University System employees – a Visitor Travel Request obtained from the visiting/host department at TAMUQ.
  - An invitation letter or communication document authorizing the visit will also be accepted.
2. A Visitor Information Form must be completed by all visitors and may be downloaded from our [Visitor Webpage](#). This form is used to ensure a smooth visit, so please be specific with the information you provide.
3. Visa Request:
  - Requires a clear passport copy (color preferred). The copy must contain a photo, passport number, full name, expiration date greater than 6 months from date of visit, date of birth, place of birth and nationality. Note that some country's passports will have this information on multiple pages.
4. Flight Itinerary:
  - Request must be made on the Visitor Information Form that is provided to the host department administrator.
  - If traveler prefers to make his/her own travel arrangements, then the confirmed flight itinerary must be provided to the host department administrator for logistical support.