



ONBOARDING **NEW FACULTY**

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ONBOARDING NEW FACULTY

UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University



WELCOME TO THE UAEU COMMUNITY!

On behalf of the Human Resources (HR) Department, we would like to welcome you to the United Arab Emirates (UAEU). Starting an academic career at UAEU involves completing a range of forms and specific documents, which you will submit during your onboarding process.

Different HR sections will be involved in the onboarding process. The most relevant sections are Employee Affairs and Employee Services which include Housing Unit and Health Insurance and Immigration Unit. In order to facilitate your onboarding experience, a summary of key information is outlined below.



■ UNITED ARAB EMIRATES MAP

EMPLOYEE AFFAIRS

CONTRACT SIGNING

When you sign your contract with an Employee Affairs Representative, please ensure that you have **submitted the following**:

- ◆ Attested Marriage Certificate
- ◆ Attested Degrees
- ◆ Attested Birth certificates for children
- ◆ Driver's licence

The following documents should be signed:

- ◆ Code of Ethics and Professional Conduct
- ◆ A Legal Oath
- ◆ Letter of Tolerance
- ◆ Health Insurance Undertaking Letter.
- ◆ Marital status form

You will receive:

- ◆ Medical test form for Fitness and visa process
- ◆ University ID card
- ◆ Email account
- ◆ Furniture cheque (HR Representative will take you to Abu Dhabi Commercial Bank (ADCB) to encash the cheque)



EQUIVALENCY REQUIREMENT

All qualifications must be attested and submitted to UAE Ministry of Higher Education and Scientific Research. HR requires equivalency of your certificates within six months from your commencement date as an employee at UAEU.

- ◆ For the following ranks of Assistant Professor, Associate Professor, & Professor, Ph.D. degree equivalency is required.
- ◆ For the rank of Instructor/lecturer a Master degree equivalency is required

Please make sure to bring all original certificates & transcripts (PhD, Master, & Bachelor), and to attest all required documents by getting a UAE Embassy stamp on certificates from the Country where you get the Degree.

The following link from the Ministry of Education website will help you get started to apply for Degree Equivalency, as you need to make username and password in order to apply:



Also please find the link below for the required documents. Please refer to the second paragraph on this page titled "Postgraduate and Higher Degrees"



NOTE: For College of Medicine and Health Science clinical Faculty Members HAAD License will be equivalent to Degree Equivalency.



وزارة التعليم العالي
والبحوث العلمي
MINISTRY OF HIGHER EDUCATION
& SCIENTIFIC RESEARCH

IMMIGRATION

A residency visa is crucial to all onboarding processes and your visa application must be submitted first. Our Immigration representatives will assist you in this process. The documents required are listed below

RESIDENCE VISA DOCUMENTS FOR FACULTY

- ◆ Copy of the Passport.
- ◆ Most recent coloured Photo with a white background.
- ◆ Medical result for visa.
- ◆ Copy of the Entry visa with entry stamp.
- ◆ UAE Mobile phone number
- ◆ Salary certificate.

VISA DOCUMENTS FOR DEPENDENTS

- ◆ Attested Marriage and Birth Certificates (for Children, if any) from UAE Embassy in home country, then to be attested again from UAE Ministry of Foreign Affairs and then to translate the documents to Arabic. Immigration representatives can assist you in this process.
- ◆ Most recent coloured photo with a white background
- ◆ Passport Copy for sponsor and dependents.
- ◆ Municipality attested House contract.
- ◆ Salary certificate.

VISAS FROM PREVIOUS EMPLOYERS

If you are a resident in the UAE and have a visa from a previous employer, you must cancel it before applying for a new visa with UAEU. You must provide the UAEU HR with the Visa cancelation and Health Insurance continuity letter.



RESIDENCY VISA AND EMIRATES ID

Once you arrive to UAE with work entry visa (stamped), and after getting the Visa Medical test PASS result, immigration team will submit your Emirates Identification (EID) application. This will require a visit to the residency visa and Emirates authority as full finger and handprints are taken. An Immigration representative can assist you in this process.

HEALTH INSURANCE

The health insurer is DAMAN, and the level of coverage is of a high standard. Your Health insurance will be linked to your Emirates ID after updating your EID details through UAEU portal (e-services) and a Mobile application named “DAMAN” can be downloaded to your phone for easy access. Health Insurance Team can assist you with any enquiries.

HOUSING

UAEU recognises that relocating to a new country/city is a major undertaking and our housing team strive to accommodate your needs. Upon arrival, you will be able to view housing subject to availability. Your accommodation will be assigned according to your family size. Our housing representatives will be able to guide you with utility connections, and municipality registration.



MUNICIPALITY ATTESTED HOUSE CONTRACT

Your house will have two lease contracts, one between the University and the Landlord to pay the rent, the second is the “Municipality Attested House Contract” between you as the Tenant and the Landlord. This Municipality contract is the only recognized house contract in most of the government departments, and it is required to have many governmental services like; residency visas for your dependents and for having utilities in your house.

Please note that once you receive your residency visa and Emirates ID card, then you need to visit the accommodation Landlord / compound management office in order to issue Municipality attested House contract according to Abu Dhabi regulations. You can get Housing team’s assistance to get the Landlord / compound management office contact and location.

IMPORTANT NOTES:

- ◆ Please note that as per the new rules, individuals must be registered in “**UAE Pass**” in order to issue “**Municipality Attested House Contract**” through the smart hub; therefore, please follow the steps mentioned below and coordinate with Landlord / compound management office to issue Municipality attested house contract.
- ◆ The process of issuing Municipality attested House contract may take **2 to 3 working days from receiving your Emirates ID card**. However, this will not affect your moving date from hotel to your permanent accommodation as water and electricity services will be connected on your move date.

Install “**UAE Pass**” app on your mobile phone and have it fully verified
This app is your login key to all UAE’s governmental departments e-services, most banks, and many services providers

- ◆ Activate your **Municipality Smart Hub** account:
Login to the Municipality’s Smart Hub using your verified “UAE Pass” account and through your mobile (not by using a PC) by clicking on this link: <https://smarthub.adm.gov.ae/>
- ◆ Browse around the Municipality’s Smart Hub until you see your ID’s photo reflected on your profile, to make sure that all ID’s information is in the Smart Hub

There is a Municipality fee equivalent to %5 of your accommodation annual rent which should be paid by yourself. This contract has to be renewed on annual basis and it is your responsibility to keep it valid to avoid any possible services expiry.

WATER AND ELECTRICITY ACCOUNT SETUP IN YOUR ACCOMMODATION

TAQA Distribution Company (TAQA) is the sole water and electricity provider in Al Ain, and to setup your account with them, you need to get your Municipality Attested House Contract ready as explained in the previous point, then you have to contact TAQA on 8002332 to get your account activated based on the Municipality contract, by providing your contract number.

Please note that to activate your TAQA account, you need to pay AED 1,000/- as a security deposit, which will be refundable once you cancel your account.

NOTE #1: All utilities like, Water, Electricity, Municipality fees, Telecommunications, gas, etc... are on the expense of the employee.

NOTE #2: Any Utilities consumption from the date of Handing over the accommodation to you will be at your responsibility until you activate the TAQA account to be under your name.

ETISALAT SIM CARD

Soon after your arrival at the airport, please make sure you take UAE sim card before exiting the airport.

LIVING IN AL AIN

Al Ain is an Oasis city, with modern amenities and traditional charm. It has historical landmarks and museums, and plenty of natural outdoor spaces. There are a range of social clubs such as, the Rugby club, the Golf club the Shooters club, the Equestrian club and Cricket club. The Aloft hotel, The Danat, and Rotana Hotels, host regular social events. Al Ain has many restaurants and malls.

SCHOOLS

There are several private schools offering the British and/or American curriculum. Many have good ratings from the Ministry of Education. Reference is made to the table below.

	CURRICULUM	CONTACT
BRIGHTON COLLEGE AL AIN	BRITISH	+971-3-713-3999
AL AIN ACADEMY (ALDAR ACADEMIES)	BRITISH	+971-3-715-1000
AL AIN AMERICAN SCHOOL (AAAS)	AMERICAN	+971-3-767-5030
AL DHAFRA PRIVATE SCHOOL AL AIN	BRITISH & AMERICAN	971-3-701-3999
ITTIHAD NATIONAL PRIVATE SCHOOL AL AIN	AMERICAN	971-3-781-1164
GEMS OUR OWN ENGLISH HIGH SCHOOL AL AIN (GEMS OOEHS AL AIN)	INDIAN (CBSE)	+971-3-767-9747
INDIAN SCHOOL AL AIN	INDIAN (CBSE)	+971-3-767-8915
LIWA INTERNATIONAL AL AIN	AMERICAN	+971-3-781-0444
AL SANAWBAR SCHOOL AL AIN	AMERICAN	+971-3-767-9889
AL ADHWA PRIVATE SCHOOL	AMERICAN	+971-3-782-8870
AL AIN ENGLISH SPEAKING SCHOOL	BRITISH	+971 -3-767-8636



SETTING UP YOUR HOUSE

There are many options for purchasing appliances and furniture for your house. The majority of shops for setting up your home are located in the major malls. Please refer to the list below

AL AIN MALL	037660333	PRODUCTS
THE ONE		FURNITURE
SHARAF DF		ELECTRONICS/APPLIANCES
ROYAL REST		BEDS/MATTRESSES
2XL		FURNITURE
JASHANMAL		APPLIANCES & KITCHENWARE
PAN EMIRATES FURNITURE		FURNITURE
JIMI MALL	037623859	
CARREFOUR		ELECTRICAL APPLIANCES AND HOUSEHOLD
DANUBE		ITEMS
HOME CENTRE		HOME LIVING
UNITED FURNITURE		FURNITURE
BAWADI MALL	037840000	
DWELL		BED & BATHROOM ACCESSORIES, KITCHEN APPLIANCES
KING COIL		BEDS & MATTRESSES
HOMES R US		FURNITURE
CARREFOUR HYPERMARKET		APPLIANCES
IKEA BEHIND BAWADI MALL		A SMALL CENTRE BUT CAN PLACE ORDERS FROM THE WAREHOUSE
ACE		HARDWARE, HOMEWARES, OUTDOOR FURNITURE
M&S		KITCHENWARE, BEDDING, BATHROOM
PAN EMIRATES FURNITURE		FURNITURE
JABAL ROUND ABOUT AREA		
BHS		BEDDING & BATHROOM ITEMS, KITCHEN WARE
HOMES R US		FURNITURE
PAN EMIRATES FURNITURE		FURNITURE

NOTE: You may get the location for any of the above Malls, Shops, and Schools through Google Map easily.

FINALLY, we hope that you will a positive experience with the on-boarding process.



SERVICES CONTACT

HR contact points that will assist you during this period and beyond:

SERVICES	DETAILS	CONTACT INFORMATION
E. SERVICES (EMPLOYEE SELF-SERVICE PLATFORM)	ACCESS ALL UAEU HR SERVICES INCLUDING LEAVE REQUESTS, CONTRACT INFORMATION, AND OTHER PERSONAL DETAILS.	HTTPS://WWW.UAEU.AC.AE/EN/ESERVICES/
HR SERVICE DESK	SUBMIT HR INQUIRIES OR SUPPORT REQUESTS	HTTPS://SERVICEDESK.UAEU.AC.AE
IMMIGRATION SUPPORT	FOR VISA PROCESSING, RENEWALS, OR DEPENDENT SPONSORSHIP.	IMMIGRATION_HR@UAEU.AC.AE
HEALTH INSURANCE SUPPORT	FOR INSURANCE CARDS, COVERAGE INFORMATION, AND CLAIMS.	MEDICAL.INSURANCE@UAEU.AC.AE
HOUSING SERVICES	FOR ASSISTANCE RELATED TO UNIVERSITY ACCOMMODATION.	HOUSING_SECTION@UAEU.AC.AE
HR RECEPTION – GENERAL SUPPORT	FOR WALK-IN HR SERVICES AND DOCUMENT SUBMISSIONS.	CRESCENT BUILDING, SECOND FLOOR HR_DEPT@UAEU.AC.AE 5888-713-03

