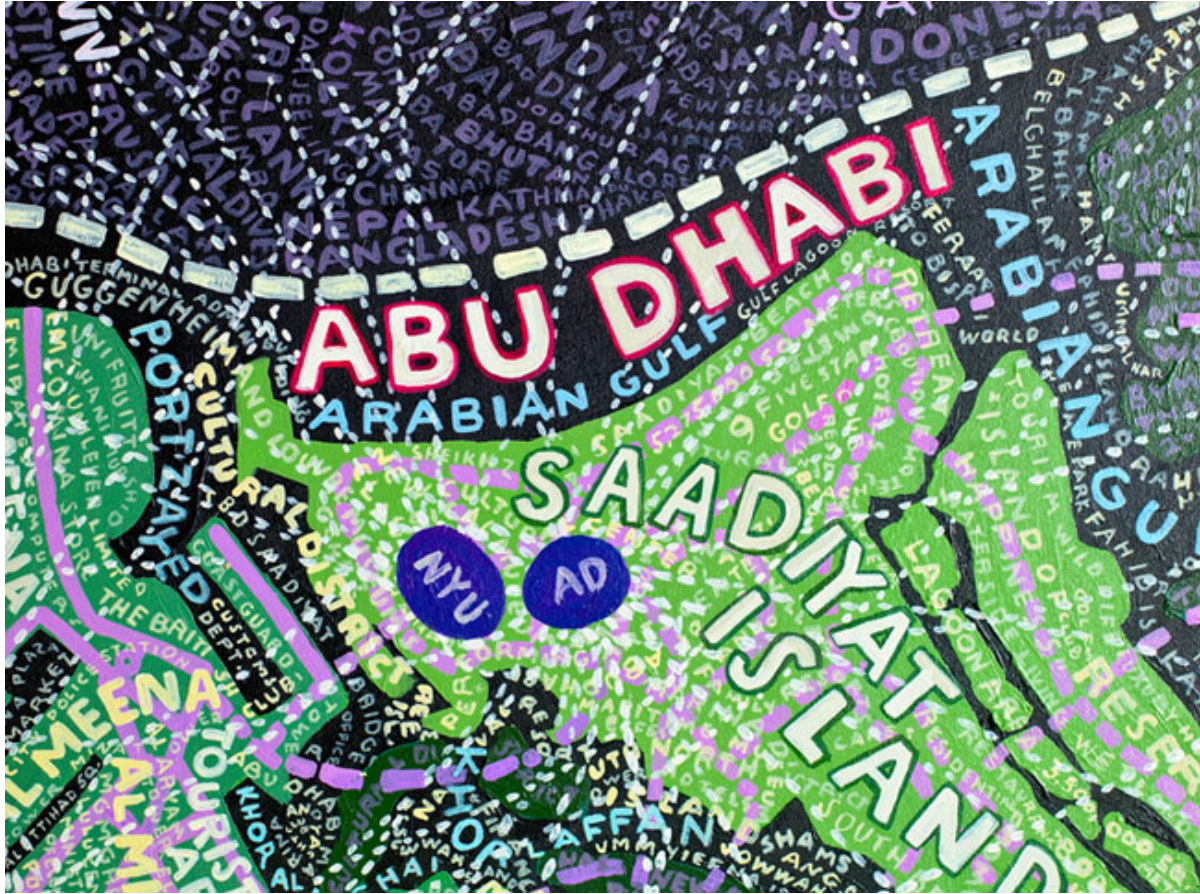
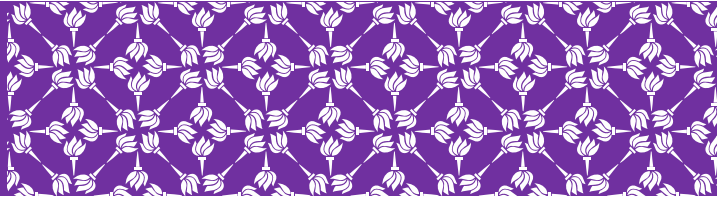


جامعة نيويورك أبوظبي



NYU | ABU DHABI



NYUAD Office of Human Resources

UAE BACKGROUND CHECK REQUIREMENTS

For Employment / Assignment with
New York University Abu Dhabi

November 2019

NYUAD BACKGROUND CHECK

Dear Candidate or Assignee:

The UAE authorities require that every individual being hired, or rehired in a different employment category, for an educational institution within the UAE completes the BACKGROUND CHECK process. As an institution of higher education in the UAE, New York University Abu Dhabi (NYUAD) is obligated to facilitate this process. In keeping with this requirement, the NYUAD Office of Human Resources is providing you with the information outlined in this document to guide you through the BACKGROUND CHECK process.

All parts of this process must be completed before NYUAD can proceed to the final stages of the recruitment process. Following an approved BACKGROUND CHECK, you will be notified by your recruiter or representative of NYUAD. Please note candidates whose BACKGROUND CHECK is denied, cannot receive employment offers from NYUAD.

Our BACKGROUND CHECK Administrator will be managing all aspects of the BACKGROUND CHECK and will be your point of contact during this process. If at any point, you have questions or need assistance, please contact your BACKGROUND CHECK Administrator at: immigration.nyuad@nyu.edu. Should you need assistance or have questions about the Immigration process please contact your recruiter.

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REQUIRED DOCUMENTS

Please return your UAE BACKGROUND CHECK Form within a week of receiving the document in order to allow ample time for review and to address any necessary amendments.

Required document for all candidates to return within a week
1) Color copy of the UAE BACKGROUND CHECK Form (complete attached PDF; instructions on page six)

For candidates living outside the UAE	For Non-UAE National candidates currently residing in the UAE	For UAE National candidates already residing in the UAE
2) Highest educational degree or certificate document (or letter if not available – see FAQ # 1)	2) Highest educational degree or certificate document (or letter if not available – see FAQ # 1)	2) Highest educational degree or certificate document (or letter if not available – see FAQ # 1)
3) Abbreviated CV	3) Abbreviated CV	3) Abbreviated CV
4) Color copy of passport, valid for more than 6 months	4) Color copy of passport, valid for more than 6 months	4) Color copy of passport, valid for more than 6 months and copy of the last page with ‘unified number’
5) Recent color passport photograph on white background, jpeg formatted with high resolution (not a PDF due to poor quality of reproduction and not older than 6 months)	5) Recent color passport photograph on white background, jpeg formatted with high resolution (not a PDF due to poor quality of reproduction and not older than 6 months)	5) Recent color passport photograph on white background, jpeg formatted with high resolution (not a PDF due to poor quality of reproduction and not older than 6 months)
<p style="text-align: center;">Remember to submit your UAE BACKGROUND CHECK Form within one week of receiving the document to:</p> <p style="text-align: center;">immigration.nyu.edu@nyu.edu</p>	6) Color copy of your valid United Arab Emirates ID Card	6) Color copy of your valid United Arab Emirates ID Card
	7) Color copy of your UAE residence visa	7) Color copy of family book (for UAE Nationals only)

SUMMARY OF BACKGROUND CHECK PROCESS

The UAE BACKGROUND CHECK process can be completed in four steps with estimated timeframes as follows:

<p>Step 1 Submission of BACKGROUND CHECK Form to Initiate Process One Week</p>	<ul style="list-style-type: none">•NYUAD BACKGROUND CHECK Administrator will reach out to advise you on the BACKGROUND CHECK process. For additional questions, you can email immigration.nyuad@nyu.edu•Candidate will send required documents (apart from the educational documents) to the NYUAD BACKGROUND CHECK Administrator within a week of receiving the documents (Required Documents are listed on page 2)•NYUAD BACKGROUND CHECK Administrator will complete Arabic translation of diploma, if required by the authorities.
<p>Step 2 Legalization of Documents 4 weeks</p>	<ul style="list-style-type: none">•For Legalization Handled by NYUAD - The Candidate will submit electronic copies of their diploma to immigration.nyuad@nyu.edu for advise.•For Legalization Handled by the Candidate Candidate will complete the legalization of their diploma independently (Candidate pays upfront; however, fees will be reimbursed by NYUAD if they are hired)
<p>Step 3 UAE Attestation and Translation of Documents in the UAE 3-4 business days</p>	<ul style="list-style-type: none">•NYUAD BACKGROUND CHECK Administrator will complete in-country attestation of the Candidate's documents by the UAE Ministry of Foreign Affairs in the UAE upon receipt of their legalized documents from either candidate or the legalization agent (See page 8)
<p>Step 4 Clearance Decision by the UAE Authority 1-2 weeks</p>	<ul style="list-style-type: none">•NYUAD BACKGROUND CHECK Administrator will submit candidate's documents to the MoHE for clearance.•MoHE notifies NYUAD of BACKGROUND CHECK decision

Typically, the entire BACKGROUND CHECK process takes approximately 6-8 weeks to complete. The estimated timeframe is based on all required documents being received without delays due to document retrieval, or due to time zone variance, varying work week schedules or public holidays (including the holy month of Ramadan) in the country where your documents originate from and within the UAE.

LEGALIZATION OF DOCUMENTS

What is Legalization?

Legalization is a process whereby a document's authority is verified by several governmental bodies and finally by the UAE Embassy/Consulate in the country in which it was issued. The public officials and government departments participating in the legalization process may be different depending on the country, but the process involves similar steps: notarization, attestation, authentication and legalization by the UAE Embassy in the country of where the document originated from.

INSTRUCTIONS FOR COMPLETING THE BACKGROUND CHECK FORM

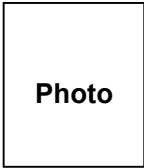
We have provided detailed instructions on the following page to assist you in properly completing the fillable form PDF BACKGROUND CHECK form attached with this document.

Please print the form and sign it in **blue ink**, **since your hand-written signature is required**. Then, scan the signed document in color and email it back to immigration.nyuad@nyu.edu along with the other required documents on Page 2. After reading through the remainder of our instructions below, do not hesitate to contact your BACKGROUND CHECK Administrator if you have any further questions regarding this important process and document.

Please return your UAE BACKGROUND CHECK Form within a week of receiving the document.

PLEASE NOTE: No fields can be left blank.
Please answer all questions in the fillable form itself, attached separately.

United Arab Emirates



INTRODUCTORY STATEMENT (PRINTED LETTERS) NA - Not Applicable

Full Name: (exactly as it appears in your passport)
Family Name: (exactly as it appears in your passport)
Place of Birth: (exactly as it appears in your passport)
Previous Nationality (if applicable; if not, please write NA)
Religion (**CANNOT** be NA; must have an entry, e.g., Christian, Jewish, None, etc.)
Date of Entry to UAE (write date as dd-mm-yy or NA)
Sponsor upon Entry (please write NA or your company name if you are a UAE resident)
Present Sponsor (company name or relative's name if you are sponsored in the UAE – applies only if you are already a UAE resident)
Place of Employment: (current place of employment)
Office Tel. No: (current office telephone number)
Salary: (current annual salary)

Alias: (A name otherwise known as)
Date of Birth: (exactly as it appears in your passport)
Present Nationality: (exactly as it appears in the passport you will be using for UAE residence visa process)
Sect: (**CANNOT** be NA; must have entry e.g., Catholic, Sunni, Orthodox, None, etc.)
Port of Entry: (please write name e.g. Abu Dhabi or NA)
Profession: (current job title or write NA)
Bank (can be in a country other than UAE)

PASSPORT AND RESIDENCE DETAILS

Passport/ Document No (exactly as it appears in your passport)
Date of Issue (exactly as it appears in your passport)
Residence V. No (if you have a current UAE residence visa, otherwise write NA)
Date of Issue (of your current UAE residence visa otherwise write NA)
Place of Issue (exactly as it appears in your passport)
Date of Expiry (exactly as it appears in your passport)
Place of Issue (of your current UAE residence visa, or NA)
Date of Expiry (of your current UAE residence visa, otherwise NA)

QUALIFICATION (please fill these fields as stated on your original degree certificate, e.g., PhD, MA, MS, etc.) If you do not have a degree you will list high school diploma. If you have multiple degrees you list your highest degree even if we're not legalizing your highest degree).

Degree Major
Date of Graduation School/ University Country
Languages (your current language and any other that you speak. Do not write NA)

MARITAL STATUS (if you are married, please complete the following details about your spouse; if not married, write NA)

Name of Spouse (exactly as it appears in her/his passport) Nationality (exactly as it appears in her/his passport)
Place of Birth (exactly as it appears in her/his passport) Date of Birth (exactly as it appears in her/his passport)
Employer (can be self-employed or write NA) Profession (please fill in; not NA)

CHILDREN (write first names of your children if applicable, otherwise write NA)
1) 2) 3) 4) 5)

PARENTS (please complete all details even if they are deceased)
Father's Name Nationality Place of Birth Date of Birth
Employer (if any, otherwise NA) Profession (if any or NA)
Mother's Name Nationality Place of Birth Date of Birth

RELATIVES

(please identify names, nationalities and employers of 1-3 relatives (Immediate or distant), no matter where they are residing)

	<u>Name</u>	<u>Nationality</u>	<u>Employer</u>
1)
2)
3)

FRIENDS

(please identify names, nationalities and employers of 1-3 friends, no matter where they are residing, e.g., NYUAD colleagues)

	<u>Name</u>	<u>Nationality</u>	<u>Employer</u>
1)
2)
3)

RESIDENCE DETAILS

(please complete the following about your residence in the UAE; if not yet in the UAE, your residence details in your home country)

Zone (zip code, postal code, country).... Street.....(including city and state) House/ Building No

Proprietor (building name or write private house) Floor No. Flat No.

Res. Tel. No.(or NA)..... Mobile Tel No ...(Cell phone No.) P.O. Box

PREVIOUS EMPLOYMENT IN UAE

(please list names of any previous employment in UAE if any, otherwise write NA)

1) 2)

3) 4)

COUNTRIES YOU VISITED

(please list the last 5 countries you have visited. If none, write NA)

1) 2) 3) 4) 5)

COUNTRIES OF PREVIOUS EMPLOYMENT

(list the last 5 countries you have worked including your current country or write NA)

1) 2) 3) 4) 5)

VEHICLE DETAILS

(please identify the following details about the vehicle you use (inside or outside of the UAE; if none, write NA)

Type Place of registration

Plate No. Color of Plate

D. License No. Place of Issue

Date of Issue Date of Expiry

HAD YOU EVER BEEN IN THE MILITARY SERVICE? YES NO

1- Country 2- Type of Service

3- Rank 4- Duration

I, the undersigned, undertake that details contained in this statement are correct and complete.

Name: Signature Date of Employment (always write NA)

FINAL STEPS INSIDE THE UAE

Once your legalization process is completed internationally, our recommended agent will courier your legalized documents to NYUAD (as listed below). Your original documents – if used in the process – will be kept securely on file with NYUAD Immigration Services until you collect them after your arrival. All employee immigration files are secure and confidentially maintained.

MINISTRY OF FOREIGN AFFAIRS (MoFA)

NYUAD submits your educational documents to the Ministry of Foreign Affairs for local attestation where the documentation from the legalization process is again verified. This takes approximately 1-2 business days.

ARABIC TRANSLATION

Prior to the submission the BACKGROUND CHECK authorities in Abu Dhabi, NYUAD will have your documents translated into Arabic by a professional service approved by the UAE government. This process takes approximately 1-2 business days (Step 1, Page 3).

SUBMISSION TO THE UAE AUTHORITY

The NYUAD Immigration team will submit your application (i.e. all required documents listed on page 2) to the UAE Authority for a final decision, which takes approximately 1-2 weeks from submission (Step 4, Page 3). Please bear in mind that some applications could take longer.

FINAL SELECTION PROCESS

Following the BACKGROUND CHECK decision, you will be notified by your recruiter or NYUAD representative. Please note BACKGROUND CHECK approval does not guarantee an offer from NYUAD; however, candidates whose BACKGROUND CHECK is denied cannot receive employment offers from NYUAD.

If at any time during the process, you have questions, please contact: immigration.nyuad@nyu.edu

UAE LEGAL RESTRICTIONS REGARDING RESIDENCE VISAS AND SPONSORSHIP

PLEASE NOTE: As with all immigration related processes and procedures, these conditions are subject to change from time to time as per the UAE government.

There are a few types of conditions or circumstances for which the UAE government has some restrictions. Currently, UAE law includes the restrictions listed below, and we feel it is in your best interest to ensure that you are aware of them prior to accepting an offer of employment from NYUAD. An applicant or their dependents who come to the UAE under any of these circumstances will not qualify to be legal residents of the UAE. Should any of these conditions apply to you or your dependents relocating to Abu Dhabi, please contact the individuals mentioned at the end of the section immediately to discuss.

Ministry of Education Application

All those to be employed in designated sectors are required to be cleared through a UAE Ministry of Education Application process prior to receiving an offer. As a higher education institution, NYUAD falls within such designated sectors. Those to be employed in NYUAD must pass this clearance as part of the hiring process. Failure to pass Ministry of Education Application, disqualifies a person from being employed with NYUAD. If you have not received Ministry of Education Application, please contact your HR contact at NYUAD to ensure this is completed as soon as possible.

Health Status

As mentioned previously, a medical test is required as a part of the residence visa process for an employee, as well as for his/her relocating spouse and/or dependents age 18 or above. According to the Health Authority Abu Dhabi (HAAD), the test includes, physical examination, screening to detect pulmonary tuberculosis by chest x-ray and blood test for HIV/AIDS. For more information, please visit HAAD Website (<http://www.haad.ae/haad/tabid/1200/default.aspx>). A positive test result for HIV/AIDS, and Tuberculosis would bar someone from obtaining a residence visa in the UAE, and therefore would mean they would be ineligible for employment by NYUAD. **We recommend that you undergo similar medical tests prior to your acceptance of employment with NYUAD and prior to your departure for Abu Dhabi so that you can be optimally informed about your own health status and that of your spouse and/or eligible dependents.**

As per current UAE Immigration rules, citizens of Sri Lanka, India, Bangladesh, Egypt, Kenya, Indonesia, Lebanon, Nigeria, Senegal and Tunisia are required to undergo a medical test in their home countries prior to their relocation to the UAE. After obtaining the test result, it has to be attested by the UAE Embassy in the above countries and then get entry visa stamped in the passport. For Indian citizen the entry visa will be granted by the UAE embassy/consulates in New Delhi or Kerala. For further details on the medical test, and location of the medical facilities, please contact any of the following GAMCA (GCC Approved Medical Centers' Association) offices below. Similarly, you may follow the below link for list of medical centers in all GAMCA counties and booking appointments. (<http://gcchmc.org/Gcc/Home.aspx>)

GAMCA - Colombo, Sri Lanka:
No. 63/1, Ananda Rajakaruna Mawatha,
Maradana, Colombo 10, Sri Lanka
Tel: +94 11 5836053, Fax: +94 1 2679222
Email: gamacolombo@sltnet.lk
OR
GAMCA - Kurunegala, Sri Lanka:
No. 140, 1st Floor, Colombo Road,
Kurunegala, Sri Lanka
Tel: +94 37 2229737, Fax: +94 37 2230987
Email: gamacakurunegala@yahoo.com

GAMCA - Jakarta, Indonesia:
J1 Tebet Timur IVF No. 11, Jakarta Selatan 12820,
Indonesia, Tel: +62 21 8295397, Fax: +62 21 83783919
Email: gamca.indonesia@gmail.com
GAMCA - Mumbai, India
Dhanashri Building, 1st Floor,
P. G. Solanki Marg (Ghass Galli),
Near Minerva Theatre, Grant Road (E),
Mumbai - 400007, India, Tel : +91-22-23000741 / 43
Email : gamca@gamcabom.com,
Website : www.gamcamumbai.com

Health Insurance

If you elect NYUAD Health Insurance Coverage and you are either transferring from an Abu Dhabi or Al Ain visa or you are sponsored by a relative in the UAE, we would require a Continuity of Health Insurance Certificate from your previous health insurance provider in order to process your health insurance enrollment. If this is applicable to you, please obtain a certificate from your sponsor/employer and submit this to NYUAD prior to your start date. If you are unable to obtain this certificate, please notify the NYUAD Recruitment Manager before you accept our employment offer. If a lapse of insurance coverage occurs, you will be responsible for paying any fines associated with the break in insurance coverage. Failure to pay fines can result in not obtaining your NYUAD work permit in Abu Dhabi. To contest a fine, a grievance can be filed with the Health Authority of Abu Dhabi (HAAD).

Relationships Ineligible for Dependent Sponsorship

Under UAE law, a male employee who is a member of a heterosexual married couple can sponsor his spouse/dependents for the residence visa.

An employee, male or female, with an unmarried domestic partner of any sexual orientation will not be able to sponsor his/her partner. However, his/her partner may live and work in the UAE if they obtain their own employment through which they can be sponsored for a residence visa.

Similarly, a legal resident on an employment visa may sponsor biological children, females at any age until they get married, and males up to 18 years only. The sponsorship of legally adopted children is granted only at the sole discretion of the UAE government on a case-by-case basis and the approval process could take much longer than family sponsorship for biological children due to the internal procedures at the Ministry of Interior. *Please note: Step-children do not qualify for sponsorship unless one of their biological parents has a residence visa with NYUAD. (Please contact immigration.nyuad@nyu.edu for important instructions regarding supporting documentation).*

Israeli Passports

Currently, the UAE does not have diplomatic relations with the country of Israel and therefore does not recognize Israeli passports for the purposes of entry into the country. Citizens of other nations, who have traveled to Israel and therefore have Israeli stamps in their passports, will not be affected.

If you have questions or would like to discuss any of these matters further, please contact:

- **Adeeb Alameri**, Deputy CHRO - Talent, Immigration & Relocation Services and Project Management, aa7502@nyu.edu, +971 50 4422257

FREQUENTLY ASKED QUESTIONS

1) Do all new employees need to have their educational certificates legalized?

Yes. All new employees need to complete legalization of their highest academic degree certificate (diploma or degree) as a part of their BACKGROUND CHECK.

2) If I am too busy to accomplish the legalization process on my own and I choose to submit my original documents (e.g., university degree certificate) for legalization, how do I know they are safe in transit? When will I get my original documents returned to me at the end of the attestation process?

The immigration services firms which will be handling your documents are very experienced at handling valuable original documents and will transport them in secure packaging carefully tracked and monitored for safe delivery. Both the originals and/or the legalized copies will be returned to NYUAD within one week after the completion of legalization. The Immigration Services Team will notify you once they have been received so you can collect them in Abu Dhabi or arrange further delivery.

3) Does my relocating spouse/partner need his/her degree legalized?

No, this is not a requirement in order for you to sponsor him/her; however, you will need to have your marriage license and children's birth certificates attested for family sponsorship. In order to begin your family sponsorship, process the following needs to happen: you must pass your BACKGROUND CHECK, receive an offer of employment and return the signed offer to NYUAD.

4) I am not relocating internationally; I am joining from another institution here in the UAE. Is my process different?

Yes, somewhat different. There are additional documents required that you will need to secure from within the UAE and provide to NYUAD. (See page 2, "Required Documents.")

5) I might need to begin work sooner than the typical timeframe described for completing the necessary BACKGROUND CHECK prior to the job offer. Is that possible?

Because NYUAD follows standards of compliance in accordance with UAE immigration policies, employees and supervisors will need to adhere to the established timeframes and prerequisites for the hiring process.

6) If I am unable to locate my original degree certificate, what should I do?

You can contact your university/college to issue an official letter confirming the award of your degree and this letter should be legalized by the UAE Embassy (See pages 4 & 5, "Legalization of Documents")

7) Is there anything else I should know while I am undergoing BACKGROUND CHECK?

Yes – if you are offered a position with NYUAD, there are several UAE restrictions related to obtaining a residence visa for employment purposes, with which you should familiarize yourself prior to accepting our offer. This information can be found in the section "UAE Legal Restrictions Regarding Residence Visas and Sponsorship" listed above on page 9.

8) I have questions about filling out the BACKGROUND CHECK Form:

What should I list for my salary?

You should list your current salary and the currency. If you are not current employed at the moment than you should write "NA"; however, if your resume shows that you are currently employed you are required to list your current salary.

What should I list for my job title?

You should list your current job title as written on your resume. If you are not currently employed, then write "NA".

What should I list for Date of Entry to UAE and Port of Entry?

If you currently have a residence visa then you will list the issuance date of your first residence visa (even if it was from 10 years ago) and the Emirate that it was issued in for the Port of Entry. If you don't have an active residence visa then you list "NA" for both questions (even if you have traveled to the UAE in the past, you still need to list "NA").

What should I list for sponsor upon entry?

If you have a residence visa then you will list your sponsor from your first residence visa (even if it was from 10 years ago). If you don't have a residence visa then you write 'NA'

What should I list if I'm currently single or engaged; but I will be married when I arrive?

You should not list a spouse as this application is based on your current situation (thus single). Once you are married, this does not change the outcome of your application with the MoHE.

Why are you asking me for my relatives' and friends' information?

Your relatives and friends will not be contacted; however they are basically used as references. Any individuals' information that you provide could be looked up within several different countries' databases as well as social information that is available through the Internet.

Why do you need my vehicle information?

Your vehicle information is required regardless of where you reside. If you own a vehicle in any country you are required to list the information. This is another way to identify you and find additional information on you. This application is about transparency. Even if you don't intend on importing your vehicle within the UAE or using the vehicle while you are an employee of NYUAD, you must still list at least once vehicle (if applicable) that is registered under your name.

GLOSSARY OF TERMS

Notarization – to legally certify a copy of an original document (marriage license, diploma, etc.) through a Notary Public or Solicitor.

Attestation – the act of witnessing a signature for the purpose of declaring that a document (like a diploma) was properly signed and declared by the signer to be his or her signature.

Authentication – Evidence by proper signature or seal that a document is genuine and official.

Legalization – a process whereby a document's authority is verified by several governmental bodies and finally by the UAE Embassy/Consulate in the country in which it was issued.

Solicitor – a member of the legal profession that can administer oaths and authenticate legitimate copies of certain classes of documents (i.e. diplomas, transcripts, birth certificates, etc.).

Notary Public – a public officer that can administer oaths and authenticate legitimate copies of certain classes of documents (i.e. diplomas, transcripts, birth certificates, etc.).