***New starter checklist:***

Please provide the following information/documents:

|  |  |  |
| --- | --- | --- |
| 1 | Full name |  |
| 2 | Start date (in Dubai) |  |
| 3 | Employee number |  |
| 4 | Date of birth |  |
| 5 | Marital status |  |
| 6 | Nationality |  |
| 7 | Passport details:   |  | | --- | | 1. Nine digit number, usually starting ‘5’ | | 1. Copy of photograph page | | 1. Copy of page showing residency visa stamp | | 1. UID reference (taken from residency visa – nine digit number) | | |  | | --- | |  | |  | |  | |  | |
| 8 | Photograph | Copy of Jpeg, passport sized photograph |
| 9 | Occupation |  |
| 10 | Salary band (i.e. less than 4000 AED, 4001 – 1199 AED, 12000 AED or more) |  |
| 11 | Email address |  |
| 12 | Residential address in Dubai |  |
| 13 | Mobile number (in Dubai) |  |
| 14 | Emirates ID (EID) Application Form |  |
| 15 | Emirates ID (EID) number, which usually in the format ‘784-xxx-xxxxxxx-x’. |  |
| 16 | Visa copy |  |

*Points 7 C and D, 12 and 13 (possibly) and 14 – 16 will need to be provided as an addendum following arrival in Dubai.*

*Please send a completed copy of this checklist to:* [Insurance-enquiries@contacts.bham.ac.uk](mailto:Insurance-enquiries@contacts.bham.ac.uk)

***Arranging Health Insurance for staff in Dubai***

*Please refer any insurance queries to Andrew Else (*[*a.j.else@bham.ac.uk*](mailto:a.j.else@bham.ac.uk)*, 0121 415 8806) or Rebecca Benson (*[*r.s.benson@bham.ac.uk,0121*](mailto:r.s.benson@bham.ac.uk,0121) *414 6628). Shared email address:*

[Insurance-enquiries@contacts.bham.ac.uk](mailto:Insurance-enquiries@contacts.bham.ac.uk)

*For all UK-based staff travelling to Dubai for periods of up to two years, please remember also to arrange Travel Insurance in advance:*

<http://www.travelform.bham.ac.uk/journey_V2.asp>