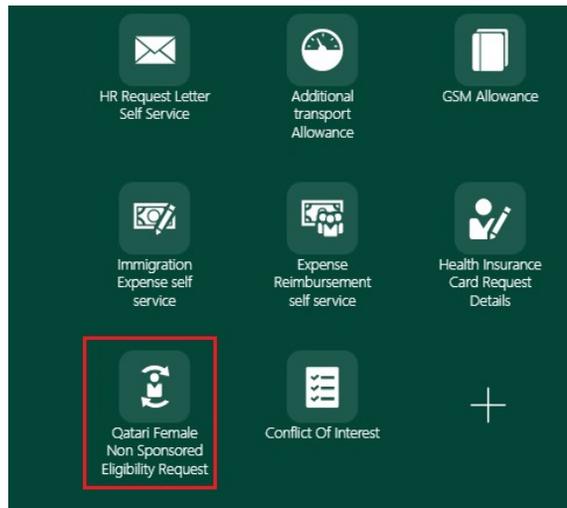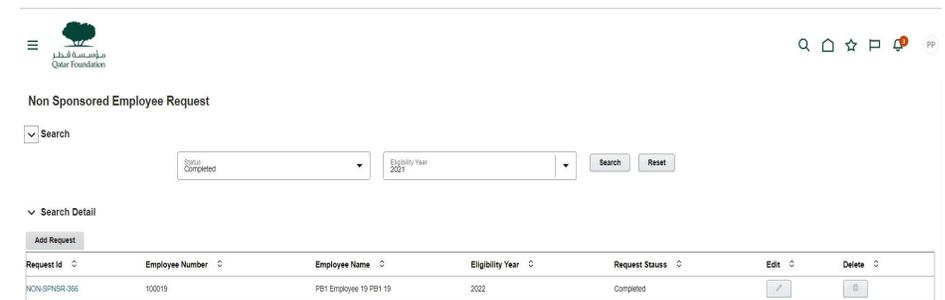# Qatari Female Non-Sponsored

Qatari Female/ Non-Sponsored Eligibility Request

- Once the employee signs in, the home page will be displayed.

- Click on the **Me** tab and then click on **Qatari Female Non-Sponsored Eligibility Request** icon.

- Existing requests can be searched by Status and Eligibility Year

Qatari Female/ Non-Sponsored Eligibility Request

- Click on **Add request** button to add new non sponsored requests.

- Employee needs to fill in the marked fields.

- Eligibility Year: Year for which request has been submitted

- Medical Assistance: Select the applicable a values (Yes/No/Already Applied)

- Ticket Destination: This field will only be Editable if Annual Leave Airfare is marked as Yes

- Education Assistance : Select the applicable a values(Yes/No/Already Applied)

- Annual Leave Airfare: Select the applicable a values (Yes/No/Already Applied)

Qatari Female/ Non-Sponsored Eligibility Request

- Employee can use drag and drop option to upload related documents

- Click Next.

- After review, click on either Save as Draft or **Submit**.

Qatari Female/ Non-Sponsored Eligibility Request

- The submitted request is sent to Focal Point for approval.

- After request is submitted Focal Points receives this notification.

- Respective Focal Point accepts the request and approves the request.

Qatari Female/ Non-Sponsored Eligibility Request

- The request is approved.
- Once request is Approved the System updates Point of Origin on Employee's Assignment for the Respective Year
- System also updates Non-Sponsored Employee Request table on Assignments Screen