



Overseas - Admin New Hire Pack

#	Form	Comments
1	01 – Employee Relations WhatsApp Flyer	
2	02 – HR Admin WhatsApp Flyer	
3	03 – Campus-Map	
4	04 – Medical Health Condition Form	
5	05 – Kuwait Residency Agreement	
6	06 – Overseas- Fees Kuwait Residency Visa	
7	07 – IT Orientation Guide	
8	08 – VOICE MAIL User Instruction	
9	09 – Payroll Orientation Flyer	
10	10 – AIU Salary Payment, Banking, Wire Transfer Information Sheet	
11	11 – Hygiene and Dress Code Policy	
12	12 – Confidentiality Non-Disclosure Agreement	
13	13 - Confidentiality Undertaking	
14	14 - Communication Expectations	
15	15 – AIU Employee Handbook 2023 with Sign Sheet	
16	16 - Employee Emergency Information Form	
17	17 - Three-year Post-Separation Policy	
18	18 - Car Registration Form	
19	19 - Medical Warba Insurance Flyer	
20	20 – Medical Reimbursement Form	

21	21 - Overseas - Employee Background Check Consent Form	
22	22 - Emergency and Non-Emergency Contact Info	