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Procedure for Handling Granting a Work Permit, Visa, and Residence Permit to a Guest Lecturer/Researcher in a Higher Education Institution

A. Purpose of this Procedure

The purpose of this procedure is to standardize the process for submission of employer applications for a permit to employ a guest researcher with at least a master’s degree (hereinafter: “Researcher”) in an accredited higher education institution in Israel as well as for its extension, and the process for submitting an application for a residence and work permit in Israel for the Researcher and the members of his immediate family as well as for their extension, and to standardize the handling of such applications in both the Permits Department of the Employers and Foreign Workers Services Administration (hereinafter: the “Permits Department”) as well as the Authority’s regional bureaus (hereinafter: the “Bureaus”).

B. General


B.1 The Foreign Workers Law, 1991 (hereinafter: the “Law” or the “Foreign Workers Law”) empowers the “Commissioner” – as defined in Section 1 of the Law, the Director General of the Population and Immigration Authority or an employee from his office authorized by him, to permit the employment of an “foreign worker” under section 1M of the Law (hereinafter: “Permit/Work Permit”).

B.2 Government decisions numbers 3021 dated January 6, 2005 and 4024 dated July 31, 2005 established types of foreign workers that will not be included in the permit cap in the various fixed occupations (construction, nursing, restaurants, industry, and agriculture) which include a researcher or lecturer at an institute of higher education. Additionally, these governmental decisions regulated the granting of an exemption from the requirement to pay double the mean wage for the types of employees defined in these decisions.

B.3 The Foreign Workers Regulations (Exemptions for Employers of Foreign Experts) 2007 (hereinafter: the “Regulations”) define an “institute of higher education” as one of the following: An institution that was accredited under section 9 of the Council for Higher Education Law, 1961, an institution that received an approval or permit certificate under section 21A of said law, or an institution whose degrees are accredited under section 29A of said law (hereinafter: the “Institute”). The Regulations exempted the employer of a lecturer or researcher in an institute of higher education from the annual fee stipulated in section 1J of the Law.



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- B.4** Employment of the Researcher will be permitted by means of a unique residence permit that will be issued by the Population Authority and will be defined as a “B-1 Researcher/Lecturer” permit (hereinafter: “License”), subject to fulfilling the terms of this procedure.
- B.5** The provisions of this procedure do not derogate from the requirements stipulated in the Law and in the Regulations enacted thereunder or the relevant governmental decisions.
- B.6** Employment of the Researcher by an institute of higher education in Israel is subject to receipt of a permit under section 1M of the Foreign Workers Law, 1991, issued by the Permits Department of the Population and Immigration Authority, and receipt of an entry visa and “B/1 Researcher/Lecturer” residence and work permit under section 2 (C) of the Entry into Israel Law, 1952.

The Institute must receive a permit and submit an application for an entry visa and a work and residence permit prior to arrival of the Researcher in Israel, including in cases in which the Researcher is a passport bearing citizen of one of the countries listed in the Entry into Israel Order (Visa Waiver), 1974 (hereinafter: “Country Exempt from Advance Visitation Visas”).


The License will be granted to the Researcher at the Israeli consulate abroad subject to the Institute receiving a permit from the Permit Department and a telegram having been sent to the Consulate by the Authority’s Bureau after his invitation has been approved in accordance with this procedure.

An exception to the above shall apply in the event the Researcher arriving in Israel is on sabbatical and does not receive a salary. In such cases, an employment permit will not be required, subject to being coordinated in advance between the Institute and the relevant Authority Bureaus as well as the granting of advance written approval by the Bureau as specified in section C.2.a, below.

- B.7** The establishment of eligibility to receive a License under this procedure is [predicated] upon the recommendation of the president of the institute of higher education, or anyone authorized by him, which is the official recommending entity, and upon approval of the Population Authority.
- B.8** The institute of higher education will work regularly with a fixed Bureau based on the Institute’s address, and the Institute shall have one entity that shall coordinate managing researchers vis-à-vis the Authority’s Bureau.
- B.9** Conversion from a B/2 tourist permit to a B1 type residence and work permit will not be approved during the foreign national Researcher’s stay in Israel other than in cases in which the Researcher came to Israel in advance for a visit at the invitation of the Institute. It should be clarified that a



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foreign national who came to Israel as a researcher is not entitled to transfer to work in another sector.

- B.10** During his stay in Israel, the Researcher is entitled to request to be joined by relatives of the first-degree. For purposes of this procedure, first-degree relatives are the Researcher's spouse and minor children up to 18 years of age (hereinafter: the "Accompanying Family"). The spouse will be granted a B/2 type tourist visa and minor children will be granted an A/2 residence permit for a period of time paralleling the duration of the Researcher's License, subject to approval of the Researcher's application for a residence permit in Israel and arrangement of the Accompanying Family's permits at the Authority's Bureaus.
- B.11** A multiple entry visa (Multiply Visa [*sic*]) may be approved if requested for the Researcher and his Accompanying Family at any time during the duration of the License, including during its extension. The multiple entry visa will be granted at the Population Authority's Bureaus in Israel for a maximum duration equal to the duration of the B/1 Researcher Permit and subject to possession of a valid foreign passport.
- B.12** In cases in which the invitee's country of origin/citizenship is defined as a scrutinized country by the Israeli security establishment, the application form will be sent to the security establishment for analysis and for its recommendation prior to approval of the application for granting a visa and a License.
- B.13** The Population and Immigration Authority is entitled to revoke the License and the Permit granted to the Researcher and to the Institute in accordance with this procedure, subject to holding a hearing, in the event that a failure is found to abide by the procedures, the terms of the Permit and/or the terms of the License, and/or a failure to provide complete and comprehensive information is discovered, and/or a detailed recommendation is received from a public authority to revoke the License and/or the Permit.


C. Conditions and Requirements

C.1 Application Processing by the Permits Department:

- C.1.a An Institute applying to invite a Researcher is obligated to obtain an employment permit, even if the Researcher is the subject of a Country Exempt from Advance Visitation Visas.
- C.1.b The application will be submitted 45 days prior to the date of the commencement of actual employment in order to afford the Researcher a logistical organization period.
- C.1.c An application for a Permit involves filling out an application form and accompanying affidavit for receipt of a Permit, published on the Authority's website at www.piba.gov.il,



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to the Permits Department at the address indicated on the website or by submitting an application filled out by hand during the hours the Experts Division is open to the public as indicated on the website.

The application will be submitted using an original application form together with an affidavit verified by an attorney/accountant and a request signed by the Institute in accordance with the guidelines listed on the Authority's website on the "Experts" tab.

C.1.d The following documents shall be attached to the application (originals or verified by an attorney/accountant):

- 1) An original application form.
- 2) An appropriate affidavit as specified in the application form.
- 3) A request from the Institute signed by a contact person at the Institute who is authorized for this purpose by the Institute's rector (or who serves in a similar position, even if the title is different), that will include the following details:
 - Passport number;
 - Passport expiration date;
 - Nationality;
 - Date of birth;
 - Accompanying family members – familial relationship, age, name, passport number;
 - Details of academic education;
 - Requested period of stay in Israel


C.1.e Submission of the application is exempt from payment of the "annual employer fee" but shall be subject to payment of the application fee. A receipt for payment will be attached to the application documents.

C.1.f After receipt of the application by the Permits Department, it will be examined to assess fulfillment of the conditions and requirements and to the extent necessary, the applicant will be required to supplement missing documents/correct defects in the application and/or its attachments within 21 workdays from the date the application is received.

C.1.g After supplementing missing documents, the application will be submitted for decision by the Commissioner or an employee of the Authority authorized by him and the decision will be issued to the applicant/Institute within 10 days of submission of the completed application.

C.1.h To the extent the application is approved, the Permits Department will issue a Permit to employ the Researcher subject to the terms that will be specified in the Permit and the



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Institute will be referred to the relevant Authority Bureau, as specified in the Permit, in order to submit an application for a residence and employment license for the Researcher.


- C.1.i The duration of a Permit that is approved for the first time shall be for a maximum period of two years at the request of the Institute and in accordance with the Commissioner's decision. An extension of the duration of the Permit in accordance with this policy shall be for a maximum period of up to two years each time and for a total cumulative period of time of up to 63 months at most.
- C.1.j To the extent the Commissioner decides to refuse an application for a Permit, the refusal will be entered in an Aviv System file and a detailed written decision will be sent to the requesting Institute/its representative.

C.2 Application Processing by the Population Authority Bureau:

C.2.a A Researcher Coming to Israel During a Sabbatical Year (Unpaid):

- C.2.a.1 To the extent the Researcher is a national of a Country Exempt from Advance Entry Visas and is staying in Israel, the Researcher may continue staying in Israel on a B/2 License for a maximum period of one year from the date the application is submitted to a Bureau. An application for an extension beyond said period of time will be submitted together with an accompanying document from the Institute addressed to the desk chief at the Authority's headquarters.
- C.2.a.2 To the extent the Researcher is a national of a country requiring a preapproved visa for Israel, the Institute must submit an application for an entry visa and residence license according to the following conditions:
 - 1) The application will be submitted by a representative of an Institute of higher education that is authorized to work with the Bureau.
 - 2) The application form (V/3, V/1) with all of the Researcher's details, signed by the requesting Institute and the Researcher. If family members will be accompanying the Researcher, a separate application form must be filled out for every accompanying family member (V/3) and public documentation that is verified and translated, to the extent necessary, demonstrating the familial relationship.
 - 3) A photocopy of the Researcher's and the Accompanying Family members' foreign passports. It must be ensured that the passports are valid for at least 6 months from the expiration of the requested License.
 - 4) A letter from the requesting Institute with details regarding the Researcher's arrival in Israel for the above period of time and stating that the Researcher does not receive a salary from the Institute.



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5) The Researcher is obligated to arrange for valid health insurance for him and the members of his family. The inviting Institute will ascertain the fulfillment of this requirement.

6) Service fee – the service is subject to payment of a fee as specified in the fee schedule.

Further processing of the application shall be in accordance with section C.2.c of this procedure.

C.2.b Inviting a Researcher to Work and Israel After Receipt of an Employment Permit:

C.2.b.1 After receipt of an employment permit, an application will be submitted for an entry visa and Residence License for the Researcher (B-1) as well as an application for a visitor license for the members of his family (B-2/A-2), if any. The above will also apply in the event a Researcher and/or the members of his family are nationals of a Country Exempt from Preapproved Visas to Israel.

C.2.b.2 Conditions and Requirements:

1) The application shall be submitted by a representative of an Institute of higher education that is approved to work with the Bureau.

2) The application will be submitted on a designated form (in English and in Hebrew) that will include all of the details required by the Institute for higher education and the Population Authority (Appendix V/21) with all of the Researcher's details, signed by the requesting Institute and the Researcher. If accompanied by members of his family, a separate application must be filled out for each accompanying family member (V/3).


3) An affidavit by the Researcher that he is aware of and agrees that upon expiration of the approved License, he and his family members must leave Israel.

4) A photocopy of the Researcher's and his family members' foreign passports. It must be ascertained that the passports are valid for at least 6 months after the expiration of the requested License.

5) A recommendation by the president of the Institute or whoever has been authorized by him to invite the Researcher.

6) It is not necessary to provide certificates and approvals regarding the Researcher's qualifications and education.



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- 7) With regard to his family members, you must attach a copy of a public document that is verified and translated, to the extent required, demonstrating the familial relationship between the Researcher and the Accompanying Family member.
- 8) Employment permit updated in the Aviv System that is still valid.
- 9) The Researcher is obligated to arrange valid health insurance for him and the members of his family and the inviting Institute will ascertain fulfillment of this requirement.
- 10) Service fee – the service is subject to payment of a fee as specified in the fee schedule.

C.2.c Bureau Processing:

- C.2.c.1 An employee of the Authority processing the application will enter the invited Researcher's details in the Aviv System, based on the information in the passport photocopy that is submitted, and will create a case link between the Researcher and the employer. The employee will further ascertain that the application meets the conditions and requirements and that all of the required documents specified above have been provided, and that there is an up-to-date Permit in the file. *Inter alia*, the Authority's employee will also confirm that the employer is registered in the Aviv System according to its private company number/licensed business number, and will check whether researchers previously invited by the Institute left Israel as scheduled. We emphasize that in accordance with this procedure, it is not necessary to provide a certificate of good conduct for the Researcher. If all required documents have not been provided, the Institute will be required to supplement them in order to continue processing the application.
- C.2.c.2 The Authority's employee will check whether the Researcher has stayed in Israel in the past. If it is found that he has stayed in Israel in the past, a link will be made to his prior cases and the following information will be reviewed: The legality of his entry to Israel, the cumulative duration of his stays in Israel during the past year, the legality of his stays, the type of license that he possessed, and how he left Israel. The Authority's employee will further check that there are no restrictions on the Researcher (past illegal stays, etc.) or any other impediment to approving the application. If a restriction is found, the "Provision of Services Requiring Preliminary Clarification Procedure" number 1.2.0001 will be followed.
- C.2.c.3 In the event it is found that the Researcher entered Israel unlawfully/was refused entry to Israel in the past/state unlawfully, was arrested and deported/attempted



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to obtain any type of status in Israel/his family members are illegally present in Israel/provided misleading details, etc., the application for his invitation will be transferred for decision by the Bureau's visa center.

- C.2.c.4 For researchers invited from countries requiring a security assessment, the application shall be submitted to the Population Authority's Bureau at least 3 months prior to the planned date of entry. Approval of the application is subject to approval by the relevant security entity, even if there is an employment permit.
- C.2.c.5 To the extent that the application meets the conditions and requirements specified above, the application will be approved. An update will be made on the visa tab in the Aviv System, the application's approval will be entered on the registration sheet together with the duration of the approved to stay, a telex will be sent to the Consulate, and notice will be provided to the Institute regarding approval of the application as well as notice that the Researcher must contact the Israeli consulate abroad in order to receive the visa and the License. The telex must indicate that the License must first be granted for a period of up to one year.
- C.2.c.6 The License shall be for one year, **and calculation of this period of time shall be as of the date of entry into Israel.** If there is no Israeli mission to the country from which the Researcher will arrive, the visa will be handled through the diplomatic mission in a neighboring country or any other mission at the request of the Institutes/Researcher.
- C.2.c.7 Approval of the application at the Authority's Bureau and the sending of the telex/invitation overseas will be completed within a period of seven working days at most from the date of the submission of the complete application, other than if the Researcher is a national of a country requiring a security assessment.
- C.2.c.8 In accordance with his consular powers, the Consul at the Israeli mission overseas may refuse the application to grant a Residence License if there are grounds justifying such refusal. In the event the Consul has reservations regarding the Authority's decision to approve the Researcher's entry to Israel, he shall postpone granting approval to the applicant and shall pass his reservations on in writing immediately to the approver of the application at the Population Authority's Bureau.
- C.2.c.9 The Council's reservations shall be provided for a decision by the Bureau's visa center. At the end of the review of the Consul's reservations, should it be decided to approve the application, an additional telegram will be sent to the Consul with the following wording: "Despite the reservations provided, the application is to be approved." To the extent that the Consul's comments lead to a change in the



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decision to grant a License, the Institute must be informed of the refusal of the application in a detailed letter and the Aviv System updated accordingly.


- C.2.c.10 The maximum cumulative amount of time for which the License shall be valid is 63 months counted as of the date of the Researcher's initial entry into Israel under the License based on this procedure. The License will be granted for one year at a time.
- C.2.c.11 During the course of the duration of the Researcher's stay in Israel, oversight will be performed by the requesting Institute and the Population Authority regarding the need to extend the Permit and the License in accordance with the criteria specified in this procedure.
- C.2.c.12 The Researcher and his family members may be granted a multiple entry visa (Multiply Visa [*sic*]) both in the framework of the initial application as well as in the framework of extensions of the License, to the extent any are requested.
- C.2.c.13 Should the visa center decide to deny the application, the denial will be entered in an Aviv file and a detailed written decision will be sent to the inviting Institute.
- C.2.c.14 In exceptional cases in which the Researcher applies to remain in Israel after the end of the duration of the License, the Researcher will submit an application to the Population Authority Bureau. The application will be sent to a Bureau's director with the authority to approve a B/2 type residence license for a decision.
- C.2.c.15 In exceptional cases in which the Institute requesting a B/1 residence and employment license for a Researcher who came to Israel in accordance with section C.2.a and who stayed in Israel under a B/2 tourist or A/2 student type license, the Institute will submit an application to the Population Authority Bureau and said application will be a sent to the Bureau director for a decision. It is noted that in such case, the Researcher will not be required to leave Israel in order to receive a license of the type B/1.

C.2.d Family Members Accompanying the Researcher:

- C.2.d.1 Original public documents, verified and if necessary translated as well, must be presented, demonstrating the familial relationship between the applicant and the accompanying family member (birth certificate, certificates demonstrating status as a couple, etc.).
- C.2.d.2 When the Accompanying Family are minor children but the other parent (who is not the Researcher) is not coming to Israel, the other parent's written consent is required. The parent who does not come to Israel will indicate his/her consent before an Israeli diplomatic mission. Alternatively, the other parent may indicate



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his/her consent before a notary in his/her country and afterwards confirm such document at the local foreign ministry and verify it by Apostille or at the Israeli diplomatic mission in his/her country, according to the practice in that country.

- C.2.d.3 To the extent the application is approved, the spouse will be granted a B/2 tourist license and minor children a A/2 residence license for a period equivalent to the duration of the Researcher's License and in accordance with the Entry into Israel Law, 1952. Similarly, the Accompanying Family is entitled to receive a multiple entry visa (Multiply Visa [*sic*]) for the duration of the License.
- C.2.d.4 The spouse accompanying the Researcher is entitled, in exceptional cases only, to submit an application to change the type of residence license in their possession from a B/2 tourist license to a B/1 work and residence license during the course of their stay in Israel. The application will be examined subject to the procedures and reviews required with regard to a foreign worker and the issuing of permits in Israel.
- C.2.d.5 At the end of the duration of the stay, the Guest Researcher and the members of his family will be required to leave Israel.

D. The Law

- D.1 The Law of Entry to Israel-1952.
- D.2 The Foreign Workers Law-1991.

E. Appendices

- E.1 – Employment Permit Application Form
- E.2 – Application Form for a B-1 Researcher/Lecturer Entry and Residence in Israel Visa (V/21)
- E.3 – Affidavit for Receipt of a Permit
- E.4 – V/1 Application Form for Entry Visa
- E.5 – V/3 Application Form for Change of License



5. **Duration of the Foreign Expert's Stay in Israel Unit the Date on the Work Visa (B-1):** _____

(A foreign worker comes to Israel for temporary employment only and must leave Israel at the end of 63 months of work. By law, it is not possible to extend a work visa for a foreign national beyond a period of 63 months from the date of his initial entry to Israel on such visa except under special and exceptional circumstances involving the foreign worker's contribution to the economy, the market, or society, with approval of the Ministers of the Interior, the Economy, and the Treasury, as specified in section 3A (c1) of the Entry into Israel Law, 1952).

If you wish to apply to extend the duration of the foreign worker's stay beyond the above maximal period of time as stipulated by law on the grounds that such foreign worker meets such exceptional circumstances, you must submit an application at least 6 months prior to the expiration of the foreign national's work visa, specifying the foreign national's unique contribution to the economy, the market, or society. We emphasized that in the event that a special application has not been submitted by 6 months prior to the expiration of the foreign national's visa, the foreign national's visa will not be extended and he shall be required to leave Israel until a decision is made on his application.

6. **Terms of Employment:**

The position in which the foreign national will be employed: _____

Number of monthly hours the employee will work: _____

Total base monthly salary that will be paid to the employee (with respect to an ordinary position and before payment of overtime or shift differential): _____