



January 2024

Procedure for Employment Permit Request for International Visitor/Faculty Member

The following are the required steps for employing an international employee as a visitor/faculty member in the **expert track**:

Employment Permit: Processed by the Head of the Unit for Academic Visitors and Post-Doctoral Fellows.

Coordinators must attach and send the following:

- Curriculum Vitae (CV)
- Certificates/diplomas verifying education (in one file)
- Letter from the host explaining the purpose of the visitor's visit / for the faculty member – appointment letter
- A photocopy of an up-to-date passport
- Budget approval for funding the employment permit fee (**1340₪ as of 01/01/2024**)

The employment permit is issued by the Ministry of the Interior in Jerusalem and will be sent to the faculties after it is received.

Once the employment permit is received, a residence permit application must be submitted – this is handled by the coordinators in the faculty.

- 1) Visit the Ministry of Interior's website to submit the residence permit application = visa B1.
<https://www.gov.il/he/service/application-issuance-visa-residence-work-permit-foreign-experts>

Please ensure you have **the employment permit number (written on the employment permit), a cell phone, the faculty's credit card, a photocopy of the visitor/faculty member's passport + the location of the desired embassy for obtaining the visa abroad** (where the "clearance" will be sent from the Ministry of the Interior).

Note that a fee of **195₪** must be paid for the residence permit. **Technion's Co. Reg. number:** 500701636.

You must log into the system, authenticate using the coordinator's ID number, and choose a password (remember it for future use).

Have a cell phone ready – an authentication code will be sent to complete the login process. Additionally, a credit card is required for payment (of the faculty/host + the cardholder's ID number).

Make sure to write the name of the payer and the name of the faculty member/visitor for whom the payment is being made.

For any technical issues or problems, please contact: havrakot-mumhim-jer@piba.gov.il or by phone at: 1299.



After completing the residence permit application, you will receive a **“clearance approval” via email** – this approval must be sent to the visitor's and directed to the embassy abroad. The embassy/consulate location will depend on the visitor's request and the details you entered earlier on the Population and Immigration Authority website.

2) **Multiple-entry visas for the international visitor/faculty member: Inter visa – after the visitor's arrival**

An additional fee of 195₪ must be paid – this can be done here:

<https://ecom.gov.il/counterspa/home/19/9/Restaurants>

Important update: Citizens of the United Kingdom are exempt from payment for multiple-entry visas.

A multiple-entry visa cannot be issued before the employee arrives in the country.

After the international employee lands in the country, an email must be sent with the payment receipt attached, requesting the multi-entry visa sticker:

havrakot-mumhim-jer@piba.gov.il

The approval will be sent by email within a short time.

Important: A visitor/faculty member who also holds Israeli citizenship does not need an employment permit. A Jewish visitor/faculty member can receive an employment permit without prior application, but rather through the Ministry of Interior after arrival. To obtain the permit, they must present a letter from a community rabbi recognizing them as Jewish (it is recommended to send the letter before arrival so that we can verify that it is sufficient).

Sincerely,

Ayellet Katalan
Head of the Unit for Academic Visitors & Post-Doctoral Fellows