



January 2024

Procedure for Inviting Academic Visitors for Long-Term Visits (Over One Month)

- 1) Submit a candidate portfolio (in the following order):
 - a. Long-term visitor invitation form that has received budget approval (if a salary is provided for the visit), which includes an Israeli ID number or Technion identification number (for non-Israeli visitors, starting with the number 8) (can be done via an Excel file that generates identification numbers).
 - b. A letter from the advisor detailing the visitor's purpose/activities.
 - c. Curriculum Vitae (CV).
 - d. List of publications.
 - e. Report from the Faculty Preparatory Committee approving the invitation of the visitor, the ranking of the visitor (the committee must explicitly address the requested ranking of the visitor), and the duration of the visit.
 - The file must be submitted with each document separately – total of 5 files.
 - Processing of the request will begin only after a complete candidate file has been submitted.
 - The file will undergo academic review by the Executive Vice President for Academic Affairs (EVPAA). After approval by the EVPAA, an appointment letter will be issued and signed by the EVPAA. The appointment letter will be sent to the faculty and forwarded by the faculty to the visitor.
 - A candidate submitted to the Technion Scholarship Committee: Submissions must adhere to the circular that is distributed each year in October.

- 2) Employment Permit Approval: Visitors who are not an Israeli citizen and are staying for a period exceeding 5 months – must apply for an employment permit approximately three months before their arrival date (according to the Employment Permit Request Procedure).
 - Note that visitors must contact the Israeli embassy and verify which additional documents they need to submit.

- 3) Visa for Entry to Israel for Non-Funded Visitors Arriving from Countries Requiring an Entry Approval: Two months before the arrival date, visa arrangements must be made for the international visitor and their family members:

A copy of the passport for both the visitor and their family members must be provided. We will prepare a letter for the embassy, which the visitor will take to the nearest embassy to their place of residence to arrange for receipt of the visa.

 - Note that it is the visitor's responsibility to contact the Israeli embassy and verify any additional documents they need to submit.



- 4) Arrival of the Visitor (to be submitted shortly after the fellow's arrival at the Technion):
 - a. Form notifying of the visitor's arrival.
 - b. Passport photo.
 - c. Copy of flight ticket and boarding pass if a flight reimbursement is requested.
 - d. For visitors receiving a salary, submit the following: Israeli citizens – Form 101 + photocopy of ID card. International visitors – residency declaration form + photocopy of passport.
 - e. Visitors staying for more than six months and who are receiving a salary, pension payments are deducted as required by law. Relevant documents must be submitted.
 - Ensure that the visitor and their family members have medical insurance for the entire duration of the visit. If they do not, the visitor should be referred to an insurance agent who works with the Technion (Harel-Yedidim – Einat Cohen: 0545297775).
- 5) Salary Supplement: If you would like to provide a salary supplement, you must submit a budget-approved "Salary Supplement" form.
- 6) Budget Number Change: If you would like to change the budget number for salary funding, you must submit a budget-approved "Change in Budget Number for Billing" form.
- 7) Extension of the Visit:
 - a. Long-Term Visitor Invitation Extension form – budget-approved.
 - b. Approval by the Faculty Preparatory Committee.
 - Appointment of academic visitors/extension of appointment for a period exceeding one year will be processed through the regular academic procedure in accordance with the academic regulations.
- 8) Conclusion of the Visit:

Approximately two weeks before the end of the visit, you must submit:

 - a. Visitor Departure Notification form (long-term visitor).
 - b. Final salary release letter in the case where the salary was frozen as a guarantee for the landlord of the property rented by the visitor.
 - In case of early conclusion of the visit, the faculty is responsible for informing the budget managers of the changes.
 - **All documents and forms must be submitted by email only.**

Forms can be downloaded from the Academic Staff Office website:

<https://segel.net.technion.ac.il/he>

For inquiries, please contact the Faculty Secretariat to reach Ayellet Katalan, Head of the Unit for Academic Visitors & Post-Doctoral Fellows:

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