



## Procedures for acquiring a work permit and B/1 Work Visa for a Foreign National Researcher/Lecturer Updated as of April 19, 2023

The process elaborated below is relevant for matters of employment of foreign lecturers and researchers. The employee must hold at least a Master's degree . If you are interested in employing a student (masters/PhD/post-doc), please refer to information given [here](#). Note, if the post-doc is receiving a grant which entails employment (such as Marie Curie), please follow the process below.

Employing a foreign researcher/lecturer is possible only after obtaining a work permit and work visa from the Population and Immigration Authority. **It is not possible to start employment without these two documents.** Both documents need to be renewed each year.

It is important to note that this process is a multi-step process, which involves many different offices within the University, as well as the Population and Immigration Authority. Hence, **the permit acquisition process should begin at least three months prior to the employment of the researcher/lecturer**, and only after receiving an approval for the employment from the relevant factors on campus (HR, Academic Secretariat etc.).

In the case of a new employee, the process should be done prior to the employee's arrival to Israel. The employee should arrive only after obtaining the work permit and visa.

In the case of an employee who is already working at TAU, the process can also be done while the employee is here in Israel. **Note, for an extension of employment after 63 months (6 years), the process should be done 6 months in advance**, as this extension requires a special approval from the Population and Immigration Authority.

In the case of employing a previous PhD/Postdoc student – the work permit can be obtained only after the student visa is expired.

At the end of a successful process, the lecturer/researcher will receive three documents:

- 1) A work permit
- 2) The B/1 Work Visa
- 3) Inter-Visa, which allows the employee to leave and return to Israel multiple times during his stay here.





Additional information regarding obtaining a work permit and a B/1 Work Visa, can be obtained from **The Lowy International School, Room 108, Carter Building, email [Visains@tauex.tau.ac.il](mailto:Visains@tauex.tau.ac.il)**

**Step 1 – Sending information regarding the recipient of the permit and visa (the employee) – under the responsibility of the hiring Faculty:**

➤ All required documents mentioned below should be uploaded [here](#).

- 1) A permit application form (see [here](#)); please fill out items 1, 5, 6
- 2) A letter from the Dean of the Faculty/Head of the School/faculty member, addressed to the Rector and which details the need to employ the foreign worker, what is unique about this worker and why an Israeli worker cannot be employed instead. **In addition, the following must be declared: “To the best of my knowledge, the employee whose employment is requested is not a suspect and has not been convicted of a criminal offense due to the circumstances of which, his entry into the State of Israel and/or the granting of a work permit is not enabled”.** (Pursuant to the requirements of the State Authorities). In addition, the letter should state that the worker is covered by medical insurance:

**העובד/ת מבוטח/ת בביטוח רפואי בהיקף דומה לביטוח לפי צו עובדים זרים, הכולל כיסוי לקורונה**

- 3) Photocopy of an academic education diploma (in English or Hebrew)
- 4) CV
- 5) Passport. The passport should be valid for at least 18 months.
- 6) Approval of source of funding of employment:
  - If the employment involves compliance with a tenure (junior or senior), it should be noted whether there is a tenure for his employment and/or approval for his employment.
  - If the employment is funded by research budgets managed by the Research Authority, authorization must be submitted by Einat Ron from the Research Authority. If the research budget is funded by the European Union, the approval of the National Authority for Technological Innovation should also be acquired.
  - If the employment of the worker involves other financing, the source of this financing is to be stated as well.





- 7) Authorization of the payment of permit and visa fees, as follows (the payment should be transferred to The Lowy International School, mentioning the full budget item and the name of the foreign researcher):
- Work permit application is **NIS 1,300**.
  - B/1 Work Visa is **NIS 185**
  - Inter-visa is **NIS 185**

\*These fees are as of April 2023, note the fees might change according to the decisions of the Population and Immigration Authority.

**Step 2 – Preparing the permit request and submitting it to the authorities – under the responsibility of the The Lowy International School:**

As part of this stage, the request will be handled by the Visa Team in the The Lowy International School, including contact with the different TAU offices, such as the Rector's Office, HR and Legal Dept. At the end of this process, an official declaration will be signed, which will allow the team to submit the permit request.

Submitting the request for the permit will be done only after the Visa Team has received all of the required documents from the faculty, as well as the required payment for the fees, as mentioned above. A successful process will result in the three documents mentioned above: the work permit, the B/1 Work Visa and the Inter-visa. These documents will then be sent to the employee, as well as the hiring faculty. The employee will not need to contact the Ministry of Interior, as the team will do it for them.

