	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 1 of 13 (version 1)
		Updated on: 1.9.2013

Procedure for handling the entry of international employees of humanitarian non-governmental organizations into the territory of the State of Israel

A. Background

In the territories of Judea, Samaria and Gaza, there are approximately 160 humanitarian aid organizations approved by and registered with the Ministry of Welfare in Israel (hereinafter: the "**organizations**"). Activists in these organizations may stay in Israel on a residence and work permit type B / 1 General INGO in accordance with the procedures of the Population and Immigration Authority.

This procedure is common to the Ministry of Welfare and the Population and Immigration Authority, as well as to the Ministry of Defense - Coordination of Government Activities in the Territories, and it specifies the requirements of the two offices (Welfare, Population and Immigration Authority) to grant a work permit to the applicant once the applicant complies with the conditions and requirements.


B. Purpose of the procedure

To determine the method for the handling of a foreign national who applies for a residence and work permit type B / 1 General INGO (hereinafter: "permit") as well as to regulate the manner of extension of the validity of the permit.

C. General

- C1. A foreign national working for an organization registered with the Ministry of Welfare (hereinafter: the "**organization**") and operating in the Palestinian Authority and the Gaza Strip (hereinafter: the "**territory**") may apply for a permit to work and reside in Israel (hereinafter: "**applicant**" or "**employee**").
- C2. The handling of an application for a permit and its submission to the Ministry of Welfare shall begin when the employee is still abroad. The inviting organization




	Sector: Visas	Procedure no.: 5.3.0025
	Subject:	Page 2 of 13 (version 1)
	Entry of employees of INGOs	Updated on: 1.9.2013

is required to invite the employee in advance and prior to his/her arrival in Israel, even if the employee is from a country that is exempt from a pre-arranged entry visa.

- C3. For countries that are required to have a pre-arranged entry visa, the application for an entry visa to Israel will be submitted and processed by the Israeli representative office in the applicant's country of origin. In exceptional cases only, and with the prior approval of the Director of the International Relations Department at the Ministry of Welfare, the application may be processed by the Israeli representative office in a country other than the applicant's country of origin.
- C4. After receiving approval in principle from the Ministry of Welfare, a copy of which will be transferred to the organization, the employee will be able to enter Israel with a type B / 2 tourist permit. Soon after entering, s/he will be required to visit the Regional Bureau of the Population and Immigration Authority and arrange for a permit type B / 1 General INGO. Subject to compliance with the conditions of this procedure, the issuance of the permit at the Bureau of the Authority shall be within 30 days from the date of submission of the application to the Bureau, if there is no impediment or restriction of any kind.
- C5. An applicant whose application has been approved will be able to remain in Israel on a B / 1 General INGO permit for a maximum period of 63 months cumulatively, from the day it is first issued, in accordance with the Entry into Israel Law (Amendment No. 11) 2003.
- C6. An application for a B / 1 General INGO permit will not be approved if the applicant illegally stayed in the past / is illegally staying in Israel during the time of application for the permit. Exceptional cases that are recommended by the Ministry of Welfare will be referred to the Director of the Population and Immigration Authority.




	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 3 of 13 (version 1)
		Updated on: 1.9.2013

- C7. Family members of the applicant that accompany him/her will also be handled in accordance with what is specified in this procedure. For the purposes of this procedure, family members are the applicant's spouse and minor children up to the age of 18. Family members will be granted a type B / 2 tourist permit only after approval of the applicant's own application for a B / 1 General INGO permit.
- C8. A spouse of an applicant who is staying in Israel and also wishes to obtain a B / 1 General INGO permit during the period of his spouse's stay in Israel, will be able to submit an application which will be processed in accordance with this procedure.
- C9. It should be emphasized that if an applicant with a valid B / 1 General INGO permit who changes his/her place of work from one recognized organization to another recognized organization, his/her permit will be considered valid from the date of receipt of the B / 1 General INGO permit for the first time in Israel, and for a period of 63 months from this date. A copy of the notification regarding the changeover from one organization to another organization will be submitted to the Ministry of Welfare.
- C10. The Population and Immigration Authority may revoke the permit granted to the applicant in accordance with this procedure, initially or retrospectively, if non-compliance with procedures was found and / or full and comprehensive information was not provided about the employee and the organization and / or a reasoned recommendation was received for cancelling the permit from the Ministry of Welfare and / or from the Coordination of Government Activities in the Territories (COGAT) according to section G9 to this procedure.

D. General terms and requirements:

- D1. The applicant is an adult over the age of 18.



	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 4 of 13 (version 1)

- D2. The organization in which the applicant works is registered and approved by the Department of International Relations at the Ministry of Welfare.
- D3. The organization must invite the employee to Israel before s/he arrives in Israel.
- D4. Two recent passport photos of the applicant.
- D5. The applicant's foreign passport is valid for at least two years from the date of submission of the application.
- D6. Recommendation from the Department of International Relations at the Ministry of Welfare.


E. Handling by the Department of International Relations in the Ministry of Welfare prior to the employee's arrival in Israel:

The organization in which the employee is employed will meet the requirements of the Department of International Relations in the Ministry of Welfare. In order to receive the recommendation of the Head of the Department of International Relations, the following documents must be submitted:

E1. Submission of the following documents:

- An application to the Department of International Relations. The application will be submitted to the department before the employee arrives in Israel by a representative of the organization located in Israel or by fax.
- An application form from the department, signed by the head of the organization (Appendix A).
- Letter of request for a recommendation for a permit for the employee from the head of the delegation / organization.
- The applicant's declaration of his/her intention to work for 7 days in each calendar month in the territories of the State of Israel during the period of




	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 5 of 13 (version 1)
		Updated on: 1.9.2013

validity of the permit, and a declaration signed by the applicant for only carrying out activities in the field of the inviting organization (Appendix B).

- Description of the applicant's role in the inviting organization.
- CV of the applicant.
- A photocopy of the applicant's foreign passport valid for two years from the date of submission of the application.
- Certificate of medical insurance valid for the duration of the applicant's stay in Israel.

- E2. A department employee will check the details in the declaration form as well as the attached documents and make sure that all the details are filled in as required.
- E3. A department employee will ensure that the applicant arrives in order to work in relief and humanitarian aid work as required by the department's work procedures.
- E4. If there is a restriction, the application must be refused, and a written notice must be sent to the head of the organization with a copy to the Bureau of the Population Authority, along with a photocopy of the passport.
- E5. If the applicant meets the conditions and requirements and there is no impediment to approving the application, a department employee will send the applicant within 14 working days a letter of recommendation to grant a permit that will be addressed to the Bureau of the Population Authority (Appendix G). If the applicant's family members have been invited, the employee will add the names of the family members and photocopies of their passports to the letter of recommendation addressed to the Population Authority.
- E6. If the applicant is from a country exempt from an entry visa, an employee of the department shall send a letter of approval in principle to the head of the inviting



	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 6 of 13 (version 1)
		Updated on: 1.9.2013

organization with a copy to the applicant and to the Bureau of the Regional Population Authority. The letter will state that all the applicant's forms have been checked and he is expected to enter and work as an INGO employee subject to the issuance of a B / 1 INGO permit by the Population and Immigration Authority, which will be granted to him/her within 30 days of applying to the Bureau. A copy of the letter will be sent to the Authority's Bureau.

- E7. If the applicant is from a country for which a pre-arranged entry visa is required, a department employee will send a letter of approval in principle to the head of the inviting organization, in which it will be clarified that the Authority must be contacted for further processing. Upon submission of the application as required, and subject to compliance with the conditions, the Bureau of the Authority will issue an entry visa to the applicant, as detailed below.


F. Bureau of Population Authority

- F1. For the purpose of obtaining a work permit of B / 1 General INGO type, the applicant must schedule an appointment for a meeting at the Regional Bureau of the Population Authority in accordance with the address of the inviting organization. It is advisable to submit a request for an appointment prior to arriving in Israel. Scheduling an appointment by the inviter for submitting an application shall be performed in one of the following manners: Computerized fax to the Bureau or by phone: 1700-551111.

F2. **When submitting the application to the Bureau, the following documents must be attached:**

- Application form for entry visa Ash / 1 (Appendix E) if the applicant is from a country that requires a pre-arranged entry visa.



	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 7 of 13 (version 1)
		Updated on: 1.9.2013

- Application for a residence and work permit in Israel Ash / 3 for the applicant (Appendix F). If an applicant is accompanied by family members, a separate application form must be filled out for each member of the applicant's family.
- Original letter of recommendation for a work visa from the head of the Department of International Relations at the Ministry of Welfare.
- A copy of a letter of request for a visa from the head of the delegation / organization.
- The presence of a representative of the organization is mandatory in the case of an application for an employee of the organization who is abroad and is from a country that requires a pre-arranged entry visa and the representative must present a certificate indicating s/he is an employee of the organization, and s/he does not have to be a resident / citizen of Israel.
- If the applicant is in Israel – his/her attendance is mandatory when submitting the application.
- If there are accompanying family members – attendance of the applicant's spouse is mandatory. The attendance of minors under the age of 18 is not required.
- In cases where the country of origin / citizenship of the applicant is defined as a country of review by the security forces - the applicant must fill out an abbreviated resume form (Appendix D).
- **Family members accompanying the applicant:**
 - A photocopy of the passports of the accompanying family members must be attached to the application. The passport must be valid for at least two years.
 - Official documents and public certificates attesting to the relationship between the applicant and the accompanying person (birth certificate, marriage certificate, etc.), original, verified and, if necessary, even translated. In the case of a common law spouse, a document declaring





Sector: Visas
Subject: Entry of employees of INGOs


Procedure no.: 5.3.0025
Page 8 of 13 (version 1)
Updated on: 1.9.2013

the nature of the relationship from the country of origin must be submitted or a corresponding document, translated and signed by a notary.

- In the case of joint children of divorced parents, the approval of the parent staying abroad is required, verified by a notary's signature and the Consul's approval in his country of origin or providing consent to the Israeli Consul in that country.
- It should be emphasized that the presence of first-degree family members in Israel does not in itself constitute a reason for refusing the application.
- Service fee - the service involves the payment of a fee as specified in the fee schedule.

- F3. The Authority employee who receives the application form will check the details of the application in the Aviv system, including details of the applicant's entries and exits, the Visas tab, foreigner file in the Aviv system, (refusals and approvals with the Consulate abroad) as well as the relevant documents and their authenticity, and will update the application and its details in the Registration sheet of the applicant.
- F4. It must be verified that the applicant has a valid passport for a period of at least two years beyond the period of the requested permit.
- F5. An employee of the Authority shall ensure that there is no restriction whatsoever with respect to the applicant. If a restriction is found, it is necessary to follow the Procedure for the provision of services that require preliminary investigation No. 1.2.2001.
- F6. It should be emphasized that a second job in Israel does not in itself constitute a reason for refusing the application.
- F7. In cases where the country of origin / citizenship of the invitee is defined as a country for review / risk by the security forces, the Bureau employee will verify




	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 9 of 13 (version 1)
		Updated on: 1.9.2013

that all the columns in the personal details form (Ash / 22) have been filled out before transferring him for review.

- F8. If the application does not meet the conditions listed above and / or all the required documentation has not been completed within the time allotted to do so by the Bureau, the Head of the Visas Sector will send a registered letter of outright refusal to the application with a copy to the Department of International Relations at the Ministry of Welfare.
- F 9. After verifying compliance with the conditions of the procedure and completing the required documentation, the application will be forwarded for a decision by the Visa Center at the Bureau.
- F10. If the applicant resides in Israel with a permit that is not B / 2 tourist and wishes to change his/her permit to a B / 1 General INGO permit, further processing of the application is conditional on the approval of the Directorate of Visas and Foreigners at headquarters, subject to the recommendation of the Department of International Relations.
- F11. If it was decided to approve the application after the applicant meets the conditions and requirements, a permit of B / 1 General INGO type can be issued for one year. The decision will be given within 30 days at most from the date of application. The certificate will be updated in the Aviv system and will be forwarded to the Israeli Consulate, emphasizing that this is an INGO employee.
- F12. If it is decided to refuse the application, a reasoned refusal letter will be sent by registered mail within 14 working days from the date of submission of the application, with a copy to the Department of International Relations at the Ministry of Welfare. The Bureau will update in the Aviv system any request that has been denied, specifying the restriction.



	Sector: Visas	Procedure no.: 5.3.0025
	Subject:	Page 10 of 13 (version 1)
	Entry of employees of INGOs	Updated on: 1.9.2013

F13. A re-entry visa (Inter Visa) may be approved for the entire period of the approved permit.

F14. When the applicant is accompanied by family members, and after all the required documents have been examined and the application has been approved, the family members can be issued a type B / 2 residence permit and a multiple entry visa for the entire approved permit period.

G. Permit Extension:

G1. An application for an extension of the permit will be submitted about two months before the end of the visa, as follows:

At the Ministry of Welfare:

- Personal attendance is required.
- Department statement form.
- Two recent passport photos of the applicant.
- Passport for a period exceeding two years.
- Letter of request for a recommendation to extend the visa from the head of the organization.

After receiving an up-to-date letter of recommendation to extend the validity of the permit (Appendix D) from the Ministry of Welfare:

At the Bureau of the Population Authority:


- Personal attendance is required.
- An up-to-date letter of recommendation from the Department of International Relations at the Ministry of Welfare
- Copy a letter of application for a recommendation to extend the visa from the head of the organization.



	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 11 of 13 (version 1) Updated on: 1.9.2013

- Passport validity for a period exceeding two years of the applicant and his/her family members, if accompanied.
 - Passport photo of the applicant and family members, if accompanied.
- G2. The Authority employee who receives the application form will identify the applicant as corresponding to the passport and photo, check the application details with the Aviv system, including entry and exit details, check the Visas tab, foreigner file in the Aviv system and the relevant documents and their authenticity, and update the application and details in the Registration sheet.
- G3. It must be ensured that the applicant has a valid passport for a period of at least two years beyond the period of the requested permit.
- G4. It is necessary to verify that there is no restriction on the provision of the service. If there is a restriction, follow the Procedure for the provision of services that require preliminary investigation, No. 1.2.0001.
- G5. A type B / 1 General INGO permit will be granted for a total period of 63 months in total. A type B / 2 permit for family members accompanying the applicant will be extended in accordance with the applicant's permit validity. If the Visa Sector Head decides to approve the application, a permit extension sticker will be issued for a period of another year, up to a cumulative period of 60 months, and will be affixed to the applicant's passport. The details of the permit extension will be updated in the Aviv system.
- G6. If the Visa Sector Head finds a reason to prevent approval of the application, the application will be forwarded to the Bureau's Visa Center for examination. If it is decided by the Visa Center to reject the application, a reasoned letter of refusal will be sent by registered mail, stating a demand for departure within 14 days from the date of sending the letter, and a copy will be sent to the Department of International Relations at the Ministry of Welfare.



	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 12 of 13 (version 1)
		Updated on: 1.9.2013


- G7. An Authority employee will update the application and the refusal in the Restrictions in the Aviv system and will indicate the manner of the refusal and its content in the computerized Registration sheet.
- G8. If for any reason the previous approved extensions have not been updated in the Aviv system, the file must be updated before performing the current update.
- G9. If non-compliance with the procedures is found and / or if complete and comprehensive information about the employee and the organization is not provided and / or a reasoned recommendation is received for the revocation of the permit by the Ministry of Welfare and / or Coordination of Government Activities in the Territories, the case will be transferred to the Bureau director. For this purpose, the employee will be summoned to a hearing at the Authority office, after which a decision will be made in his case. After making a decision on revocation of his/her permit, the employee will be summoned to the Authority's Bureau and given a reasoned notice of the revocation of the permit. If s/he was not present at the Bureau to receive the notice and cancelation of his/her permit, the notice will be sent to him/him by registered mail. A copy of the notice will be sent to the Ministry of Welfare and the head of the organization.

H. Applicability:

Applications submitted before the date of publication of the first edition of this procedure and regarding which a decision has not yet been made - will be handled in accordance with the provisions of this procedure.

The provisions of the first edition of this procedure also apply to holders of a residence and work permit of type B / 1 General INGO, which was approved before the first edition of this procedure was published, including with regard to the maximum period of stay in the existing work and residency permit of B / 1 General INGO type in accordance with the provisions of the Entry into Israel Law 5722-1952.



	Sector: Visas	Procedure no.: 5.3.0025
	Subject: Entry of employees of INGOs	Page 13 of 13 (version 1)
		Updated on: 1.9.2013

I. Law and its sections

11. Entry into Israel Law, 5712 - 1952

12. Regulation 5 (a) of the Entry into Israel Regulations, 5734 - 1974

J. Appendixes

Appendix A - Application Form of the Department, Signed by the Head of the Organization

Appendix B - Applicant's Declaration

Appendix C - Accompanying letter of recommendation from the Ministry of Welfare - First application

Appendix D - Accompanying letter of recommendation from the Ministry of Welfare – Extension application

Appendix E - Appendix form for entry visa Ash / 1

Appendix F - Application form for change / extension of a residence permit (Ash / 3) Appendix G - Ash / 22 - Brief CV

Translator's Note:

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