

# AMERICAN UNIVERSITY OF BEIRUT

## HUMAN RESOURCES DEPARTMENT

### WORK ENTRY VISA AND WORK AND RESIDENCE PERMITS FOR APPOINTEES WHO ARE CITIZENS OF A COUNTRY OTHER THAN LEBANON

The appointment and the continuation of the service of an appointee who is a citizen of a country other than Lebanon is subject to the granting and extension of the appropriate visa and work and residence permits to him/her by the Lebanese Government.

The University Human Resources Department will assist the non-Lebanese appointees in obtaining the “Work Entry Visa” and the Work and Residence Permits.

#### **ENTRY VISA TO LEBANON**

Under the Lebanese Law an appointee who is citizen of a country other than Lebanon must enter the country through a “Work Entry Visa”. The appointee will be asked to leave the country by the Lebanese Authorities if he/she enters through a tourist visa.

The Human Resources Department (Campus) will perform the formalities to secure the “Work Entry Visa” for the appointee prior to his/her **arrival by a minimum period of ONE month**, provided the below necessary required documents are made available to the Human Resources Department (Campus) by the respective Deans and/or Heads of the Administrative Departments.

1. **Documents provided by the appointee prior to arrival:**
  - a. Photocopy of a valid passport for a **minimum period of 18 months** for the appointee and each family member accompanying him/her showing:
    - passport number
    - place and date of birth
    - place and date of issuance and date of expiration
  - b. Full Name of the appointee’s parents
  - c. Photocopy of the highest degree.

## 2- University Bank Deposit

The Human Resources Department (Campus) will deposit in the Bank de L'Habitat "بنك الإسكان" through the Comptroller's Office the amount of \$1000 (LL.1,500,000.-\*) for each appointee as a deposit in favor of the Ministry of Labor.

The application and the above documents will be presented to the Ministry of Labor to secure the advance work authorization, which will be then submitted, to the Lebanese General Security Office. Thereafter, the "Work Entry Visa" is issued and placed at the Beirut International Airport or at the Lebanese Syrian border in "Masna'a" depending on the routing of the appointee.

Copy of the "Work Entry Visa" will be faxed to the individual concerned through the Dean's Office.

## **SECURING OF WORK AND RESIDENCE PERMITS**

Upon arrival, the appointee should present himself/herself to the Human Resources Department (Campus) to submit the following documents:

1. A photocopy of the passport to show all details mentioned above and the date of entry to Lebanon.
2. Five passport size photographs for the appointee and 2 photographs for each family member accompanying him/her.
3. Medical statement and clearance as required by the Ministry of Labor based on the Pre-employment required medical exam approved by the Director of the University Health Service.
4. School certificate for each dependent child to be secured in Lebanon (certified by the Ministry of Education).

When all the above are completed, a notarized letter of appointment will be submitted to the Ministry of Labor by the Human Resources Department (Campus).

\* The amount of the Deposit may be amended from time to time by the Lebanese Government.

The time needed to complete the formalities to **secure the work permit is normally one month and an additional 15 days for the residence permit.** The original passport will be submitted to the Lebanese Security Office along with the application for residence permit.

### **RENEWAL OF WORK PERMIT**

Normally Work Permit is valid for one year and it is renewable one month prior to its expiration date. One passport size photograph is needed at the time of every renewal.

### **RENEWAL OF RESIDENCE PERMIT**

The formalities for renewal of residence permit should start ten days before its expiration date.

To renew the Residence Permit, the Work Permit (should be valid for a period of not less than six months) and the passport (**should be valid for a minimum of 12 months**), three photographs and the residence permit with a new declaration and undertaking through the Notary Public and the school certificates of the dependent children should be presented to the Human Resources Department (Campus) by the faculty member. **The time needed to secure the Work and Residence Permits is as mentioned above (one month for the Work Permit and 15 days for the Residence Permit).**

Residence permit submitted at or after its expiration date will subject its bearer to a fine by the Lebanese Security authorities.

### **DEPARTING APPOINTEES**

**The bank deposit in the amount of \$1000 (LL.1,500,000.-) will be deducted from the last salary of the departing appointee. An HR representative will accompany the appointee to the airport to facilitate the departing process/formalities. The departing appointee will then be reimbursed the amount of the bank deposit by money transfer or check sent to his/her personal account.**

*Prepared and revised by Human Resources Department (Campus).  
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