

WORK AND RESIDENCE PERMITS

BASIC POLICY

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 HR Department will assist the non-Lebanese appointees in obtaining the “Work Entry Visa” and the “Work and Residence Permits”.

Under the Lebanese Law an appointee who is a 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 time needed to complete the formalities to **secure the work permit is normally one month and an additional 15 days for the residence permit.**

DOCUMENTS NEEDED UPON APPOINTEE’S ARRIVAL

For Work Permit

1. Original passport valid for a minimum period of 18 months showing date of entry to Lebanon
2. Two passport size photographs for the appointee
3. Medical examination reported on special AUB form

For Residence Permit

1. Original passport valid for a minimum period of 18 months showing date of entry to Lebanon
2. Four passport size photographs for the appointee and three photographs for each family member accompanying him/her
3. School certificate for each dependent child aged 13 and above to be secured in Lebanon

PROCEDURE

The following procedure outlines the various steps involved in obtaining work and residence permits for non-Lebanese appointees, after securing the work entry visa:

1. Appointee enters the country through the work entry visa faxed to him/her through the HR Department.
2. Appointee pays a visa fee of LL.50,000.- at the airport/Lebanese Syrian border upon arrival. He/she is then reimbursed. The fee may be amended from time to time by the Lebanese government.

3. Appointee presents himself/herself to the HR Department upon arrival to submit all the necessary documents (mentioned above).
4. The HR Department secures medical statement and clearance through the AUB University Health Service.
5. The HR Department secures medical insurance for the appointee through Bankers Insurance located in Riad El Solh.
6. The HR Department submits to the Ministry of Labor: a notarized letter of appointment, copy of highest degree, medical statement, and medical insurance.
7. The HR Department secures the work permit within a period of one month from the date of submission of the request. Normally, the work permit is valid for one year and is renewable one month prior to its expiration date. Renewal of the work permit is done through Liban Post. One passport size photograph is needed at the time of every renewal.
8. The HR Department pays a fee of LL. 1,801,000.- (LL.1,000.- for stamp) to the Ministry of Labor for the work permit of the appointee, with the exception of Syrians whereby the fee is reduced to LL.451,000.- (LL.1,000.- for stamp), and with the exception of other nationalities (American, Brazilian, British, Czech, French, German, Greek, Italian, Iraqi, Moroccan, Palestinian and Swiss) who get the work permit for free. The amount is then charged to the Department concerned. The fee may be amended from time to time by the Lebanese government.
9. The HR Department submits to the Lebanese General Security Office of the Ministry of Interior:
 - original valid passport
 - original and copy of work permit
 - copy of notarized letter of appointment
 - application for residence permit
10. The HR Department pays a fee of LL.1,800,000.- to the Lebanese General Security Office upon submission of documents for residence permit of appointee and gets a receipt, with the exception of Palestinians who do not need a residence permit. The HR Department pays an additional fee of LL.105,000.- (Decree no. 10860 dated 9/9/2003). The amount is then charged to the Department concerned. The fee may be amended from time to time by the Lebanese government.
11. The HR Department secures the residence permit for appointee and gets back the original passport within a maximum period of ten days. Normally, the residence permit is valid for one year. The formalities for its renewal should start ten days before its expiration date. When submitted at or after its expiration date, it will subject its bearer to a fine by the Lebanese Security authorities. The passport should be valid for a period of at least one year at the time of every renewal.
12. The HR Department submits necessary documents, such as copies of work and residence permits of appointee, to the Lebanese General Security Office in order to secure residence permits for family members accompanying appointee. If the spouse's family name is different from the appointee's family name, the appointee should present a copy of the marriage certificate to the HR Department which, in turn, will submit it to the Lebanese General Security Office.

13. The HR Department pays necessary fees to the Lebanese General Security Office, for residence permits of family members accompanying appointee. Fees vary as follows:
- a. LL.1,800,000.- for the appointee's wife
 - b. LL.1,800,000.- for each child who is above the age of 15 and who is not a student
 - c. LL.250,000.- for each child who is above the age of 15 and who is a student (a school certificate certified by the Ministry of Education is needed)
 - d. Gratis –children till the age of 15

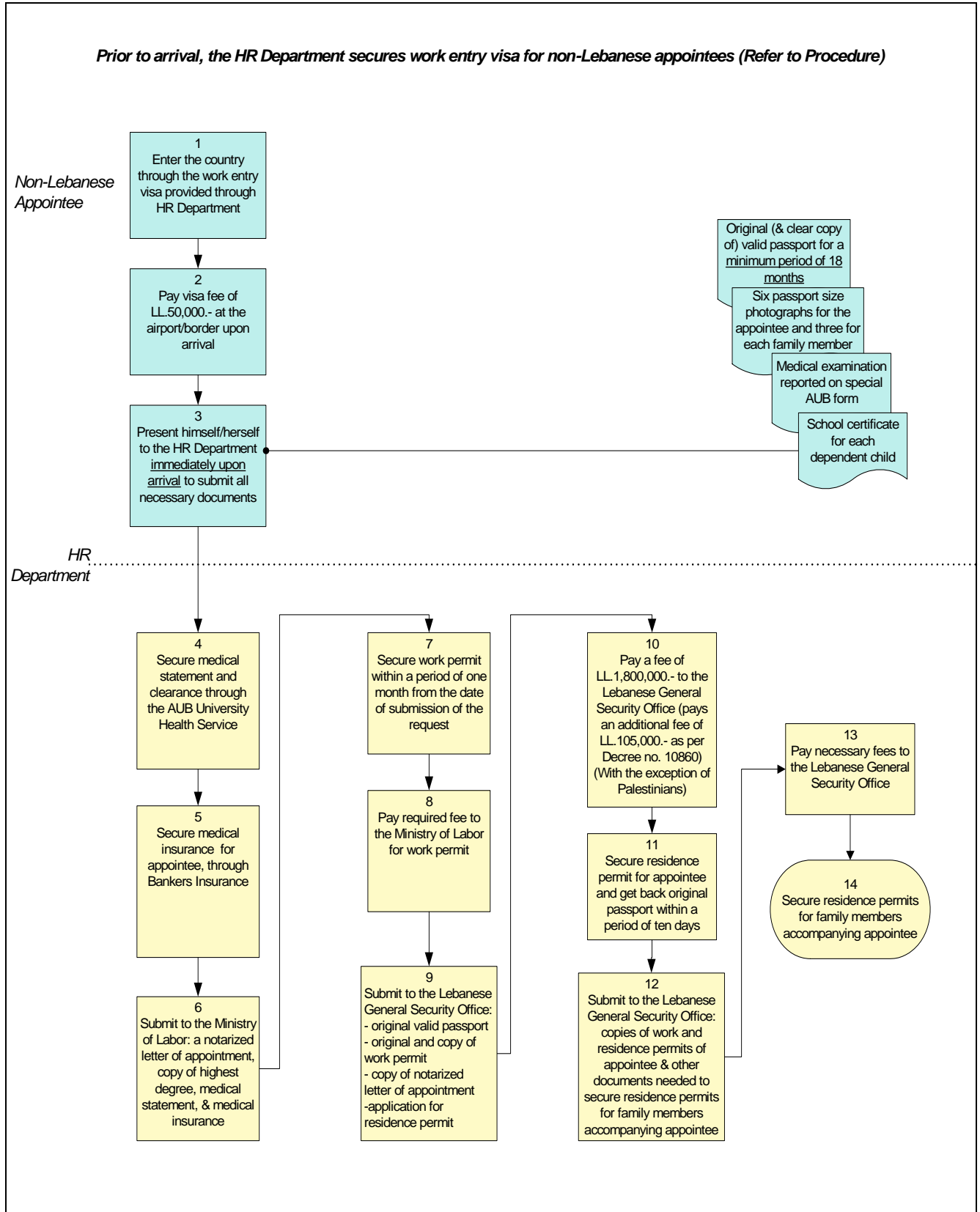
The amounts are then charged to the Department concerned.

Fees may be amended from time to time by the Lebanese government.

14. The HR Department secures residence permits for family members accompanying appointee.

The following flow chart delineates the various steps involved in the procedure of obtaining work and residence permits:

Procedure for Obtaining Work and Residence Permits



Departing Appointees

The following procedure outlines the various steps involved in collecting the bank deposit for non-Lebanese departing appointees:

1. The bank deposit in the amount of \$1000 (LL.1,500,000.-) will be deducted from the last salary of the departing appointee.
2. An HR representative accompanies the departing appointee to the airport to facilitate the departing process/formalities.
3. The HR representative presents himself/herself to the General Security Office in the arrival area to submit the residence permit of the departing appointee and to show them the departing appointee's passport and ticket.
4. The General Security Office stamps the passport of the departing appointee and fills out a red card that shows information on the issuance and expiry dates of the residence permit, the guarantor, etc.
5. The HR representative provides the General Security Office with a stamp in the amount of LL.1,000.- and signs on the certificate of departure.
6. After 2-3 days from the date of departure of the appointee, the HR representative presents himself/herself to the General Security Office at the airport to secure the certificate of departure.
7. The HR representative submits to the Ministry of Labor: the certificate of departure, copy of the work permit, copy of the passport, and copy of the bank guarantee, and pays for stamps in the amount of approximately LL.8,000.-
8. After 10 - 20 days, the HR representative presents himself/herself to the Ministry of Labor to secure the approval to get back the bank guarantee. The HR representative then submits the approval to the HR Department, which in turn, submits it to the Comptroller's Office for collecting the bank deposit.
9. The departing appointee will then be reimbursed the amount of the bank deposit by money transfer or check sent to his/her personal account.