

AMERICAN UNIVERSITY OF BEIRUT

HUMAN RESOURCES DEPARTMENT

WORK ENTRY VISA

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 University HR Department 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 HR Department by the Deans and/or Heads of Administrative Departments.

DOCUMENTS NEEDED PRIOR TO APPOINTEE’S ARRIVAL

1. clear copy of valid passport for a minimum period of 18 months for appointee showing passport number, place and date of birth, place and date of issuance and date of expiration.
2. clear copy of valid passport for each family member accompanying the appointee.
3. full name of appointee’s parents
4. copy of highest degree

PROCEDURE

The following procedure outlines the various steps involved in obtaining a work entry visa for non-Lebanese appointees:

1. Deans and/or Heads of Administrative Departments should forward the necessary documents (mentioned above) to the HR Department.
2. The HR Department secures bank guarantee by sending a request to the Comptroller’s Office and depositing in the Bank de l’Habitat the amount of LL.1,500,000.- for each appointee (in favor of Ministry of Labor). The amount of the deposit may be amended from time to time by the Lebanese government.

3. The HR Department submits to the Ministry of Labor all the necessary documents (mentioned above) with a covering letter signed by the Director of HR and addressed to the Minister of Labor.
4. The HR Department, through the Comptroller's Office, pays in cash a fee of LL.601,000.- (LL.1,000.- for stamp) to the Ministry of Labor for the pre-employment permission. The amount is then charged to the Department concerned. The fee may be amended from time to time by the Lebanese government.
5. The HR Department secures pre-employment permission from the Ministry of Labor. A copy of the permission is retained at the Ministry of Labor.
6. The HR Department submits to the Lebanese General Security Office of the Ministry of Interior the following documents:
 - pre-employment permission
 - notarized request & guarantee from AUB on special form provided by the Lebanese General Security Office
 - copy of passport
 - a covering letter to the documents from the Director of HR addressed to the Director General of the General Security Office.
7. The HR Department normally pays a fee of LL.1,000.- for the work entry visa, unless the documents are submitted directly to the Director General of the Lebanese General Security Office, whereby a fee of LL.70,000.- is charged. The amount is then charged to the Department concerned. The fee may be amended from time to time by the Lebanese government.
8. The Lebanese General Security Office processes the work entry visa within a period of fifteen days from the submission of the request, and places the visa at Beirut International Airport or at the Lebanese Syrian Border in Masna'a depending on the routing of the applicant. Normally, the visa is valid for 3 months only.
9. The HR Department secures a copy of the visa and faxes it to the faculty member concerned through the Dean's Office or directly (if address is available).

The following flow chart delineates the various steps involved in the procedure of obtaining a work entry visa:

Procedure for Obtaining a Work Entry Visa

