

Absorption – First Steps
7th Edition



Absorption – First Steps
7th Edition

Produced by the Publications Department

Ministry of Immigrant Absorption

Laura L. Woolf - Chief Editor, English Language Publications

Ida Ben Shetreet - Director, Publications Department

הודפס על ידי המדפיס הממשלתי

Jerusalem 2011

Catalogue number: 0113911070

Table of Contents

First Steps in Israel	5	צעדים ראשונים בישראל
At Ben Gurion Airport	6	בנמל התעופה בן-גוריון
Changing Your Status in Israel	12	שינוי מעמד בישראל
Important Steps to Take During Your Few First Weeks in Israel	12	צעדים חשובים בשבועות הראשונים בישראל
Your First Visit to the Personal Absorption Counselor at the Ministry of Immigrant Absorption	13	הפגישה הראשונה עם יועץ/יועצת קליטה אישית
Opening a Bank Account	14	פתיחת חשבון בנק
Health Insurance and Registering with a Health Fund	15	ביטוח בריאות ורישום לקופת חולים
Registering for Hebrew Ulpan	17	רישום ללימודי עברית
Preparing for Employment	18	הכנה לעבודה
Ordering a Permanent Te'udat Zehut at the Ministry of the Interior	23	הזמנת תעודת זהות במשרד הפנים
Registering Your Children in School, Kindergarten, and Day-Care	25	רישום ילדים לבתי ספר, גנים ומעונות-היום
Students	26	סטודנטים
English-Speaking Immigrant Organizations	26	ארגוני עולים
Additional Steps	27	צעדים נוספים
Useful Addresses and Telephone Numbers	29	כתובות וטלפונים



First Steps in Israel

Bruchim HaBa'im LeYisrael! Welcome to Israel!

This goal of this booklet is to provide you with the basic information you need in order to get you through your first few weeks in the country. It will help you to get out of the airport and settled in your place of residence, then guide you to where you need to go in order to start taking advantage of your rights.

For more thorough and in-depth information, please refer to the series of informational booklets available from the Publications Department of the Ministry of Immigrant Absorption (see the order form at the back of this booklet).

BeHatzlacha! Good luck!

Note: this is the seventh edition of this booklet, and hereby nullifies any previous editions. The information contained in this booklet is based on data provided by various official sources. Details are subject to change. In case of any discrepancy, the regulations of the Ministry of Immigrant Absorption and other official bodies will prevail.



The Ministry of Immigrant Absorption Website

The Ministry of Immigrant Absorption offers updated information on all types of services offered by the Ministry to both new immigrants and returning residents. Information is in Hebrew, English, Russian, Spanish, and French. Visit the website at: www.klita.gov.il.

The Ministry of Immigrant Absorption Telephone Information Center

The Telephone Information Center operates 24 hours a day, every day except for Shabbat and holidays. The Center staff can provide information in English about a range of topics including immigrant rights and other services. See Useful Addresses.

At Ben Gurion Airport

If you entered Israel with an oleh (new immigrant) visa, your absorption process begins at the airport. Be sure to have with you the following documents:

- Passports of all family members.
- New immigrant visa either stamped in your passport or separate from it.
- Letter from your aliyah shaliach if you have made advance arrangements.
- Passport photos of all family members over age 25. Those under the age of 25 who arrive without their parents must also have passport photos.
- Birth certificates of all family members.
- Any documents that attest to family status: e.g. original divorce certificate if divorced, death certificate in the case of widow/ers.



Documents You Will Receive at the Airport

The following documents will be issued to you at the Ministry of Immigrant Absorption reception office:

- **Te'udat oleh (immigrant certificate).** You must present your *te'udat oleh* when claiming all forms of Ministry of Immigrant Absorption assistance, and when taking advantage of your various rights as a new immigrant throughout the absorption period. A *te'udat oleh* is given to a single immigrant over the age of 17, or to a family of immigrants. The *te'udat oleh* must have the photos of both spouses in the case of a family, and must list all children up to age 25 who made aliyah with the family.

Children of the family over the age of 25 receive their own *te'udat oleh*.

It is important to present your *te'udat oleh* any time that you claim assistance and benefits from the Ministry of Immigrant Absorption, the banks, the Customs Authority, the National Insurance Institute, and other government bodies, as well as when registering with a health fund.

Important! Be sure to verify that the information on your *te'udat oleh* is accurate. As certain types of assistance are allocated on the basis of family status, it is essential that relevant details, such as how many children you have, and their ages, are correct.



- **Authorization of Registration in the Population Registry** - this serves as verification of your Israeli citizenship, and will temporarily serve as a *te'udat zehut* (identity card) until receipt of your permanent card from the Ministry of the Interior. The authorization is attached to your *te'udat oleh*. You will usually



have to present your identity number when you request assistance or services from various institutions. During your first few weeks in the country, you should submit a request for a permanent *te'udat zehut* at the nearest branch of the Ministry of the Interior. See the section on requesting a *te'udat zehut* below.

- **Voucher covering land transportation from the airport to your destination in Israel.**

The absorption process for returning minors and immigrant citizens who do not arrive on a new immigrant visa starts at a later stage, following arrangement of your status with the Ministry of Immigrant Absorption. However, if you arrive with a referral letter from an aliyah shaliach, you should consult with the Ministry of Immigrant Absorption office at the airport. For more information, see the Guide for the New Immigrant. Returning residents can find information on various benefits and programs on the Ministry website, www.klita.gov.il.

Initial Financial Assistance

New immigrants from all countries are entitled to receive the Absorption Basket (*sal klita*). The Absorption Basket is the term used for financial assistance designed to aid you with initial expenditures, rent, and living expenses during the period of ulpan study.

At the airport, you will receive a portion of the first payments in the following manner:

- Absorption Basket: Immigrants are given the first installment of the Absorption Basket upon arrival at the airport, in order to facilitate initial arrangements. This payment is partly in cash, and partly in the form of a bank transfer, which you can deposit once you open a bank account.



- **Customs Grant:** New immigrants from specific countries (the former Soviet Union and Eastern Europe, Latin American, Asia, and the Middle East) are also entitled to a Customs Grant in place of Customs concessions. This payment is partly in cash, and partly in the form of a bank transfer, following the opening of a bank account. For more information, consult a personal absorption counselor at branch offices of the Ministry of Immigrant Absorption.
- Note that if you have children under the age of 18, you will also receive National Insurance Institute child allowances directly into your bank account. There is no need to file a claim for child allowances, unless you change your status to “new immigrant” in Israel.

In order to receive the monthly payments, it is necessary to open an account at the bank of your choice, and to provide the Ministry of Immigrant Absorption with the account number. See the section on opening a bank account, below.

Note: for detailed information on eligibility for the Absorption Basket and the Customs Grant, consult the booklet entitled “Guide for the New Immigrant” or the pamphlet entitled “The Absorption Basket,” available from the Publications Department. See the order form at the back of this booklet.

Registering for Health Insurance

New immigrants and returning residents can choose to register for health insurance at Ben Gurion Airport upon arrival in Israel, or later at a postal bank (see below).

After arrival at the airport, and following receipt of the necessary documents from an absorption counselor, you can then inform the counselor of the fund in which you prefer to register, of your spouse’s



choice of fund (spouses are allowed to register in different funds,) and in which fund to register children below the age of 18. Family members over the age of 18 register separately, and must present their own *te'udat oleh* or that of their parents. It is advisable to research the various funds while still abroad. You will also be able to contact friends or relations from the airport in order to consult with them about the choice of a fund.

Note that there is no fee for registering at the airport.

Following registration at the airport, take your copy of the registration form to the office of your chosen fund in order to receive a membership card. Note that you are not considered a member of the health fund until this step has been taken. For more details, see the section about registering for health insurance below.

Baggage and Customs

Once you have completed the registration process, go to the baggage claim area and collect your luggage. Do not leave it unattended. Afterwards, you will take all of your belongings through Customs Inspection where you will be required to declare goods subject to Customs Duty.



If you are not eligible for the Customs Grant (e.g. you are an immigrant from North America, South Africa, or Western Europe) you are in most cases eligible for exemptions on Customs duties on household appliances. If you have brought with you electrical appliances valued at more than \$200 you must declare the items and show your *te'udat oleh* with the exemption listed. In such an event, you will have to go to the Customs Warehouse in order to release your shipment.



If you are eligible for the Customs Grant and have brought with you household appliances that are valued at more than \$75.00, and that are not exempt from Customs duties, you must go through the “red lane,” declare the items, and pay the necessary duties. If you have nothing to declare, you may go through the “green lane.”

Note: The Customs Warehouse is open on Sundays-Thursdays from 8:30 a.m. to 17:00 p.m. If you arrive after working hours, you will have to return the next day.

Note: for detailed information, consult the Customs Authority or visit their website: www.mof.gov.il/customs.

Leaving the Airport

As a new immigrant, you are entitled to free land transportation from the airport **on a one-time basis only** to a destination of your choice. It is worthwhile to take advantage of this service to bring your luggage to your place of residence. Simply present the voucher you received at the Ministry of Immigrant Absorption reception office to the driver of the vehicle.

Note that the vehicle may only take up to three suitcases per family member. You will have to transport additional suitcases at your own expense. There is a porter service to and from the vehicle, for a fee.



Changing Your Status in Israel

If you did not receive new immigrant status at the airport, or have decided to become a new immigrant after residing in Israel as a tourist or temporary resident, you may change your status at the Ministry of the Interior (*Misrad HaPnim*). The process involves submitting and verification of documents that attest to your eligibility to receive Israeli citizenship according to the Law of Return. Suitable documents can include a copy of your parents' ketubah, or a letter from your rabbi at the synagogue with which you were affiliated in your country of origin.



The process may take some time, and you should take into account that until you receive an official change of status from the Ministry of the Interior, you will be ineligible for Ministry of Immigrant Absorption assistance.

For information about changing your status in Israel, contact the Ministry of the Interior office closest to you. Members of the English-speaking immigrant organizations may obtain information and guidance regarding change of status in Israel at the organizations' branch offices (see section below entitled "English-Speaking Immigrant Organizations").

Important Steps to Take During Your First Few Weeks in Israel

During your first two or three weeks in Israel as a new immigrant it is important that you take each of the relevant steps listed below, in order to enable you to utilize/organize your initial period in Israel to maximum advantage.



- Meet with your personal absorption counselor at your local bureau or branch office of the Ministry of Immigrant Absorption.
- Open an account at the bank of your choice.
- Register with a health fund (*kupat holim*).
- Register at a Hebrew ulpan.
- Apply for a permanent *te'udat zehut* (identity card) at the Ministry of the Interior.
- Register your children in school, kindergarten, and/or day-care through the local municipal authority.
- Consult with a Student Authority counselor, if you are planning to pursue higher education studies in Israel.
- Contact the immigrant organization serving immigrants from your country of origin.



Your First Visit to Your Personal Absorption Counselor at the Ministry of Immigrant Absorption

The main absorption official to whom you will have access, and who will process many of your requests for Ministry of Immigrant Absorption assistance, is your personal absorption counselor. It is your counselor's job to assist you with the following:

- Enrolling in a non-residential Hebrew ulpan.
- Applying for various forms of assistance for which you may be eligible. Refer to the "Guide for the New Immigrant" (see order form at the back of this booklet) for details.



- Guidance regarding topics such as enrolling children in school, applying for a permanent *te'udat zehut* at the Ministry of the Interior, renting an apartment, etc.
- **Note:** Be sure to supply your counselor with your bank account number as early as possible, so that the Ministry of Immigrant Absorption can transfer financial assistance to you without delay.
- Your counselor can supply you with a password for accessing your immigrant's file on-line, which allows you to download forms, update personal information, and monitor the usage of your immigrant rights.
- Counselors are available to assist you at all of the branch offices of the Ministry of Immigrant Absorption (see Useful Addresses).

Important! Don't forget to bring your *te'udat oleh* to every visit with your personal absorption counselor at the Ministry of Immigrant Absorption.



Opening a Bank Account

In most cases, the funds that you will receive from the Ministry of Immigrant Absorption and other sources of assistance for immigrants are transferred directly into your bank account. For this reason, it is essential that you open an account at a local bank as soon as possible after acquiring new immigrant status, and that you provide your personal absorption counselor with your account number. Be sure to bring the following items to the bank:

- *Te'udat oleh* (immigrant certificate).
- Passport.
- *Te'udat zehut* (identity card) or certification of registration in the Population Registry that you received at the airport.



- The form for opening a bank account that you received at the airport, and which the bank must authorize.

Note: Levels of assistance are usually based on your family status. Married couples must open a joint bank account if they wish to receive amounts of assistance for which families are eligible. In order to open a joint account, you and your spouse will need to go to a bank together and present the documents listed above. In the event that one spouse is unable to appear at the bank, the other will need to secure power of attorney.

Registering for Health Insurance

The National Health Insurance Law insures all citizens of Israel. The National Health Insurance Law insures all citizens of Israel. Four health funds provide services: Kupat Holim Clalit, Kupat Holim Leumit, Kupat Holim Meuhedet, and Kupat Holim Maccabi. Each health fund has clinics throughout the country.

If you did not register in a health fund at the airport following arrival, or if you changed your status in Israel, you should receive a voucher along with your *te'udat oleh* that entitles you to six months of free health insurance, provided that you are not working. You can then register at a local post office branch, where you will present the following items:



- Voucher for six months of free health insurance.
- *Te'udat oleh*.
- *Te'udat zehut* (or Authorization of Registration in the Population Registry).



- Cash for a processing fee.

At the post office, you will indicate the health fund of your choice, as well as the health fund in which you wish to register your children. Children over the age of 18 register separately, presenting either their own or their parents' *te'udat oleh*. Note that for married couples, both spouses must be present (although spouses may register in separate funds if they wish).

Afterwards, you must take the registration certificate stamped by the post office (or that you received at the airport) to the secretariat of the health fund you have selected. At the time of registration, the health fund will issue you a temporary membership card, which you may use to obtain medical services until you receive a permanent card. Your health coverage will go into effect immediately upon registration. **Note that you are not considered as registered until this step has been taken.** In other words, the procedures at the postal bank alone are not sufficient to insure your coverage, and you must go and register with the health fund in order to receive any kind of medical care.

Note: returning Israeli citizens must arrange to pay any outstanding obligations to the National Insurance Institute in order to receive health insurance. Consult with the National Insurance Institute or see information on the Ministry of Immigrant website or the National Insurance Institute website for details. Eligible returning residents may be entitled to a refund on the "special payment" for the "waiting period redemption fee" from the Ministry of Immigrant Absorption. For information, consult with the Ministry, or see www.klita.gov.il.

Health fund membership entitles you to the basic, universal "basket of health services" mandated by law. You can also choose to acquire a supplementary insurance package, known as *bituach mashlim*, for an additional monthly fee. Terms and benefits of supplementary insurance vary according to fund; it is worthwhile clarifying what each health fund can offer you before making your final decision about which one to join.



Note: Registration in a health fund is a necessary condition for receiving medical services. It is very important to register in a health fund as soon as possible after arriving in Israel, in order to be eligible for health care as soon as you may need it. Failure to register with a health fund can result in unnecessary problems and difficulties in receiving medical care.

For detailed information about the health-care system in Israel, refer to the booklet entitled "Health Services in Israel," available from the Publications Department of the Ministry of Immigrant Absorption (see the order form at the back of this booklet). You can also see the brochure entitled "Registration in a Health Fund," for a detailed description of the registration process.

Registering for Hebrew Ulpan

It is important to register at a Hebrew ulpan as soon as possible after obtaining new immigrant status in Israel. New immigrants are usually eligible to receive a subsidy of their ulpan study only within the initial **18 months** following the date of aliyah.

In order to find out about ulpan options and to register for study, consult with your personal absorption counselor at a branch or district office of the Ministry of Immigrant Absorption.



Note the following important points regarding ulpan study:

- Personal absorption counselors at the Ministry of Immigrant Absorption can only provide you with information and counseling regarding Hebrew study options, as well as arrange



for a subsidy of your ulpan studies. While counselors can assure your placement in an ulpan, they cannot guarantee placement in any specific ulpan at a specific time. Although ulpan classes are throughout the year, commencement of classes is usually contingent on sufficient enrollment in a given location. If there is no class available in your immediate area, your counselor will refer you to an ulpan in the nearest possible location. For details, consult with your counselor.

- If you are a student or a candidate for admission at an institution of higher education in Israel, contact the Student Authority. The Student Authority can provide you with information about Hebrew study opportunities designed especially for students (see Useful Addresses and section below entitled “The Student Authority”).

For more information on Hebrew ulpan, and for a list of ulpan programs in your area, refer to the booklet entitled “A Guide to Ulpan Study,” available from the Publications Department of the Ministry of Immigrant Absorption (see the order form at the back of this booklet).

Preparing for Employment

Before completing ulpan, you should already begin preparations for finding employment. The first thing to arrange is the translation of educational documents (diplomas, transcripts, etc.) and documents that testify to your work experience, if they are not in Hebrew or English. Translated diplomas must be notarized. You must also contact the appropriate regulating body in order to clarify the requirements for working in your profession in Israel, e.g. examinations, licensing procedures, internships, etc. For details on specific professions, see the series of employment guides available from the Publications Department (see the order form at the back).



Be sure to consult with your personal absorption counselor about your eligibility for vocational ulpan, preparatory courses for licensing exams, training or retraining courses, and other assistance to which you may be entitled.

You should also arrange for certification of your overseas degrees and diplomas by The Ministry of Education Bureau for Evaluation of Foreign Academic Degrees and Diplomas (*Hališka LeHa'arachat Toarim Academi'im VeDiplomat MiChul*). This is especially important for purposes of salary grade for employment within the public sector.

Getting your overseas academic degrees and diplomas accredited in Israel can take up to several months. It is advisable to begin tending to the matter, including the translation of certificates, as soon as possible.

The Department for Evaluation of Foreign Diplomas of the Ministry of Education is the accrediting body in Israel for all foreign degrees (see Useful Addresses).

Required documents for evaluation of a Bachelor's degree:

- Application form for evaluation of the degree (you can download from the Bureau's website).
- Final degree (original and photocopy). If you have not yet been awarded the degree, you can submit a certificate of eligibility for the degree (original and photocopy).
- Official grade transcript including course credits of your degree studies (original and photocopy).
- Documentation that attests to prior study if you were granted academic exemptions (if the exemptions were granted on the basis of prior academic study); (original and photocopy).
- Matriculation certification (original and photocopy).



- Identity certificate (*te'udat zehut*) (original and photocopy).
- Authorization of change of first or last name where applicable (original and photocopy).
- Authorization of change of name of academic institution where applicable (original and photocopy).
- Authorization from the Ministry of the Interior of entries and departures from Israel for the purpose of studies {for Israelis that studied overseas or immigrants that studied overseas following aliyah} (original and photocopy).
- Authorization that attests to at least 10 years of professional experience since beginning university studies (if you have received an academic exemption on this basis).
- It is necessary to have all relevant documents translated into Hebrew or English by an authorized translator (if documents are in English or Russian there is no need for translations).

Required documents for evaluation of a Master's degree:

- Application form for evaluation of the degree (you can download from the Bureau's website).
- Documents for evaluation of your Bachelor's degree as outlined above.
- Final Master's degree (original and photocopy). If you have not yet been awarded the degree you can submit a certificate of eligibility for the degree (original and photocopy).
- Official grade transcript including course credits of your Master's degree studies (original and photocopy).
- Identity certificate (*te'udat zehut*) (original and photocopy).
- Authorization of change of first or last name where applicable (original and photocopy).
- Authorization of change of name of academic institution where applicable (original and photocopy).
- It is necessary to have all relevant documents translated into Hebrew or English by an authorized translator.
- In addition to the above-listed documents, if you studied through



distance- learning you must also complete a questionnaire, and have your signature verified by an attorney.

- Distance learning questionnaire if you began studies prior to the year 2000 (original only); you can download this from the website.
- You must provide a translation of all relevant documents not in English or Hebrew prepared by an authorized translator.
- All academic documents must be issued by the mother university, and not by an extension or branch institution of the university.

Evaluation of a Doctorate Degree

If you wish to have a PhD evaluated, you will meet with a committee of experts comprised of two senior Israeli academics with experience in assessing doctoral work in Israel, as well as experts in the doctoral field or in the closest possible area.

After you submit your documents, and they are checked to ascertain that they are in order, you will be invited to an interview with the committee of experts. The committee will then submit their recommendations to the Bureau the Evaluation of Foreign Academic Degrees and Diplomas for a decision.

You must submit the same documents listed above for a bachelor's and master's degree, as well as the following:

- Application form for evaluation of the degree (you can download from the Bureau's website).
- Final PhD degree (original and photocopy). If you have not yet been awarded the degree you can submit a certificate of eligibility for the degree (original and photocopy).
- Your bachelor's and master's degrees (if conferred in Israel, original and photocopy). If conferred overseas, submit all the documents outlined above in the previous sections.
- Official grade transcript including course credits of your studies including courses and exams for your PhD (original and photocopy) if you took courses for your degree.
- Authorization of entrance exams for PhD studies (original and photocopy) if you were required to take exams. Alternatively, you



may submit a letter from the institution explaining the conditions of acceptance for PhD studies and the date of commencement of studies (original and copy).

- Protocol of your defense of your dissertation (original and photocopy).
 - Official documentation from the institution that lists the names and positions of the dissertation committee including external evaluators (original and photocopy).
 - Authorizations of oral or written exams on research work (original and photocopy).
 - Authorization from the Ministry of the Interior of entries and departures from Israel for the purpose of studies {for Israelis that studied overseas} (original and photocopy).
 - Authorization of change of first or last name where applicable (original and photocopy).
 - Identity certificate (*te'udat zehut*) (original and photocopy).
 - PhD questionnaire and an affidavit signed by an attorney (original only) available for download.
 - Doctoral thesis (one copy).
- * If your Doctoral thesis is not in Hebrew, English or Arabic you may submit an abstract to the Bureau in one of the above languages. If the Bureau decides that the abstract is insufficient, you will be requested to submit a full translation of the chapter on your methodology, the chapter on your findings, your conclusions, and the introduction.

Along with the abstract, submit your bibliography of sources translated into English, Hebrew or Arabic. If you are requested to translate portions of your thesis, you must include an affidavit signed by an attorney attesting to the accuracy of the translation, and verifying that the translation does not include any additions of any kind.

- You may present any other documents that support the conferral of your PhD (for example scientific publications, articles, etc.).
- An authorized translator must translate all relevant documents



into Hebrew or English, with the exception of your Doctoral work, which you may translate yourself. If the documents are in English, it is not necessary to have them translated.

- All academic documents must be issued by the mother university and not by an extension or branch institution of the university.

In order to file an application for evaluation of your foreign academic degrees it is necessary to apply to one of the Bureau offices. See Useful Addresses or consult www.education.gov.il.

For more information about necessary procedures and documents, see the Bureau's website: <http://cms.education.gov.il/EducationCMSUnits/KishreiChutz/HaharachatTeharimAcademyimGuidelinesEvaluation.htm>. You will also find information about the Bureau's addresses, phone numbers, and public reception hours on the website.

Ordering a Permanent Identity Card at the Ministry of the Interior

According to law, every resident of Israel over the age of 16 must always carry an identity card (*te'udat zehut*) issued by the Ministry of the Interior (*Misrad HaPnim*). The *te'udat zehut* lists your name, address, date of birth, and your identity number as well as those of your spouse and children. You must present it when voting, as well as whenever requesting services from government or public bodies.



Upon entering Israel as a new immigrant, the Ministry of the Interior enters you into the Population Registry, and issues you an authorization. This authorization is in place of the permanent *te'udat zehut*. In order to apply for permanent *te'udat zehut*, each spouse



and each child over the age of 16 must appear in person at a Population Registry office (*minhal uchlusin*) of the Ministry of the Interior:

You must supply the following:

- Authorization of registration in the Population Registry.
- *Te'udat oleh*
- A completed "*she'elon rishum le'oleh*" form.
- Complete request form "*tofes bakasha lekabalat te'udat zehut.*"
- Original birth certificate or an original photocopy of the birth certificate.
- Foreign passport with your new immigrant visa.
- Official documentation of your marital status (marriage certificate, authorization of divorce, etc.) and photocopies
- Two new, up-to-date, passport photos, size 3.5/4.5 centimeters
- Note that many of the required forms can be downloaded from the Ministry of Interior website (Hebrew only) www.pnim.gov.il.

You may also have to supply proof of being Jewish, such as your parents' marriage certificate, a letter from your local rabbi, etc. You can obtain additional information at your local branch of the Ministry of the Interior.

It may take from a few weeks to a few months to process your *te'udat zehut*. The *te'udat zehut* is sent in the mail.

You can obtain additional information at your local branch of the Ministry of the Interior.

Te'udat Ma'avar

During your first three months in Israel, you may travel abroad using your foreign passport with your new immigrant visa stamp; following this three-month period, you must apply to the Ministry of the Interior for a *te'udat ma'avar*. This serves as a temporary Israeli passport



which you will need for departing the country. You can continue to use your overseas passport to enter other countries. Each family member must apply for their own *te'udat ma'avar* and appear in person at a Population Registry office to submit an application form (downloadable from the Ministry of the Interior website: www.prim.gov.il.) Bring with you your foreign passport, and your *te'udat zehut*. You must also supply two passport photos and pay a processing fee. Following one year of Israeli residence and citizenship, you may then apply for a regular Israeli passport. For more information, see the Ministry of the Interior website.

Registering Your Children in School, Kindergarten, and Day-Care

Registration of children in school, kindergarten, and day-care is generally done at the office of the Department of Education (*Machleket Chinuch*) of the local authority where you live. When you register your children, you will need to bring the following documents with you:

- *Te'udat oleh*, with your current address.
- Rental contract.
- *Te'udat zehut* (or temporary identity certificate) of both parents.
- Birth certificate of each child.
- Transcripts or certificates from schools your children attended previously.



Additional documents may be required. In order to find out exactly which documents you will need to provide, contact the Department of Education of the local authority. In most locations, you can contact the information line of your local authority by dialing 105/6/7.



If you have children aged 3 months to 2 years, you may register them in day-care centers run by your local municipality or community center. Your personal absorption counselor at the Ministry of Immigrant Absorption can provide you with addresses and telephone numbers of day-care centers in your area. For more information on the educational system in Israel, see the booklet entitled "Education," available from the Publications Department of the Ministry of Immigrant Absorption (see order form at the back of this booklet).

Students

If you are planning to pursue higher education studies in Israel, you may be eligible for various forms of assistance from the Student Authority including tuition subsidies and academic counseling. For more details, contact the Student Authority at one of the district offices of the Ministry of Immigrant Absorption (see Useful Addresses).

The English-Speaking Immigrant Organizations

The English-speaking immigrant associations can be of tremendous assistance throughout your initial period in Israel. They offer a wide range of absorption counseling services, social activities and groups, and, in some cases, small loans and mortgages to their members. It is advisable to consult with the associations as soon as possible following aliyah in order to clarify your rights and privileges from various bodies. For information regarding membership and annual dues, contact the organizations directly. It is advisable to call for an appointment in advance. See Useful Addresses.



Additional Steps to Take During Your First Months in Israel

During the first few months following aliyah, it is advisable to take the following additional steps:

- Obtain an income tax exemption from the Income Tax Department (*Mas Hachnasa*) if you have already started working.
- Apply for a municipal tax (arnona) discount at the offices of your local municipal authority.
- Convert your foreign driver's license to an Israeli license through the Licensing Bureau (*Misrad HaRishui*). You have three years in which to do so (one year for returning residents and temporary residents) but may only drive on your foreign license for one year.
- Claim the lift ("container") you sent from your country of origin, and store your shipments.
- Following the conclusion of Absorption Basket payments you can receive assured income payments from the Ministry of Immigrant Absorption on condition that you are registered with the Ministry as either "seeking employment," or "unemployed," and report to your personal absorption counselor on a regular basis. The frequency of visits to your absorption counselor is determined according to your personal employment program.

For detailed and up-to-date information, consult the series of informational booklets available from the Publications Department of the Ministry of Immigrant Absorption (see the order form at the back of this booklet).



A Brief Glossary

People

New immigrant	<i>oleh hadash</i> <i>olah hadasha</i>	עולה חדש עולה חדשה
Personal Absorption Counselor	<i>yoetz klita ishi</i> <i>yoetzet klita ishit</i>	יועץ קליטה אישי יועצת קליטה אישית
Returning Resident	<i>toshav chozer</i> <i>toshevet chozeret</i>	תושב חוזר תושבת חוזרת

Places

Absorption Center	<i>mercaz klita</i>	מרכז קליטה
Bank	<i>bank</i>	בנק
Health Fund	<i>kupat holim</i>	קופת חולים
The Ministry of Immigrant Absorption	<i>HaMisrad LeKlitat</i> <i>HaAliyah</i>	המשרד לקליטת העלייה
The National Insurance Institute	<i>HaMossad</i> <i>LeBituach Leumi</i>	המוסד לביטוח לאומי
The Ministry of the Interior	<i>Misrad HaPnim</i>	משרד הפנים

Things

Absorption basket	<i>sal klita</i>	סל קליטה
Account	<i>cheshbon</i>	חשבון
Authorization	<i>ishur</i>	אישור
Basket of Health Services	<i>Sal Sherutei Briut</i>	סל שירותי בריאות
Identity Card	<i>te'udat zehut</i>	תעודת זהות
Immigrant's Certificate	<i>te'udat oleh</i>	תעודת עולה
Passport	<i>darkon</i>	דרכון



Useful Addresses and Telephone Numbers

Telephone numbers and some addresses change frequently in Israel. Consult the latest telephone directory or information operator if you do not reach a number listed here. When a telephone number has been changed, there may not be a recorded message noting the change. Thus, if the number continues to be unanswered, check whether it is still in use.

Address Telephone Number

Ministry of Immigrant Absorption

www.klita.gov.il

info@moia.gov.il

Main Office

2 Rehov Kaplan, Kiryat Ben Gurion (02) 6752611
POB 91950
Jerusalem 91130

National Telephone Information Center (03) 9733333

Public Inquiries (02) 6752765/766/762

Returning Residents Division (02) 6750365

Southern and Jerusalem District Headquarters

31 Rehov Zalman Shazar (08) 6261216
Beer Sheva Fax: (08) 6230811

Student Authority, Jerusalem (02) 6214539
Fax: (02) 6214601

Student Authority, Beer Sheva (08) 6261231
Fax: (08) 6261240



Address	Telephone
Publications Department 15 Rehov Hillel Jerusalem	Fax: (02) 6241585

Branch Offices

1 Rehov HaAvodah Ashkelon	1-599-500-915
10 Rehov HaShiva Beit Shemesh	(02) 9939102
15 Rehov Hillel Jerusalem	1-599-500-923
Municipal Authority Kiryat Arba	(02) 9969555
5 Sderot Lachish Kiryat Gat	(08) 6878624
Canyon Jabotinsky Second Floor Kiryat Malachi	(08) 8581688
Migdalei Levanon 15/23 Modi'in	(08) 9726198
91 Rehov Herzl Ramle	(08) 9789055

Haifa and Northern District Headquarters

15 Sderot HaPalyam Haifa 33095	(04) 8631114 Fax: (04) 8631110
-----------------------------------	-----------------------------------



Address	Telephone
Student Authority	(04) 8631140/1 Fax: (04) 8631161
Haifa District Office 15 A Rehov HaPalyam Haifa	1-599-500-922 Fax: (04) 8632336
7 Rehov HaMeyasdim Kiryat Bialik	1-599-500-902 Fax: (04) 8742957
"Big" Bldg Carmiel	1-599-500-906 Fax: (04) 9580875
Rehov HaMalacha "Lev Esekim" Upper Nazareth	(04) 6540331 Fax: (04) 6564019
47 Rehov HaShomer Tiberias	(04) 6720399 Fax: (04) 6717061
45 Rehov Nitzanim Migdal HaEmek	Tel/Fax: (04) 6540331
Rechavat Hechel HaTarbut Nahariya	(04) 9950400
28 Rehov Yehoshua Afula	(04) 6098300 Fax: (04) 6098305
Kikar Tzahal Tzahar Bldg. Kiryat Shmona	(04) 6818400 Fax: (04) 6818405
Kenyon "Sha'arei Halr" Tzfat	Tel/fax: (04) 6920218



Address	Telephone
302 Rehov Ma'aleh HaBanim Ma'alot	(04) 9078311 Fax: (04) 9078312
Tel Aviv and Central District Headquarters	
6 Rehov Esther HaMalka Tel Aviv 64398	1-599-500-901 Fax: (03) 5209173
Student Authority	(03) 5209155 Fax: (03) 5209178
Binyan Tzimir Kiryat HeMemshala, Sderot Begin Ashdod	1-599-500-914 Fax: (08) 8668030
26 Rehov Eilat Holon	1-599-500-908 Fax: (03) 5056997
23 Rehov HaTa'ash Cfar Sava	1-599-500-906 Fax: (09) 7663515
3 Rehov Bareket Netanya	1-599-500-905 (09) 8629435
26 Rehov HaHistadrut Petach Tikva	1-599-500-907 Fax: (03) 9312606
3 Rehov Yisrael Galili Rishon LeZion	1-599-500-910
31 Rehov Zalman Shazar Beer Sheva	1-599-500-921 Fax: (08) 6281240
Kiryat HaMisradim Sderot HaTamarim	(08) 6341621 Fax: (08) 6372367
34 Rehov Yehuda Arad	(08) 6592440



Address	Telephone
8 Rehov Hatzala Dimona	(08) 6563880
364/1 Rehov HaVered Sderot	Tel/fax: (08) 6897033
Tzvi Burstein Community Center Yerucham	(08) 6563888
1 Rehov Nachal Tzichor Miztpe Ramon	1-599-500-921

The Ministry of the Interior

www.pnim.gov.il

National Information Line *3450/1-222-3450

Bureau for the Evaluation of Foreign Academic Degrees and Diplomas

www.education.gov.il

2 Rehov Devorah
Jerusalem
Public Reception Hours: M, W, 10:00- 13:00 - Telephone Service, S, T, Th,
8:30 -13:00

15 Rehov HaPalyam
Haifa
Public Reception Hours: M, T, W, 13:30-16:00 - Telephone Service, Th,
13:30- 16:00

4 Rehov HaTikva
Beer Sheva
Public Reception Hours and Telephone Service: S-W, 8:30-12:00
For more information: (02) 5602853, S, T, Th 8:30-13:00



Address

Telephone

The National Insurance Institute

www.bit.gov.il

Main Office (02) 6709211
13 Sderot Weizmann
Jerusalem 95437

National Call Center *6050 or (04) 8812345

Local Authority Information Lines 105/6/7

The Customs Authority

www.mof.gov.il/custom

Ben Gurion Airport (03) 9751111
Customs House Fax: (03) 9751114
Lod

2 Rehov HaOrganim (08) 8510610
P.O.B. 241 Fax: (08) 8510637
Ashdod

66 Rehov Kanfei Nesharim (02) 6545555
Jerusalem Fax: (02) 6545616

125 Derech Begin (03) 7633333
Tel Aviv/Jaffa Fax: (03) 5181577

3 Rehov Sha'ar HaNamal (04) 8354811
Haifa Fax: (04) 8672810

1 Rehov Shazar (08) 6293555
Beit Oshira Fax: (08) 6230115
Beer Sheva



Address

Telephone

Eilat Port
P.O.B. 131

(08) 6383888 (08) 6374146

Dial your local authority information line or see the Customs Authority Website for more information on offices in your location.

English-Speaking Immigrant Organizations

Association of Americans and Canadians in Israel (AACI)

www.aaci.org.il
info@aaci.org.il

37 Rehov Pierre Koenig
Jerusalem

(02) 5617151
Fax: (02) 5661186

76 Rehov Ibn Gvirol
POB 16266
Tel Aviv 61162

(03) 6965244/65/6/7
Fax: (03) 6967049

28 Rehov Shmuel HaNatziv
Netanya 42281

(09) 8330950
Fax: (09) 8629183

Matnas "Yud Aleph"
Rehov Mordechai Namir
Beer Sheva 84483

(08) 6434461

UJIA Israel (Incorporating Olim from Britain, Australia, and New Zealand)

www.ujia.org.il

76 Rehov Ibn Gvirol
POB 16266
Tel Aviv 61162
E-mail: Israel@UJIA.org.il

(03) 6965244/65/6/7
Fax: (03) 6967049



37 Rehov Pierre Koenig
Jerusalem
E-mail: ronen@ujia.org.il

(02) 5634822
Fax: (02) 5663193

Moshav Meona
P.O.B. 5144 24920

(04) 9975166

South African Zionist Federation

www.telfed.org.il
telfed@inter.net.il

Head Office
19/3 Rehov Schwartz
First Floor
Ra'ananna 43212

(09) 7446110
Fax: (09) 7446112

13 Rehov Ben Maimon
Jerusalem

(02) 5634822
Fax: (02) 5663193

ESRA - English Speaking Residents Association

esra_her@trendline.co.il
Herzliya

Fax: (09) 9565728



Other Available Publications

The following booklets are available from the Publications Department. To order, simply indicate the booklets you wish to receive and return the order form to the Publications Department, English Section, Ministry of Immigrant Absorption, 15 Rehov Hillel, Jerusalem 94581. The publications will be mailed to you free of charge.

- | | |
|---|---|
| <input type="checkbox"/> Guide for the New Immigrant | <input type="checkbox"/> Accountants |
| <input type="checkbox"/> The Absorption Basket | <input type="checkbox"/> Artists, Writers, and Athletes |
| <input type="checkbox"/> ConsumerFocus Magazine | <input type="checkbox"/> Computer and Hi-Tech Professionals |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Engineers and Architects |
| <input type="checkbox"/> Employment Guidance Centers | <input type="checkbox"/> Lawyers |
| <input type="checkbox"/> Education | <input type="checkbox"/> Medical Professionals |
| <input type="checkbox"/> First Steps | <input type="checkbox"/> Nurses |
| <input type="checkbox"/> Guarding Your Health in Israel | <input type="checkbox"/> Psychologists |
| <input type="checkbox"/> A Guide to Services for the Disabled | <input type="checkbox"/> Scientists and Researchers |
| <input type="checkbox"/> A Guide to Transportation in Israel | <input type="checkbox"/> Social Workers |
| <input type="checkbox"/> A Guide to Ulpan Study | <input type="checkbox"/> Teachers |
| <input type="checkbox"/> Health Services in Israel | <input type="checkbox"/> Where to Turn |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Assistance to Victims of Enemy Actions |
| <input type="checkbox"/> The Life Cycle in Israel | <input type="checkbox"/> Registering for a Health Fund |
| <input type="checkbox"/> Military Service | <input type="checkbox"/> Information for Olim |
| <input type="checkbox"/> National Insurance Institute | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Retirees | <input type="checkbox"/> Shiluv Magazine |

Name _____

Address _____

Postal Code _____

Date _____





A moment of your time!

In order to improve the level and usefulness of the material presented in this booklet, we would appreciate it if you would answer the following questions:

1. Where did you get the brochure "Absorption First Steps?"
Airport Ministry of Immigrant Absorption Other (specify) _____
2. To what extent did this booklet provide you with the information that you needed?
(1 is the lowest rating, 5 is the highest rating)
1 2 3 4 5 Comments _____
3. Did this booklet assist you during your absorption period?
Yes No (please explain) _____
4. Was the information in this brochure presented in a clear and understandable fashion?
Yes No (please explain) _____
5. Please rate the following areas from 1 to 5 (5 being the highest rating)
 - Clarity of the Text 1 2 3 4 5
 - Sufficiency of Details 1 2 3 4 5
 - Design of the Brochure 1 2 3 4 5
 - Usefulness of the Brochure 1 2 3 4 5

We would appreciate the following information for statistical purposes:

Profession _____ Gender M ___ F ___ Age _____

Country of Origin _____

Year of Aliyah _____

Place of Residence _____ Date _____

Please send the completed questionnaire to the Ministry of Immigrant Absorption, Publications Department, English Section, 15 Rehov Hillel, Jerusalem, 94581, or by fax to (02) 6214585. You can also place this questionnaire in the public suggestions box at an office of the Ministry of Immigrant Absorption nearest you.

Thank you for your cooperation. Best wishes for an easy and successful absorption!



