



Ben-Gurion Airport Security Department offers an early security procedure for Ben-Gurion University foreign citizens who arrive to Israel for business purposes.

The service is called - 'Security Center Passenger Service' (or in Hebrew - 'The MOKDAN').

I was appointed the security trustee of Ben-Gurion University and that I am the contact person to the Security Center.

I am responsible for collecting all the information regarding the guest's visit to Israel according to security needs (The information refers to the academic part of the trip as well as the personal part). The Security Center examines each case thoroughly, in order to assist with the security procedure as the guest leaves Israel at the end of his/her trip.

As mentioned above, the assistance will be given when leaving Israel - since entering Israel is in the jurisdiction of Passport Control and the Ministry of Interior and not of the Airport Security. In addition, in case a guest arriving to Israel on an Israeli Airline, assistance with arrival will be considered. The assistance will be expressed in the security procedure which the passenger meets in 'El-Al airlines' security check points abroad.

The Security Center transfers the information to the El-Al staff abroad but the decision if to approve these recommendations is reserved to El-Al security staff only.

Guests who can be submitted to the Security Center are:

1. **Ben-Gurion University employees who are currently living in Israel as part of their job (relocated in Israel):**

These guests can be submitted to the Security Center when leaving Israel for academic purposes abroad on behalf of Ben-Gurion University as well as cases when leaving for vacation or personal matters.

2. **Foreign University guests who arrive to Israel for academic purposes with our company:**

- a. The University's application will only be accepted when the visit is for academic purposes. The Security Center will not accept applications of foreign guests who arrive for personal matters.
- b. The academic trip has to be to our University only and not to another, even if we communicate or have academic relations with the other universities.
- c. The guest has to stay a minimum of 50% of the duration of his/her visit for academic matters with our University, in order to be considered a Security Center Passenger (meaning if the guest is arriving for 10 days in total, at least 5 days have to be with our University. The remaining time can be either academic with other Universities or pleasure).
- d. During the stay in Israel, the guest must be accompanied by our University's host, meaning an Israeli employee who was accountable for this visit. This, in order for this trip to be accounted for as our University's visit.

In order for us to help our guests, I have to transfer an application to the Security Center and get an approval via telephone, no later than one day prior to departure, not later than 18:00 (6p.m.).



In cases where our guest is arriving on an Israeli airline and we would like to assist him with the security procedure abroad, the application must be approved up to 48 hours prior to his/her arrival time.

In order to process the data and administer it to the computer system, please cooperate by transferring all the information needed as early as possible.

Looking forward to working together,

Thank you,

Avi kapel

Supervisor of Information Security & Investigation

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Details of company's visitor

First Name: **Last Name:**

Source of the name (מקור השם - לבעלי שם בעל קונוטציה מזרחית) :

Flight date (Departure) יציאה מהארץ :

Airline:

Flight no:

Destination:

Passport no.: **Nationality:** **Date of Birth:**

Another passport:

Visitor Company's name:

Position in the company:

Purpose of the visit:

Initiator (יוזם הביקור) :

Financier:

Visit coordinator:

Hotel reservation:

Level of acquaintance:

Visit Schedule:

Lodging in Israel:

Days off:

Name of the visitor's Escort:

Phone number of visitor's escort:

Mobile phone number of visitor's escort:

Other connections in Israel (business, private):

Did the visitor get any gifts or souvenirs from the company?

Was the visitor in contact with explosive materials?

Arrival to Israel

Flight date (arrival) הגעה לארץ:

Airline:

Flight no:

Destination (from):

Comments: _____

Name of form filler: .

Phone no:

Mobile phone number:

Fax: .