Online Application Instructions

Applicants with Overseas Qualifications
Step 1: Create Your Account
Create an account on the homepage. Within minutes you will receive an Email massage with a password. If you do not get a password, please, contact our technical support: .helpdesk@ekmd.huji.ac.il
Step 2: Choose the correct circle
After you have signed in, choose the left circle “Applicants with overseas qualification” and click here.
Step 3: Choosing Stage 1
Choose Stage 1: Overseas Applicants Unit
Step 4: Choosing a program
Candidates for the academic year 2019-2020 should choose the program “Overseas Students Degree Application First Semester 2019/2020”
Please note: this choice doesn’t refer to the 1\textsuperscript{st} semester only but, rather, to the full academic year.
You have now entered the application website, where you can find instructions in several languages.

Form-filling

Language choice

Instructions on form-filling
A. Completing the forms

There are four forms you need to complete:
Personal Details Form
Academic Info Form
Proposed Studies Form (after choosing the degree - BA, MA - it might take a few seconds for the list of programs to upload)
Declaration Form (after the payment is complete)

Under the Link “Application Instructions” you may find specified instructions for each form
B. Payment

Under the forms list there is a link to the payment page. You should choose an appropriate payment type:

110$ - Full Application Fee

70$ - Candidates currently studying in the Mechina program and applying for the BA degree program, or current students of the Hebrew University who are applying for another degree program

13$ - Application packet only: Current students of the Hebrew University applying for another department within the same degree program, as well as for university employees and their family (according to University Regulations).

After completion of payment you will receive an Email message with the payment confirmation and the payment confirmation number. You should copy this number to your Declaration form and upload a screenshot of the message as proof of payment.

Applicant that mistakenly completed the Israeli application, should write the number of theypassport and upload a screenshot as proof of payment.

If you do not get a confirmation or rejection message within minutes, do not pay again. Check your spam mailbox, and if it didn't arrive there either, send an immediate message to us: oritk@savion.huji.ac.il.
C. Documents upload
Required documents for submission of the application:

Transcripts of your Previous Studies
Curriculum Vitae (CV)
Copy of Israeli ID or foreign passport
Proof of Application Fee Payment

The rest of the documents are not mandatory!
To upload the document choose “Upload Document” in the menu on the left column. Accepted candidates will be required to submit the official transcripts/originals in addition to the uploaded documents.
Important: when uploading the documents, you must both name it and choose an appropriate document type.
D. Final submission of the application
You must do both Forms Submission and Final Submission. You will be able to submit additional documents but not make changes in the forms. Let us know if you add documents after submission.

We process only the applications which have been passed through all foregoing stages.

Choose “Submission” Status

Permit to access forms

Permit to access documents
Additional information for Master degree candidates
Some of the departments require you to fill out additional forms.
You can find them in Stage 2.
"In order to open them return to the homepage and choose “Add a Program"
Once you have chosen and added the study program, enter “View my programs” and choose the appropriate link.

Candidates who filled out the faculty form first are still required to complete the Stage 1 forms according to the foregoing instructions. Return to the homepage and choose “Add a Program”. If the Overseas Applicants Unit does not appear in the list, go back one page and choose “Applicants with Overseas Qualification” on the left circle.