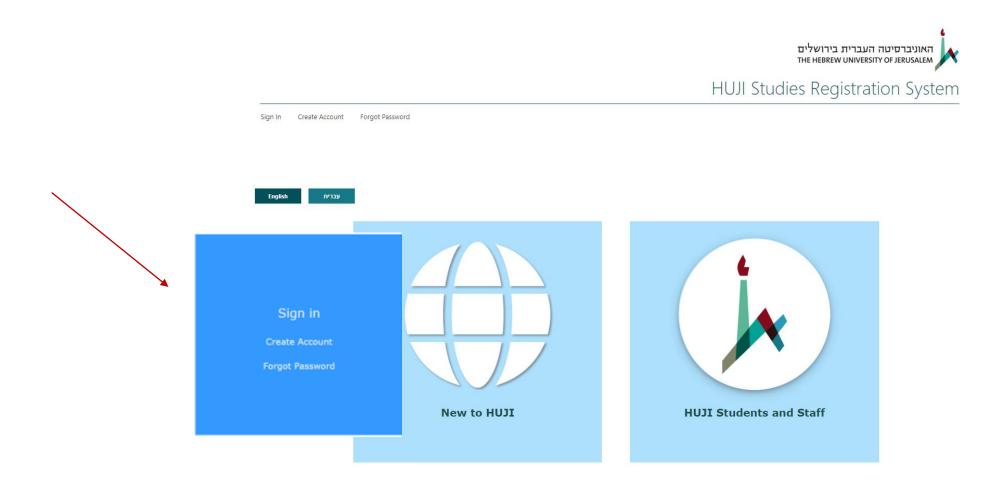# Online Application Instructions
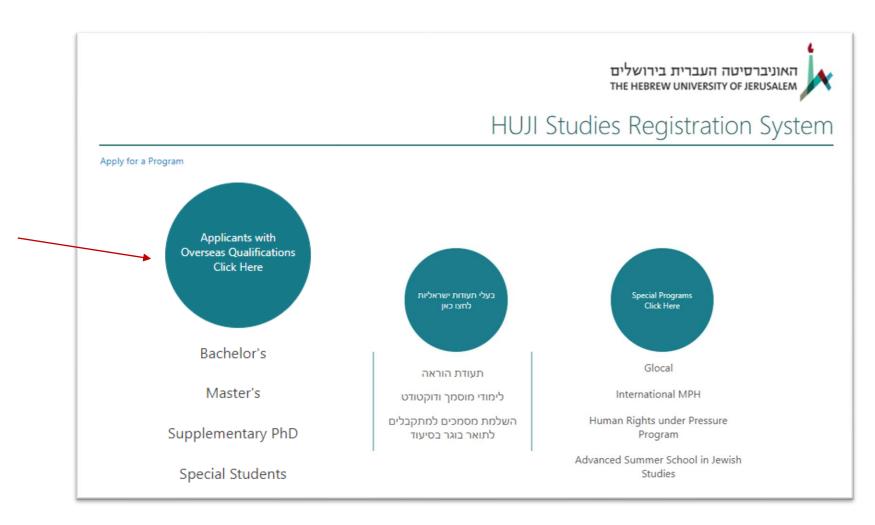
Applicants with Overseas Qualifications

Step 1: Create an Account

If you are new to the Hebrew University, create an account on the application homepage. Within minutes you will receive an email message with a password. If you do not get a password, please contact the technical support: ITHuji@savion.huji.ac.il
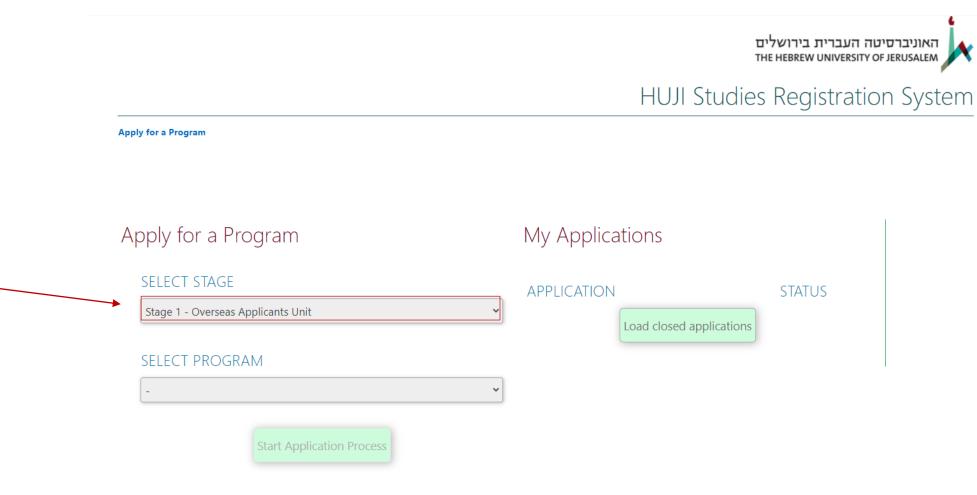
Step 2: Choose the Correct Application Form

After you have signed in, choose the left circle "Applicants with Overseas Qualifications - Click Here"

Step 3: Choose the Correct Stage
Choose Stage 1: Overseas Applicants Unit

האוניברסיטה העברית בירושלים
THE HEBREW UNIVERSITY OF JERUSALEM

HUJI Studies Registration System

Apply for a Program

Apply for a Program

SELECT STAGE

Stage 1 - Overseas Applicants Unit

SELECT PROGRAM

-

Start Application Process

My Applications

APPLICATION   STATUS

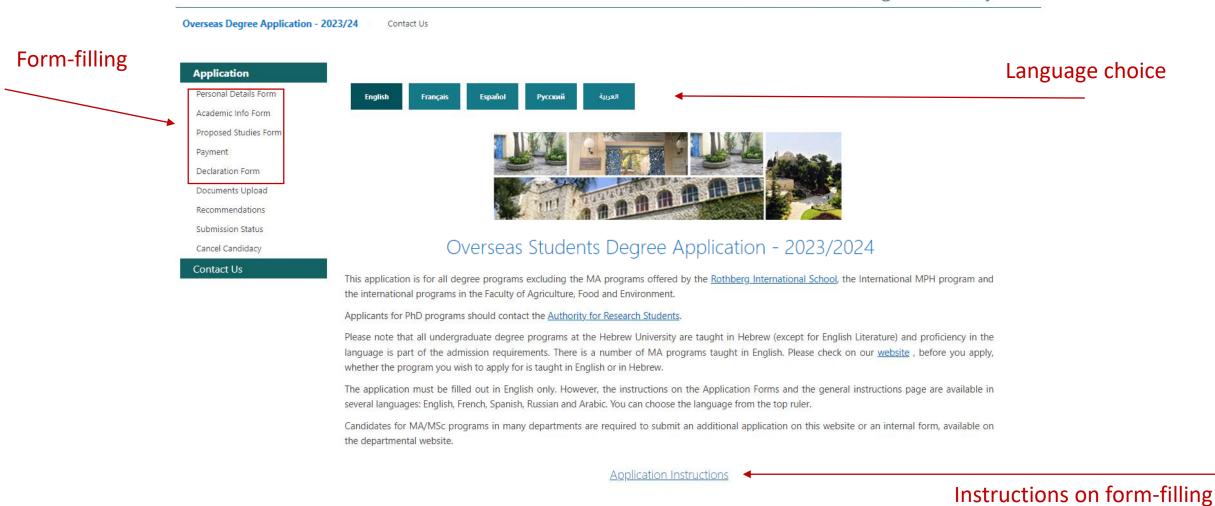Load closed applications

Stage 1 - For all applicants:

Step 4: Choose a Program
Candidates applying for the academic year 2023/24 (starting October 2023) should choose the program
"Overseas Degree Application 2023/24"

You have now entered the application website
where you can find instructions in several languages.

HUJI Studies Registration System

Overseas Degree Application - 2023/24   Contact Us

Form-filling

Language choice

Application
Personal Details Form
Academic Info Form
Proposed Studies Form
Payment
Declaration Form
Documents Upload
Recommendations
Submission Status
Cancel Candidacy
Contact Us

English   Français   Español   Русский   العربية

Overseas Students Degree Application - 2023/2024

This application is for all degree programs excluding the MA programs offered by the Rothberg International School, the International MPH program and the international programs in the Faculty of Agriculture, Food and Environment.

Applicants for PhD programs should contact the Authority for Research Students.

Please note that all undergraduate degree programs at the Hebrew University are taught in Hebrew (except for English Literature) and proficiency in the language is part of the admission requirements. There is a number of MA programs taught in English. Please check on our website , before you apply, whether the program you wish to apply for is taught in English or in Hebrew.

The application must be filled out in English only. However, the instructions on the Application Forms and the general instructions page are available in several languages: English, French, Spanish, Russian and Arabic. You can choose the language from the top ruler.

Candidates for MA/MSc programs in many departments are required to submit an additional application on this website or an internal form, available on the departmental website.

Application Instructions

Instructions on form-filling

Step 5: Forms Completion

There are <u>four forms</u> you need to complete:

1. Personal Details Form

2. Academic Info Form
   Write the last institution you attended. Additional institutions can be listed on the CV.

3. Proposed Studies Form
   You must first choose the degree in the first column. After a few seconds, the list of programs will
   open up in the second column.

4. Declaration Form (after the payment is complete)
   Students exempt from paying the application fee should mention "current student" under
   confirmation number.

Under the link "Application Instructions" you may find additional specified instructions for each form.

Step 6: Payment

Below the forms' section you can find a link to the payment page.
Please choose the appropriate payment type:

Full Application Fee	110 $
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.	70 $
Current students of the Hebrew University applying for another department within the same degree program, as well as university employees and their families (according to university regulations).	13 $

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.
If you have accidentally submitted an application form for Israeli applicants and paid the application fee, there is no need to pay again. Just copy the payment confirmation number (אישור עסקה) to the Declaration Form.
If you do not get a confirmation or rejection message within minutes, do not pay again. Check your spam folder, and if you haven't received a confirmation message, contact us at appen@savion.huji.ac.il.
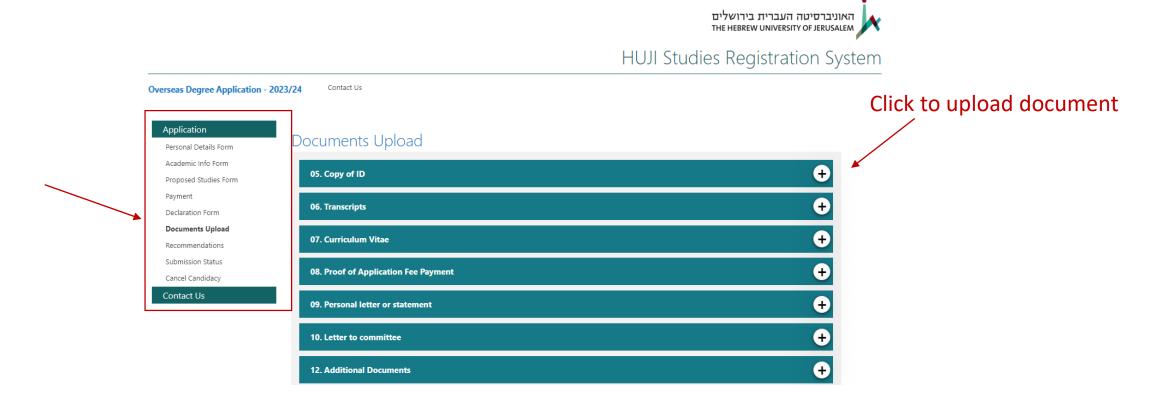
Step 7: Documents Upload

You are required to upload the following <u>four documents</u> to the application:

1. Transcripts of your Previous Studies (you will also need to submit original/official copies to our office)

2. Curriculum Vitae (CV)

3. Copy of Israeli ID or foreign passport

4. Proof of Application Fee Payment (copy of payment confirmation received by email)

All other documents on the list are not mandatory (and not relevant for Bachelor applications).

To upload a document click on the plus sign next to the relevant document.

האוניברסיטה העברית בירושלים
THE HEBREW UNIVERSITY OF JERUSALEM

HUJI Studies Registration System

Overseas Degree Application - 2023/24   Contact Us

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Click to upload document

Documents Upload

05. Copy of ID	⊕
06. Transcripts	⊕
07. Curriculum Vitae	⊕
08. Proof of Application Fee Payment	⊕
09. Personal letter or statement	⊕
10. Letter to committee	⊕
12. Additional Documents	⊕

Step 8: Submission of the Application

Once you have filled all forms and uploaded all necessary documents, please submit your application. You will be able to submit additional documents but not make changes in the forms. Let us know if you add documents after submission or want to make changes in the selected programs.

We process only applications that have been submitted.

Document Status

Recommendation letters will be updated up to **two hours** after confirmation of arrival on the Recommendations page.

	Item	Status	Is Required?
✓	01. Personal Details Form	1 of 1	Yes
✓	02. Academic Info Form	1 of 1	Yes
✓	03. Proposed Studies Form	1 of 1	Yes
✓	04. Declaration Form	1 of 1	Yes
✓	05. Copy of ID	1 of 1	Yes
✓	06. Transcripts	1 of 1	Yes
✓	07. Curriculum Vitae	1 of 1	Yes
✓	08. Proof of Application Fee Payment	1 of 1	Yes
○	09. Personal letter or statement	0 of 1	No
○	10. Letter to committee	0 of 1	No
○	11. Recommendation	0 of 1	No
○	12. Additional Documents	0 of 1	No

Application
- Personal Details Form
- Academic Info Form
- Proposed Studies Form
- Payment
- Declaration Form
- Documents Upload
- Recommendations
- **Submission Status**
- Cancel Candidacy

Contact Us

Submission

Please note: once you submit, you will not be able to modify the online forms, and will be able to update only the documents. Should you want to make a change in the forms, you will need to contact your admission advisor directly (according to the details on our website) or to our general e-mail address: admission@savion.huji.ac.il.

Please note: We will process your application once the required documents have been submitted. It is possible to add documents after submission but you need to notify us by mail of the added documents.

Applicants for Graduate Programs:
Make sure to upload the additional documents required or proceed to Stage 2 where indicated.

Submission →

Submit ⚠ Not yet submitted

Graduate applicants should check, before submitting the application, whether they uploaded all the required documents.
A list of the required documents by program can be found HERE. Those required to complete a Stage 2 form should refer back HERE and choose an additional program.