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

Apply for a Program

My Applications

Stage 1 - Overseas Applicants Unit

Start Application Process
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.

Form-filling

Language choice

Instructions on form-filling
There are four forms 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:

<table>
<thead>
<tr>
<th>Full Application Fee</th>
<th>110 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>70 $</td>
</tr>
<tr>
<td>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).</td>
<td>13 $</td>
</tr>
</tbody>
</table>

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 **four documents** 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.
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.

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

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@cejon.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.

Submission Status

Biographical Data
- Personal Details Form
- Academic Info Form
- Proposed Studies Form
- Declaration Form
- Copy of ID
- Transcripts
- Curriculum Vitae
- Proof of Application Fee Payment
- Personal letter or statement
- Letter to committee
- Recommendation
- Additional Documents

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