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
Step 4: Choose a Program

Candidates for the academic year 2022-2023 (October 2022) should choose the program “Overseas Applicants Degree Application 2022/2023”

Applicants for the second semester (March 2022) should choose “Overseas Applicants Degree Application – Spring Semester 2021/2022”
You have now entered the application website where you can find instructions in several languages.

You can choose the language from the top right corner.

Form-filling: Personal Details Form, Academic Info Form, Proposed Studies Form, Payment, Declaration Form.

Instructions on form-filling:

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.
Step 5: Forms Completion

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)

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</td>
<td>70 $</td>
</tr>
<tr>
<td>program, or current students of the Hebrew University who are applying for another</td>
<td></td>
</tr>
<tr>
<td>degree program.</td>
<td></td>
</tr>
</tbody>
</table>

| Application packet only: Current students of the Hebrew University applying for      | 13 $            |
| another department within the same degree program, as well as university employees   |                 |
| and their families (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.

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.
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.
Stage 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.