Application Guidelines
2017-18 International MSc Programs

April 2016
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International School Postal Address:

The Robert H. Smith Faculty of Agriculture, Food & Environment
The International School of Agricultural Sciences
267 Herzl Street
POB 12
Rehovot 7610001
Israel

Attention: Nurit Ben-Aharon

NOTE: For DHL, FedEx or EMS deliveries, add the telephone numbers:
+972-8-9489511, +972-8-9489509
Dear Applicant,

Thank you for your interest in the international MSc programs at the International School of Agricultural Sciences of the Hebrew University of Jerusalem. To facilitate your application, please follow the instructions below.

Applications will be accepted from November 1, 2016 - March 1, 2017 for the 2017-18 programs in Nutrition and Animal Sciences.

Send all emails to the International MSc Programs Coordinator:
Ms. Nurit Ben-Aharon nuritbe@savion.huji.ac.il

IMPORTANT! Please read before you send us your documents

- Email all documents in either Word or PDF formats. Please do not send JPEG or other images. ONLY the passport required in Stage 2 may be an image format.
- On the subject line of ALL emails, write the program you are applying to, your first and surname, your country, and the Stage, for example:
  Program name – Your First and Last Name – Your Country – Stage 1 (or Stage 2, etc.)
- Title EVERY document with your name and type of document, for example: Your first and surname_bsc; your first and surname_transcript; your first and surname_msc application; etc.

Please read and follow the instructions for each stage.

Stage 1: Eligibility

Stage 1 determines if you are eligible to apply to the MSc program based on your university's accreditation, type of degree, previous academic courses and final Grade Point Average (GPA) as shown on your transcript. Refer to the Academic Requirements on our website.

Send the following documents IN ONE EMAIL:

1. **Copy of your official undergraduate degree (and higher academic degrees, if any).** If you have not completed your undergraduate degree, send your expected month and year of graduation.
2. **Your academic transcript.** Send a copy of your transcript including the grade scale. Note: You may send a student copy. However, if you are found to be eligible, your university must send an OFFICIAL transcript that is not handled by the applicant directly to the International School by email or land mail. Your eligibility will not be valid without an official transcript. If you have not graduated yet, send your current grades.
3. **MSc Program Application form.**

Please note:
- Do not send any secondary school (high school) records.
- Do not send any other documents, certificates, passports, etc. at this stage.
- We will notify applicants of their eligibility within approx. three weeks after receiving the documents.
- Please do not send emails inquiring about the status of the decision.
Stage 2: Full Application

Applicants will be notified whether or not they are eligible to apply to the MSc programs. If you are notified that you are eligible, the next step is Stage 2 in which your full application will be reviewed by the academic committee for admission to the program. Final candidates may be invited to be interviewed via Skype.

- **Pay the application fee** (see details in section Timeline and Payments below). Please note: the application fee is mandatory.

- **Send the following four documents IN ONE EMAIL:**
  1. Proof of English proficiency if you are not from a native English-speaking country:
     a. Either TOEFL or IELTS results (preferred)
     b. Or a university letter stating degree studies were conducted in English. Note: we may request that you take an English exam.
  2. Curriculum Vitae (CV) – The CV must not exceed TWO pages.
  3. [Scholarship Application](#) (only if you are applying for a scholarship).
  4. Passport – YOUR PASSPORT MUST BE VALID FOR AT LEAST ONE YEAR. Send copy of the passport page showing your photo and details.

- **Official transcript:**
  An official transcript must be sent by your university’s registrar office to the International School by email or land mail.

- **Assessments/recommendations:**
  Three assessments/recommendation letters are required. At least one must be from an academic assessor. Assessors may email the form and/or letter of recommendation directly to the program coordinator from his/her institution email or, if not available, from a personal email. The applicant must not send the assessment.

**Please note:**
- Applicants are solely responsible for ensuring that all required documents are submitted.
- We will notify applicants of the academic committee’s decision within approx. two months.
- Please do not send emails inquiring about the status of the decision.

Stage 3: Final Steps

All applicants will be notified whether or not they have been accepted to the MSc program they applied to. If you are notified that you have been accepted to the program, please follow these steps:

**Instructions for Stage 3:**
- Pay the deposit or tuition advance (see details in section Timeline and Payments below). The deposit is mandatory for admission to the program.
- Email a copy of your passport page with photo if you have not already sent one.
- Complete and email the [Medical Statement](#).
- Have the [Medical Certificate](#) completed by a licensed physician and emailed or mailed to the International School. The certificate must not be handled by the applicant. Note: You may be required to undergo a medical examination upon arrival.
Acceptance to the Program

Following the completion of Stage 3, incoming students will receive information to prepare them for their arrival to Israel, including a pre-arrival guide and housing, visa and medical insurance forms.

Timeline and Payments

**Application period:** November 1 – March 1  
**Early application:** November 1 – February 1  
**Late application:** February 2 – March 1  
**Program duration:** October – September 30

**Application Fees (mandatory)**  
-$80$ early application fee: November 1 – February 1  
-$100$ late application fee: February 2 – March 1  

**Enrollment Deposit (mandatory for International School scholarship recipients)**  
A $500 enrollment deposit is required from all students offered a scholarship through the International School of Agricultural Sciences. The deposit will be refunded at the end of the program to the payer. The deposit is due within two weeks of accepting and signing the scholarship offer.

**Tuition Advance (mandatory for all students)**  
A $1,000 tuition advance is required from all students paying tuition. The deposit will be deducted from the full tuition payment. The deposit is due within three weeks of official acceptance to the program. For an estimate of one-year expenses, please visit our website: [Tuition and expenses](#)

Scholarships to the MSc Programs

The International School of Agricultural Sciences offers a limited number of scholarships to candidates from developing countries. Selection is highly competitive; therefore, we strongly recommend that you seek other scholarships, educational loans or other sources of funding prior or parallel to your application. The recommended time to apply for other scholarships is one year prior to the program.

To be considered for an International School scholarship, submit the completed scholarship application ONLY with Stage 2 documents and ONLY if you have been notified that you are eligible to apply. Candidates may be offered either: a full or partial scholarship; put on a waiting list; or academically accepted to the program but not offered a scholarship.

**PLEASE NOTE:** Scholarships do not cover airfare or initial living expenses for one month. Candidates must have funding for these expenses.

Visas

Most international students require visas to enter Israel. The entry visas are for a period of one-three months. A student visa is then required for the duration of the program. The International School handles this process. A visa application form and instructions will be sent to you approx. two months before the start of the program.
Payment Methods

Payments may be made in USD ($) in one of the following methods:

- **Bank check:** Mail a banker’s check to the International School made out to: "The Hebrew University of Jerusalem (Faculty of Agriculture)", with an accompanying letter clearly indicating the date, sum and purpose of payment, including the applicant’s name, country and MSc program name. The check should be mailed to the address on the cover page of this document.

- **Credit card:** Email a signed letter to the International School of Agricultural Sciences from the card owner. Clearly indicate the date, sum, card type, card number, date of expiry, and purpose of payment. Also include the applicant’s name, country, and MSc program.

- **Bank transfer to:**
  Bank name: Bank Ha-Poalim -- Branch: 436
  Address: 1 Hamarpe Street, Jerusalem
  Account name: Hebrew University Jerusalem
  Account number: 506076
  IBAN: IL650124360000000506076
  Swift code: POALILIT JLM

  On the transfer form, please write:
  Att.: Faculty of Agriculture, Food & Environment, Division for External Studies, Budget 046-4704

  NOTE: A legible copy of the bank transfer form must be scanned and emailed to the program coordinator: nuritbe@savion.huji.ac.il The transfer form must clearly indicate the date, sum and purpose of payment including the applicant’s name, country and MSc program name.

- **A friend, family member or colleague** in Israel may pay for you in Israeli currency (NIS) or in USD. They will receive a receipt of payment. At the end of the program, the deposit will be returned to the payee unless he/she gives written permission to return the deposit to the student.

Good luck!