



The Robert H. Smith Faculty of Agriculture, Food and Environment
The International School of Agricultural Sciences

Application Handbook

2018-19 International MSc Programs in Plant Sciences / Environmental Quality Sciences



January 2018



Contents

Instructions – Please read before sending your application forms	3
Application Period.....	3
Documents Required from All Applicants	3
Eligibility and Admissions Review.....	4
Payments	5
Payment Methods.....	5
Scholarships to the MSc Programs	6

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, +972-8-9489344



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 read carefully and follow the instructions below.

Instructions – Please read before sending your application forms

1. The subject line of all emails must contain: the program you are applying to (either Plants or Environment) - your first and surname - your country.
Like this: Plants – Mary Smith – United States
2. Please do not use all capital letters.
3. All documents must be either in **Word** or **PDF** format. We do not accept JPEG, GIF or other images. The only exception is your passport.
4. All documents must be correctly titled with your name and type of document:
Like this: Mary Smith_bsc degree
Mary Smith_transcript
Mary Smith_program application
5. Documents must be neat, clear and legible!
6. Send all documents in one email. If the files are too large, you may send them in two emails.
7. Send all emails to the International MSc Programs Coordinator: Ms. Nurit Ben-Aharon nuritbe@savion.huji.ac.il

Application period

Applications that include a scholarship application will be accepted from **November 1, 2017 - March 1, 2018**. **All the required material must be received on or before March 1** for the application to be reviewed by the admissions committee. Documents received after this date will not be accepted.

Applications that do not include a scholarship application will be accepted until **June 1, 2018**.

Documents required from all applicants

1. ***MSc Program Application form.**
2. **Copy of applicant's BSc degree.** If you have not completed the degree, send your expected month and year of graduation.
3. **OFFICIAL BSc transcript with the grading system (grading scale).** You may not send a student copy. The transcript must be emailed or mailed by your university. Submit a request to your university early so that we receive the official transcript before the deadline.



4. **Official copy of any diploma that was applied to your BSc studies** and the **official diploma transcript with the grading scale** (if applicable).
5. **Official copy of any undergraduate courses that were transferred to your BSc studies** and the **official transcript with the grading scale** (if applicable).
6. **Copy of MSc degree** and **official MSc transcript with the grading scale** (if applicable).
7. **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 if we think your English level is not sufficient for the program.
8. **Curriculum Vitae (CV)**. The CV must not exceed TWO pages.
9. ***Personal Medical Statement**.
10. **Passport**. YOUR PASSPORT MUST BE VALID FOR AT LEAST ONE YEAR. Send a copy of the passport page showing your photo and details.
11. ***2 assessments or letters of recommendation**. At least one must be academic. These are not to be sent by the applicant, only by the assessor.
12. **If you are applying for a scholarship, submit the *Scholarship Application form**.

*Forms are on our website: <http://intschool.agri.huji.ac.il/plants-apply>

Please note:

- Do not send any secondary school (high school) records.
- Do not send any other documents, diplomas or certificates other than those requested above.

Eligibility and admissions review

All applicants will be evaluated by the Hebrew University's Office of Overseas Student Admissions for their eligibility for the MSc programs based on their GPA, university accreditation and academic background. Applicants who are not eligible will be notified that their application will not continue to the next stage.

Eligible applicants will be reviewed by the MSc Academic Committee in April 2018 after the application period ends. Applicants may receive one of the following:

- Invitation to be interviewed on Skype. This is the next step for final candidates.
- Letter of academic acceptance and placed on a waiting list for a scholarship.
- Letter of academic acceptance but no scholarship offer.
- Letter of non-acceptance to the program.



Payments

Application Fee (mandatory):

- **\$80 - Early application fee:** November 1 – February 1
- **\$100 - Late application fee:** From February 2

Admission Payments:

- **Enrollment Deposit (mandatory for International School scholarship recipients)**
A \$500 enrollment deposit is required from all candidates who are offered and accept a scholarship grant from the International School. The deposit will be refunded to the payer or student at the completion of studies.
- **Tuition Advance (mandatory for all other students)**
A \$1,000 tuition advance is required from all students paying tuition. The deposit will be deducted from the full tuition. The deposit is due within three weeks of the student's official acceptance to the program.

Payment methods

Payments may be made in USD \$ or in Israeli Shekels (NIS) by one of the following methods:

- **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: IL65012436000000506076
Swift code: POAL IL IT

On the transfer form, please write:

Att.: Faculty of Agriculture, Food & Environment, Division for External Studies, Budget 046-4704

NOTE: Scan and email a clear copy of the bank transfer form 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 or another country may pay for you in Israeli currency (NIS) or in USD. At the end of the program, the deposit will be returned to the payer and he/she must give written permission to return the deposit to the student.



Scholarships to the MSc programs

The International School of Agricultural Sciences offers a limited number of scholarships to candidates from developing countries. Full scholarships cover tuition, dormitory housing on campus, monthly living stipend and medical insurance. The scholarships do not cover round-trip airfare or initial living expenses. Applicants must have sufficient funds for these expenses.

Selection is highly competitive. We strongly recommend that you seek other funding sources prior or parallel to applying to our programs. There is a partial list of scholarships on our website: <http://intschool.agri.huji.ac.il/schol-sources> and we encourage you to research the Internet for more scholarships relevant to your interests.

To be considered for an International School scholarship, submit the completed Scholarship Application form with your application documents.

Good luck!