



Application Handbook

2020-21 International MSc Programs in

Plant Sciences

Environmental Quality Sciences



June 2019



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Postal Address:

The Robert H. Smith Faculty of Agriculture, Food & Environment
The International School of Agricultural Sciences
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Attention: Nurit Ben-Aharon

NOTE:

For DHL, FedEx or EMS deliveries, add the telephone numbers:
+972-8-9489511 or +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, the Robert H. Smith Faculty of Agriculture, Food and Environment. To facilitate your application, please carefully read and follow the instructions below.

For academic requirements to our programs, please visit the individual program pages at this link: <https://intschool.agri.huji.ac.il/masters>

For full program costs, please visit this link: <https://intschool.agri.huji.ac.il/plants-tuition>

Application and enrollment fees apply, whether or not you are applying for a scholarship. Please ensure that you are able to provide funding for these expenses (see Scholarships on page 6).

Application Procedure – Please read before sending your application forms

Application for admission and scholarship: Application period November 1 – March 1

Applicants applying for a scholarship are reviewed for both admission and scholarship; neither is automatic. We provide a limited number of partial and full scholarships for qualifying applicants only from economically developing countries. The demand is far greater than the supply and we conduct a competitive review of all applications for scholarships.

Application for admission - self-funding students: Application period October 1 – June 1

Self-funding students (including those who have scholarships from other sources) do not compete for scholarships. Therefore, their applications are assessed for eligibility and admission only.

Application Stages

Application stages:

The **first stage** assesses your eligibility for the International MSc Programs based on the Hebrew University's recognition of your university, your academic background and final grade point average. At this stage, you will either be eligible or not eligible for the programs. If you are eligible, your application will continue through the application process. If you are not eligible, your application will be concluded. In either case, you will receive an email notice within about three weeks of receiving your application. **NOTE:** If you are eligible for the program and you continue with the application process, you must: a) pay the application fee (see Application Fees below), and b) arrange for your official transcript to be sent to our office, preferably via email or online, directly from the registrar of your university.



The **second stage** is the continuation of the application process. The MSc Academic Committee reviews all applications in April, and interviews semifinal candidates on Skype following that, to select the final candidates for admission. Final results fall into four categories 1) accepted and granted a scholarship; 2) accepted and wait-listed for a scholarship; 3) accepted without a scholarship; or 4) not accepted. The entire process takes about six months, finalizing around May. You will receive an email notice within about three weeks of the final decision. The process for self-funding students is shorter.

Required Application Documents

All documents for application for admission and scholarship must be received by **March 1 (June 1 for self-funding applicants)**. Below is the list of required documents:

1. ***MSc Program Application form.**
2. **Curriculum Vitae (CV).** The CV must not exceed TWO pages.
3. **Copy of BSc degree (and MSc degree if applicable).** If you have not completed the degree, send a letter from your university stating the expected month and year of graduation.
4. **Copy of BSc transcript (and MSc transcript if applicable) with the grading system (grading scale).**
You may send a student copy for the eligibility stage ONLY. If you continue to the next stage your university must send an official transcript, which may be emailed or accessed online (preferable) or mailed. It may not be handled by the student. Submit a request to your university as soon as you receive notice that you are eligible.
In addition:
 - a. Copy of any diploma that was applied to your BSc studies and the official transcript with the grading scale (if applicable).
 - b. Official transcript of any undergraduate courses that were transferred to your BSc studies and the grading scale (if applicable).
5. ***Two letters of recommendation/assessments. At least one must be academic.** The assessment/letter of recommendation must be sent by the assessor, not by the applicant. Recommendations by family members are not considered.
6. ***Scholarship Application form if you are applying for a scholarship.**
7. **Proof of English proficiency if you are not from a native English-speaking country:**
 - a. TOEFL or IELTS results (preferred but not required).



- 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. *Personal Medical Statement

- 9. Passport.** YOUR PASSPORT MUST BE VALID FOR AT LEAST ONE YEAR. Send a copy of the passport page showing your photo and details.

***These forms are on our website:** <https://intschool.agri.huji.ac.il/apply-2019>

Important note:

Please do not send any secondary school (high school) records, any other documents, diplomas nor certificates (including those from AgroStudies) other than those requested above.

How to send documents – Please follow instructions

Email documents to nuritbe@savion.huji.ac.il. Below is the *required* format. Emails and documents not adhering to this format will receive an automatic request for correction. This will delay your application.

1. **Subject line** of all emails must contain: 1) the program you are applying to; 2) your first and last name; 3) your country. **Example:** Plants– Edward Smith – Serbia
2. Do not use all capital letters in any field.
3. Use the same name as on your passport.
4. **All documents** must be either **Word** or **PDF**. Do not send photos. The only exception is your passport.
5. **All documents** must be correctly titled with your name and type of document:
Example: Patricia James_ bsc degree
6. Documents must be legible.
7. Send all documents in one email. If the files are too large, you may send them in two emails.

Application fees

The application fee is required after we notify you that you are eligible for the program and if you would like to continue with the application process. If you do not pay the application fee, the process will be discontinued. The application fee must not include bank commission deductions.

Early application fee: \$80 (after bank fees) from November 1 – December 31.

Late application fee: \$100 (after bank fees) from January 1 – March 1 (until June 1 for self-funding applicants).



Enrollment fees

The enrollment fee is required if you have been accepted to the program. The enrollment fee must not include bank commissions deductions.

- **Scholarship and international students:** A **\$500 deposit** (after bank fees) is required from all applicants who are offered and accept a scholarship from the International School, as well as from all international students (non-Israeli citizens). The deposit is a requirement of the Ministry of Interior. The deposit will be refunded to the payer or student upon graduation from the Faculty of Agriculture and departure from Israel.
- **Self-funding students:** A **\$1,000 tuition advance** is required from all students paying tuition. The deposit will be deducted from the full tuition.

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:**
Bank name: Bank Ha-Poalim -- Branch: 436
Address: 1 Hamarpe Street, Jerusalem
Account name: Hebrew University Jerusalem
Account number: 506076
IBAN: IL650124360000000506076
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

The International School of Agricultural Sciences offers a limited number of partial and full scholarships only to selected applicants from developing countries. Partial scholarships may cover tuition and/or other expenses. Full scholarships cover tuition, a shared dormitory room on campus, a monthly living stipend, medical insurance and an entry visa. **The scholarship does 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>. We encourage you to approach your country's government and research the Internet for scholarships relevant to your interests.

Good luck!