



Australian Friends of the Hebrew University, Jerusalem Limited

STEP-BY-STEP APPLICATION GUIDE¹

The application guide outlined below applies to all programs at the Rothberg International School except for the *Mishpatim Seminar in Jewish & Israeli Law* and *Conflict Resolution from Religious Traditions*. Applications for these programs should be made directly to the Australian Friends of the Hebrew University via the application form downloadable from the Australian Friends' website.

Those students seeking to obtain credit points from their Australian universities for programs undertaken at the Rothberg International School should organise this directly with the relevant faculty at their Australian University. Our Student Liaison Officers are happy to assist but cannot make this application for students. We strongly recommend you to organise this early as this is often a lengthy process.

Step 1: Make an informal expression of interest with the relevant Student Liaison Officer² by providing them with your full name, postal address, contact number(s), email address, current/completed academic qualifications, and course(s) you are interested in undertaking at the Hebrew University. The Student Liaison Officer will send you any brochures/promotional material containing more detailed information about the course(s) you have expressed an interest in.

Step 2: Confirm program dates, application deadlines and program costing with the Student Liaison Officer. If applying for credit points from your Australian university, make contact with the relevant faculty member.

Step 3: Lodge a formal application for study to the Rothberg International School. This contains two (2) parts – an online component and hard-copy component:

- **ONLINE COMPONENT: Application Form, Statement of Purpose & Curriculum Vitae** – these three (3) documents should be lodged via the Rothberg International School's online application facility. Click on the "Apply Now" link on the Rothberg International School's website (found towards the top of the screen towards the right hand side). Select the appropriate Country (Australian applicants should select "Other Countries"). Select the relevant Academic Division (Undergraduate, Graduate, Hebrew Language etc). Complete and submit your online application, which includes your Statement of Purpose and Curriculum Vitae. You will also be prompted to pay the application fee online via credit card payment. Remember to save and print multiple copies of your application.

¹ Updated March 2009.

² Students from NSW, WA, QLD & ACT should contact Sydney. Students from VIC, SA & NZ should contact Melbourne. Contact details of our Student Liaison Officers are available on our website at <http://www.austfhu.org.au/student.html>

- **HARD-COPY COMPONENT: Supporting Documentation** – depending on the program you are applying for, there is a list of supporting documentation that must be sent in hard-copy to the Rothberg International School. Once again, click on the “Apply Now” link on the Rothberg International School’s website (found towards the top of the screen). Select the appropriate Country (Australian applicants should select “Other Countries”). Select the relevant Academic Division (Undergraduate, Graduate, Hebrew Language etc). The list of supporting documentation required is contained mid-way down the page. Please send in two (2) copies of every supporting document. Supporting documentation should be sent to the address of the relevant division of the Rothberg International School, which is listed at the bottom of the page. It is a good idea to attach a copy of your Online Application (including your Statement of Purpose and Curriculum Vitae) to your supporting documentation. The most common supporting documentation are as follows³:
 - *Medical Certificate* (downloadable as a PDF);
 - *Three-passport sized photographs* with your name/passport number written on the back of each one;
 - For those students wanting to stay in university dormitories, a *Housing Reservation Form* (downloadable as a PDF), which must be accompanied with the required *dormitory deposit* (cash, traveller’s cheque, bank cheque or money order payable to “The Hebrew University of Jerusalem”);
 - *Hebrew Placement Exam* (Both parts 1 and 2 are downloadable as PDFs);
 - *Official Academic Records* (i.e. academic transcript);
 - *Two (2) Academic Recommendations* (sealed in an unopened envelope)⁴; and
 - Photocopy of your *Identification Page in your Passport*.

Step 4: If you are requesting financial assistance from the Australian Friends of the Hebrew University, download an Application Form for Financial Assistance from www.austfhu.org.au/student.html. When sending this to the relevant Student Liaison Officer, please remember to attach a complete copy of your application for study (this includes both the online and hard-copy parts). Your Application for Financial Assistance will then be assessed by our Academic Committee and you will be advised of the result. You will be sent an Acceptance Letter containing a formal offer of financial assistance, which must be signed by you and returned to our office before any funds are deposited into your personal account at the Hebrew University. (NB: if you are *not* requesting financial assistance from the Australian Friends we ask that you send us a complete copy of your application outlined in “Step 3” of this form).

Step 5: Some time after you have lodged your application for study, the Rothberg International School will contact you to advise you of the success of your application. Once you receive formal notification from the Rothberg International School advising you of the success of your application for study, please forward this onto your assigned Student Liaison Officer immediately.

Step 6: Your application is now complete! Don’t forget to download and read through the *Handy Hints for Studying in Jerusalem* Guide from our website.

³ This list is merely a guide. Please check the supporting documentation requirements directly from the Rothberg International School website as the supporting documentation required differs for each program.

⁴ Please ask your referees to make copies of their reference before sealing it in an envelope.