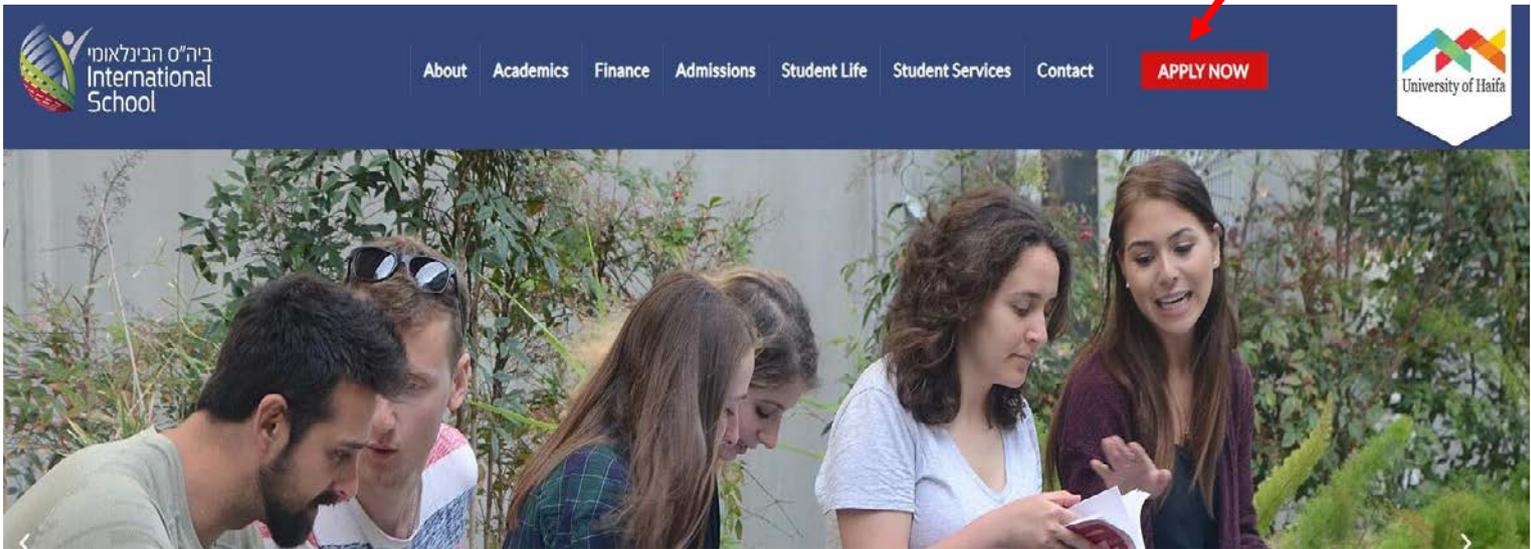
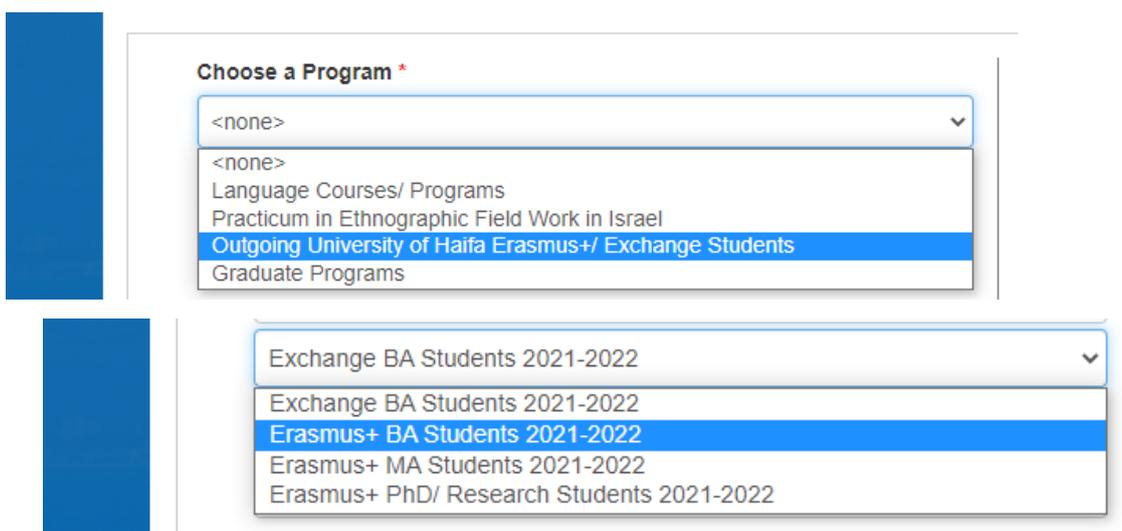


Guide to Registering for Outgoing Study Abroad Programming Exchange Programs and Erasmus+

Step 1. Go to www.uhaifa.org and click on **Apply Now**.



Step 2. Begin creating a user account by choosing the program type: **Outgoing University of Haifa Erasmus+/ Exchange Students** followed by the program of choice: **Exchange BA/ Erasmus+ BA/ MA/ PhD**



Choose a Program *

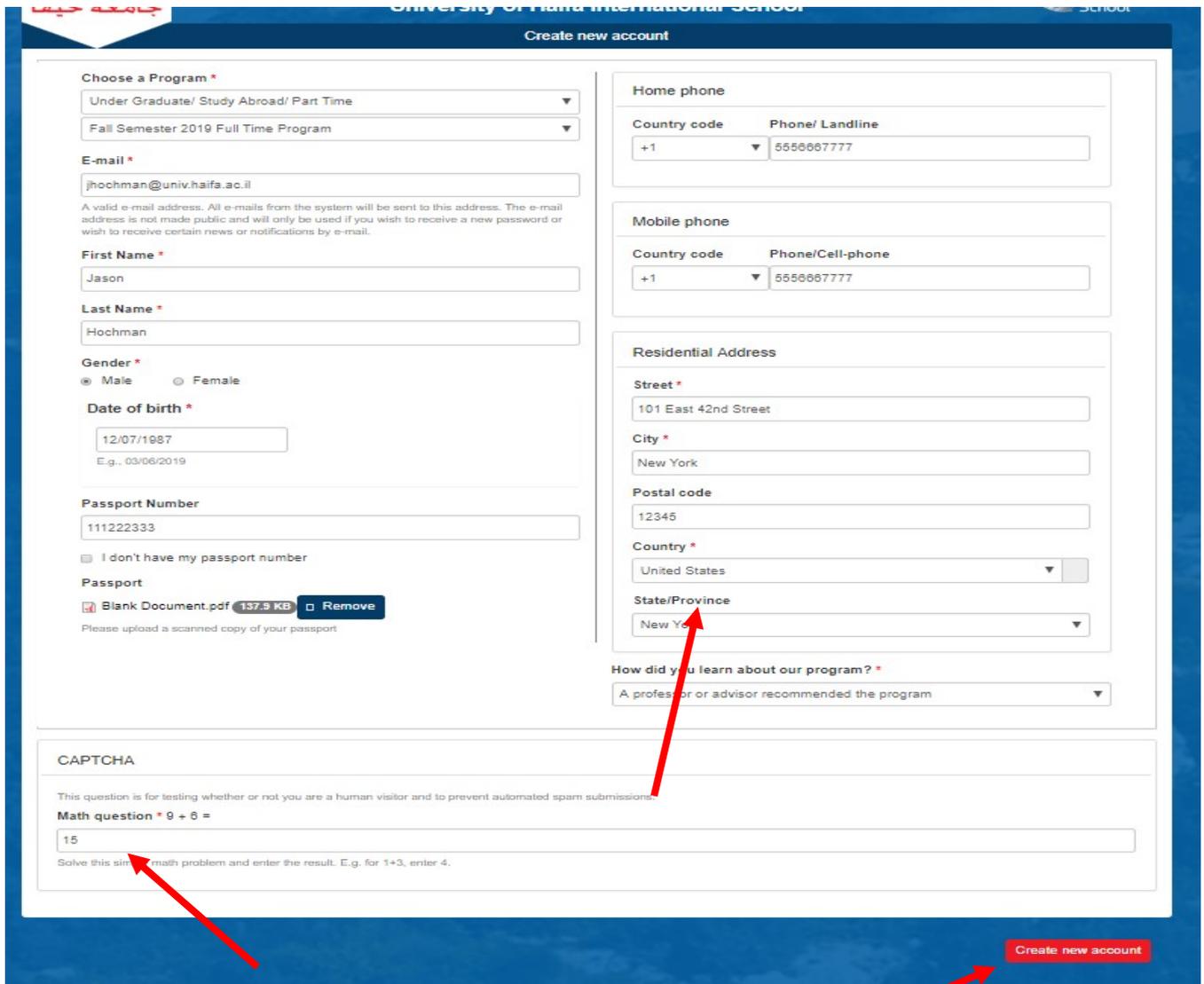
<none>

<none>
Language Courses/ Programs
Practicum in Ethnographic Field Work in Israel
Outgoing University of Haifa Erasmus+/ Exchange Students
Graduate Programs

Exchange BA Students 2021-2022

Exchange BA Students 2021-2022
Erasmus+ BA Students 2021-2022
Erasmus+ MA Students 2021-2022
Erasmus+ PhD/ Research Students 2021-2022

Step 3. Finish creating a user account by filling in all relevant fields, uploading a scan of passport, answering the security math question, followed by pressing **Create New Account**



Create new account

Choose a Program *

Under Graduate/ Study Abroad/ Part Time

Fall Semester 2019 Full Time Program

E-mail *

jhochman@univ.haifa.ac.il

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

First Name *

Jason

Last Name *

Hochman

Gender *

Male Female

Date of birth *

12/07/1987

E.g., 03/06/2019

Passport Number

111222333

I don't have my passport number

Passport

Blank Document.pdf (137.9 KB)

Please upload a scanned copy of your passport

Home phone

Country code **Phone/ Landline**

+1 5558867777

Mobile phone

Country code **Phone/Cell-phone**

+1 5558867777

Residential Address

Street *

101 East 42nd Street

City *

New York

Postal code

12345

Country *

United States

State/Province

New York

How did you learn about our program? *

A professor or advisor recommended the program

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Math question * $9 + 6 =$

15

Solve this simple math problem and enter the result. E.g. for $1+3$, enter 4.

****Any field containing an asterisk is a mandatory field and must be filled out in order to continue with the registration/application process****

****Instead of passport number, Israeli citizens, please put Teudat Zehut number**



Step 4. After completing the preliminary registration page, applicants will receive an email with a link to create a password in order to login and begin their online application.

***Emails may arrive to spam, and it is important check the spam box if the email has not been received within five minutes.**

**** If the email does not arrive to inbox or spam box, please contact: arubin1@staff.haifa.ac.il directly for assistance.**

Step 5. After creating a password, log in to the application platform with your email and the password you have created, followed by the security math question and: **Log In**

Log in

The registration form features the University of Haifa logo on the left and the International School logo on the right. The header includes the text "University of Haifa International School" and "Create new account". The form contains two input fields: "Choose a Program*" and "Home phone".

The login form is titled "Log in" and includes the following fields and instructions:

- E-mail or username***: "Enter your e-mail address or username."
- Password***: "Enter the password that accompanies your e-mail."
- CAPTCHA**: "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions."
- Math question**: "1 + 3 =". Below it, the instruction reads: "Solve this simple math problem and enter the result. E.g. for 1+3, enter 4."

A "Log in" button is located at the bottom right of the form.

International School University of Haifa | 199 Aba Khoushy Ave. Haifa, IL 3498838

Tel: + 972 4 8240766 | Fax: + 972 4 8240391

E-Mail: infoint@univ.haifa.ac.il

Check account information and click: **Save**, this will enable you to begin the application

My account

Account information *

Passport Photo
Choose File No file chosen Upload
More information

First Name *
Jason

Last Name *
Michaels

Gender *
 Male Female

Date of birth *
12/07/1987
E.g., 03/07/2019

Passport Number
123456789
 I don't have my passport number

Passport
Blank Document.pdf 137.9 KB Remove
Please upload a scanned copy of your passport

Student ID Number
Israeli Id Number

Home phone
Country code Phone/ Landline
+1 5556667777

Mobile phone
Country code Phone/Cell-phone
+1 5556667777

Residential Address
Street *
101 East 42nd Street
City *
New York
Postal code
12345
Country *
United States
State/Province
New York

How did you learn about our program? *
A professor or advisor recommended the program

Save

Step 6 Personal Information: After logging in, fill out all of the relevant information and mandatory fields, followed by: **Next Tab**

Registration to: Fall Semester 2019 Full Time Program

PROGRAM ► PERSONAL INFORMATION ► EDUCATION ► STUDENT PROFILE ► RECOMMENDATIONS ► APPLICANT STATEMENT ►

PAYMENT

Personal Information

Emergency Contacts

Language Proficiency

Health Declaration

YOUR PROFILE DETAILS

First Name: Jason
 Last Name: Michaels
 Birth Date: 07/12/1987
 Gender: Male
 Residential Address: 101 East 42nd Street , 12345 , NY
 New York , United States
 Home phone/ Landline: +1-5556667777
 Mobile phone/Cell-phone: +1-5556667777
 E-mail: jjjj@jjjjj.com

[Edit profile](#)

Mailing Address

City

Country

State/Province

Would you like mail to be sent to a different address?
 No
 Yes

Nationality *

Additional Citizenship

Please choose all that apply

Skype ID

[Next Tab](#)

➔

[Previous Step](#) [Go to next step](#)

Step 7. Emergency Contacts: Fill in information followed by: **Next Tab**

Registration to: Fall Semester 2019 Full Time Program

PROGRAM ► PERSONAL INFORMATION ► EDUCATION ► STUDENT PROFILE ► RECOMMENDATIONS ► APPLICANT STATEMENT ►

PAYMENT

Personal Information

Emergency Contacts

Language Proficiency

Health Declaration

In case of emergency please notify

First Name *

Last Name *

Area Code * Phone *

Email *

Relation

Country

[Previous Tab](#)

Contact emergency in israel

Name

Last Name

Area Code

Phone

Email

Relation

[Next Tab](#)

➔

[Previous Step](#) [Go to next step](#)



Step 8 Language Proficiency: Please choose the appropriate option under: **Native English Speaker**.

Native English Speakers- choose Yes, followed by: **Next Tab**

Personal Information

Emergency Contacts

Language Proficiency

Health Declaration

Native English Speaker

N/A

no

yes

Native English Speaker – This option refers to all applicants that are applying from a home University in the USA, Canada, UK, New Zealand and Australia.

Official TOEFL scores

Choose File No file chosen Upload

English Proficiency Exam- minimum score: TOEFL: 89, IELTS: 6, CET 6: 435 or CET 4: 580, level B2 in Erasmus system (For non-native English speakers/ Institutions)

More information

Previous Tab Next Tab

Previous Step Go to next step

Non- Native English Speakers- choose No, followed by filling out the **Language Knowledge** section and, under TOEFL scores, uploading a PDF of: TOEFL scores or proof of completion of your English language requirements. After uploading, choose:

Next Tab

Personal Information

Emergency Contacts

Language Proficiency

Health Declaration

Native English Speaker

N/A

no

yes

Native English Speaker – This option refers to all applicants that are applying from a home University in the USA, Canada, UK, New Zealand and Australia.

Language knowledge *

Language

English

Understanding **Speaking** **Reading** **Writing**

Strong Strong Strong Strong Clear

+ Add another Language

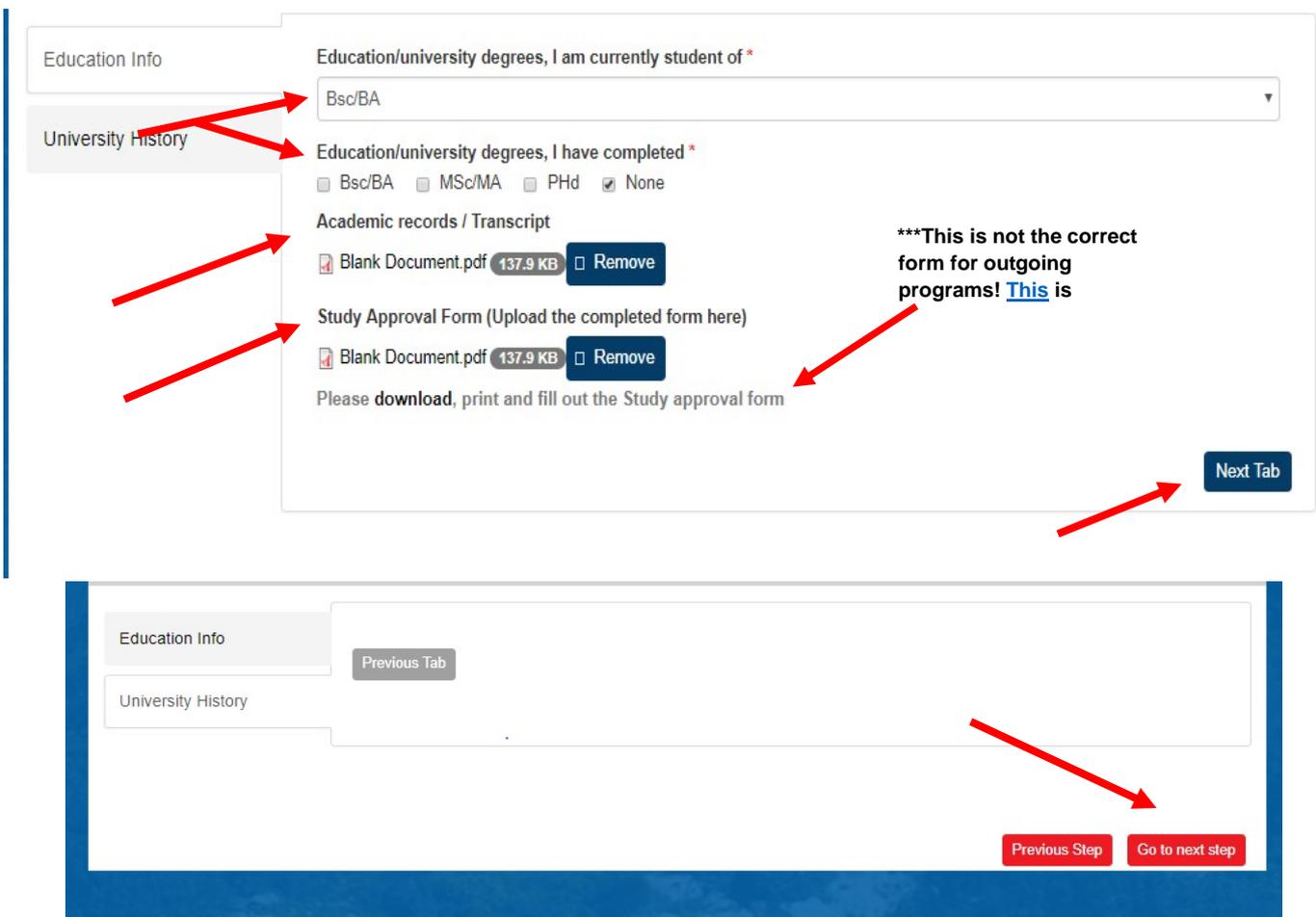
Official TOEFL scores

Blank Document.pdf 137.9 KB Remove

English Proficiency Exam- minimum score: TOEFL: 89, IELTS: 6, CET 6: 435 or CET 4: 580, level B2 in Erasmus system (For non-native English speakers/ Institutions)

Previous Tab Next Tab

Step 9. Education Info: Answer the first two questions (put degree you are currently studying for the second question if you are a BA student) and upload an official copy of your transcript(s) as a PDF (if not in English an official translation must be included) as well as a PDF of the [Learning Agreement](#) (where it says Study Approval Form) which must be filled out and signed by you and your Head of Faculty/B.A. or M.A. advisor (*PhD students, please upload your invitation letter as well in the same PDF), followed by: **Next Tab** and then **Go to Next Step**



Education Info

University History

Education/university degrees, I am currently student of *

Bsc/BA

Education/university degrees, I have completed *

Bsc/BA MSc/MA PHd None

Academic records / Transcript

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Study Approval Form (Upload the completed form here)

Blank Document.pdf 137.9 KB Remove

Please download, print and fill out the Study approval form

***This is not the correct form for outgoing programs! [This is](#)

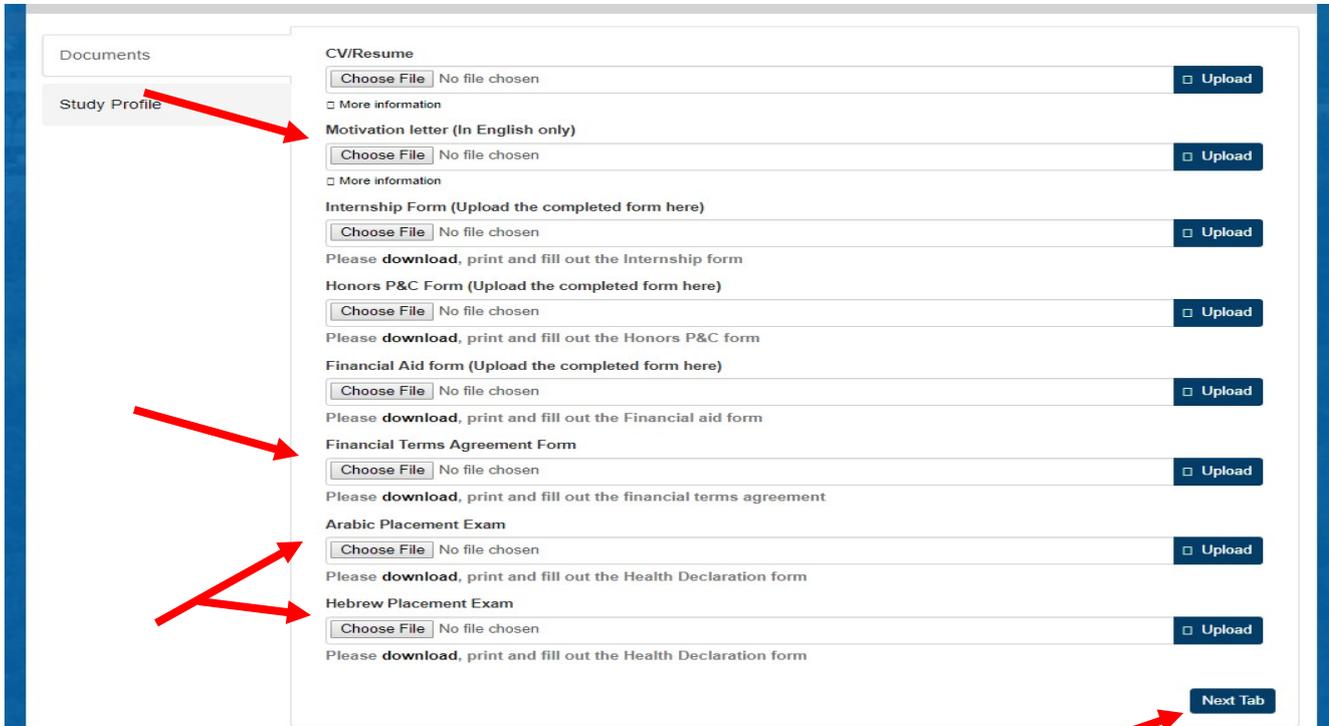
Next Tab

Previous Tab

Previous Step Go to next step

Step 10. **Documents**: Upload PDFs of all relevant supplemental documents.

After uploading, click on: **Next Tab**



Documents

Study Profile

CV/Resume

No file chosen

More information

Motivation letter (In English only)

No file chosen

More information

Internship Form (Upload the completed form here)

No file chosen

Please **download**, print and fill out the Internship form

Honors P&C Form (Upload the completed form here)

No file chosen

Please **download**, print and fill out the Honors P&C form

Financial Aid form (Upload the completed form here)

No file chosen

Please **download**, print and fill out the Financial aid form

Financial Terms Agreement Form

No file chosen

Please **download**, print and fill out the financial terms agreement

Arabic Placement Exam

No file chosen

Please **download**, print and fill out the Health Declaration form

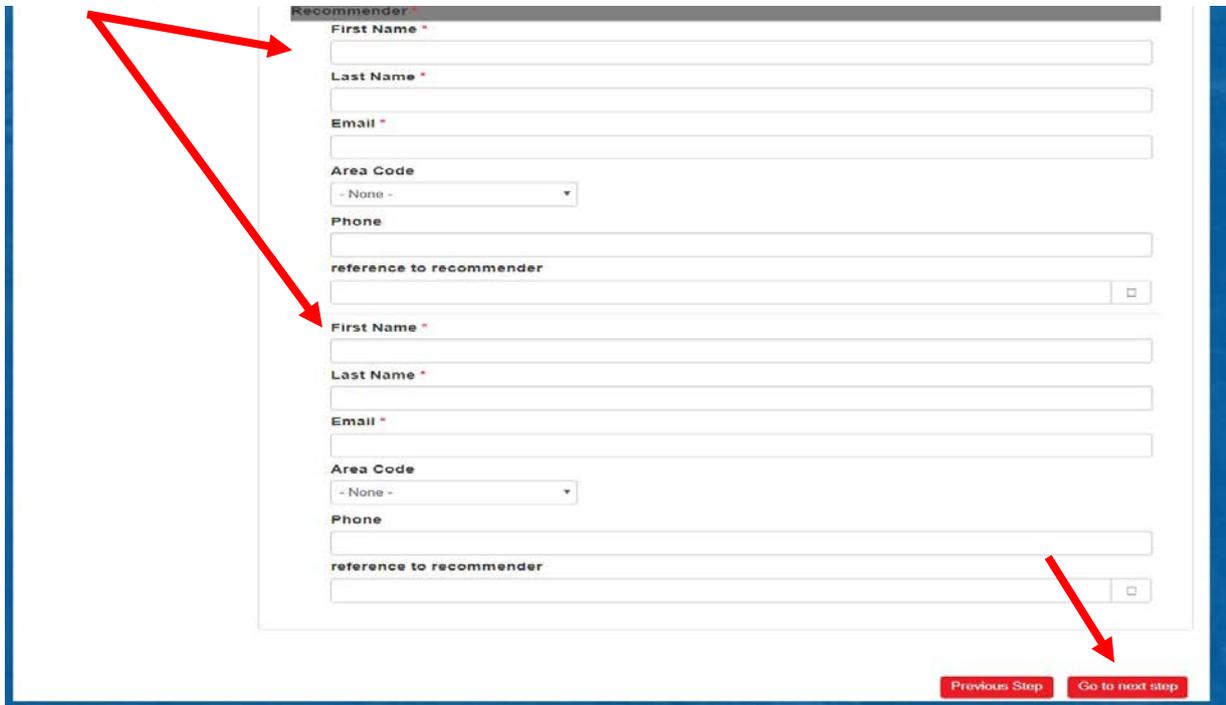
Hebrew Placement Exam

No file chosen

Please **download**, print and fill out the Health Declaration form

Step 11. **Recommender**: Fill in information for **two** academic recommenders, followed by: **Go to Next Step**

*Once you submit the application, the system will automatically contact your recommenders to fill out a recommendation form.



The screenshot shows a web form titled "Recommender" with two identical sections for entering recommender information. Each section includes fields for First Name, Last Name, Email, Area Code (a dropdown menu with "- None -" selected), and Phone. Below these fields is a "reference to recommender" field with a small square icon on the right. At the bottom right of the form, there are two buttons: "Previous Step" and "Go to next step". Red arrows point from the left side of the form to the first and second "First Name" fields, and another red arrow points from the right side to the "Go to next step" button.

Step 12. Applicant Statement (required for completing the application, although portions of the statement are not relevant to outgoing students): Fill in name, email and passport number, and agree to the applicant statement, followed by: **Save**

Applicant Statement

Student's name

Email address

Passport #

As part of my registration application to the University of Haifa (the "University"), I hereby declare as follows:

a. In this Statement the followings terms shall have the meaning ascribed to them as set forth below:
"Addictive Drugs" means all drugs listed in the Dangerous Drugs Ordinance [New Version], 5733-1973. A non-official translation of the Ordinance may be found at https://www.health.gov.il/LegislationLibrary/Samim_01_EN.pdf.
"Abuse of Alcohol" means the excessive use of alcohol leading to hospitalization and/ or intervention of local authorities, and/ or leading to injury or harm of one's self and/ or others.
"Campus" means the Haifa University Campus on Mount Carmel and any other campus in which studies on behalf of the University are being held;
"International School" means the International School of Haifa University.
"International Students" or "Students" means students that are registered with the International School.
"Staff Member" means staff members, employees and service providers of the University.
"Violence" means any form of violence, including physical, mental, sexual or verbal.
"University" means Haifa University.

b. I am providing this Statement as part of my application for acceptance to the University. I understand that as part of the process of considering my application the University will be relying on my undertakings as provided herein. I acknowledge that a breach of such undertakings may result in severe consequences, including, under certain circumstances, my expulsion from the University.

c. At all times during my presence at the University's premises I will act in a respectable and decent manner towards the University's staff and employees and other students and third parties, and will refrain from any offensive and inappropriate behavior.

d. I hereby undertake that at all times during my stay in Israel and so long that I am enrolled as a Student in the University, I will:

- Comply with the laws of the State of Israel;
- Comply with the University's General Code of Conduct a copy of such code may be found at: http://uhaifa.org/images/University_of_Haifa_Student_Disciplinary_Code_of_Conduct_-_English.pdf (the "General Code").
- Refrain from entering all territories controlled by the Palestinian Authority and Hamas.
- Refrain from going on trips (for any reason) to neighboring countries (according to travel warnings published by the University. Strictly abide by the University's Dormitories' rules as set forth in the Dormitories Contract as set forth in: http://uhaifa.org/images/Dormitories_Contract.pdf.
- Refrain from any Violence towards students, Staff Members, University employees or other third parties.
- Refrain from using Addictive Drugs in any manner whatsoever. The aforementioned will not apply to student who have received an official approval from the Israeli Ministry of Health for using a particular Addictive Drug.
- Refrain from the Abuse of Alcohol.
- Provide the University, if requested to do so, complete and accurate information regarding my physical and mental condition. I will promptly update the University of any changes to my health condition prior to and during my program at the University.
- Pay fully and on time all tuition and other payments charged to me by the University as detailed in the International School Financial Terms as set forth in: http://uhaifa.org/images/Financial_Terms_Agreement.pdf
- Obtain valid and sufficient health insurance as required by the University which will be valid from the day I arrive at Israel and through the period of my program at the University.

e. I agree to strictly follow the instructions of the management of the International School, as relayed to me during my stay.

f. If I am accepted as part of a student exchange program between the University and my home institution, or any other similar arrangement, I agree to comply with the terms of such program and/or arrangement, as relayed to me in writing by the University or my home institution. I further understand that a violation of such terms will result in sanctions as agreed between both institutions.

g. I understand that my obligations under this Statement are in addition to, and do not derogate in any way from, my obligations under the General Code and all other official policies and directives of the University. I hereby represent and warrant that I have read the General Code and agree to be bound by its terms.

h. I further understand that if I violate any of the foregoing obligations, the International School may file a complaint to the University's Discipline Committee, and that in such event I may be subject to sanctions imposed upon me by the Discipline Committee. All decisions of the Discipline Committee will be recorded in my personal file and brought to the attention of my home institution (if applicable).

I have read and agree to the Applicant Statement *

[Previous Step](#) [Save](#)



Step 13. You will receive the following message that your application has been successfully submitted:

Congratulations!

You have successfully submitted your online application to the University of Haifa International School.

We will review your application and be in touch in the coming weeks.

Your order number is 5360.

Congratulations! You have successfully submitted your application. We are looking forward to reviewing your materials. Should you have any questions, or need any assistance please contact us by:

Email: arubin1@staff.haifa.ac.il

Phone: 04-8280798