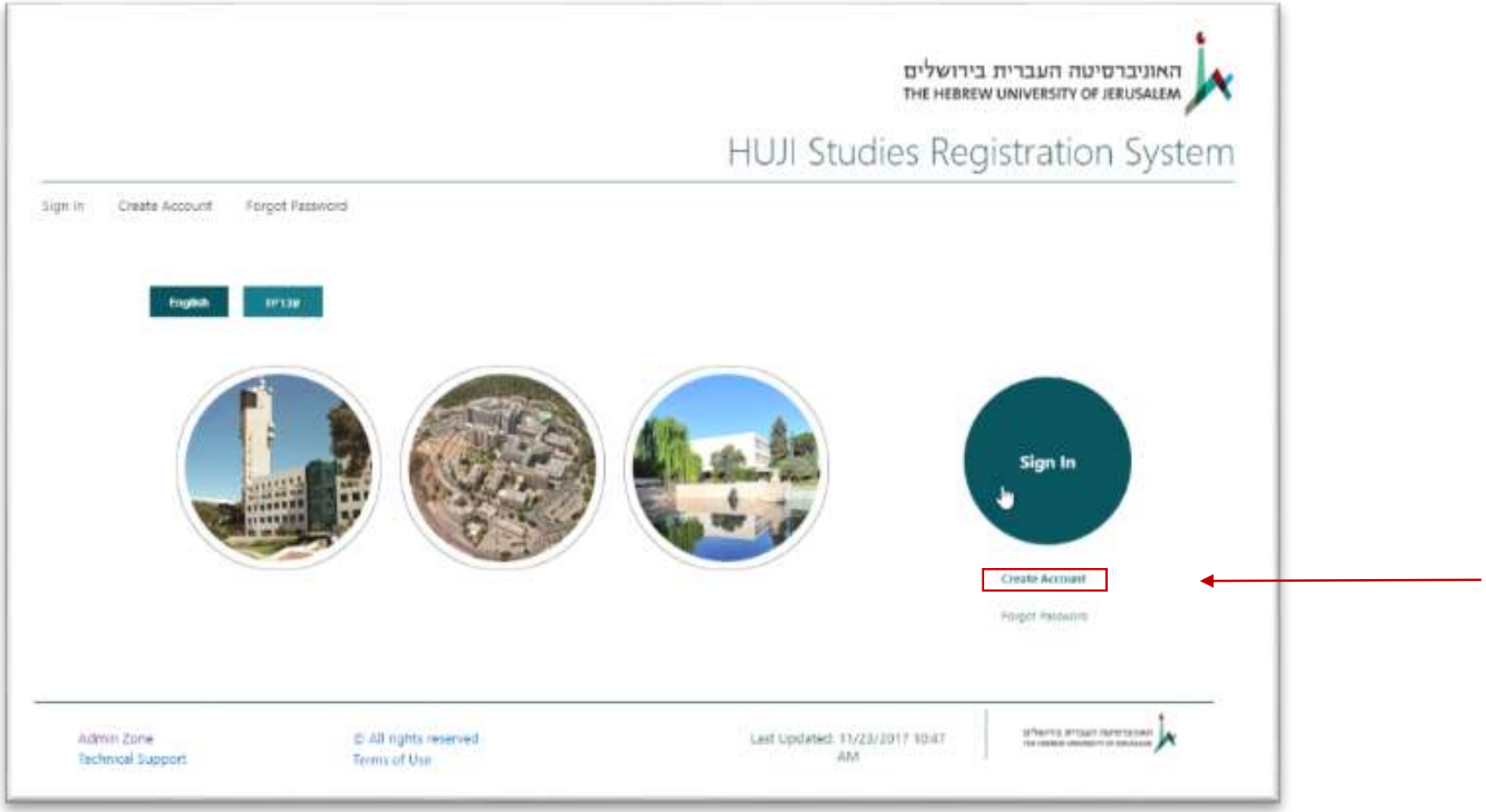
Online Application Instructions

Applicants with Overseas Qualifications

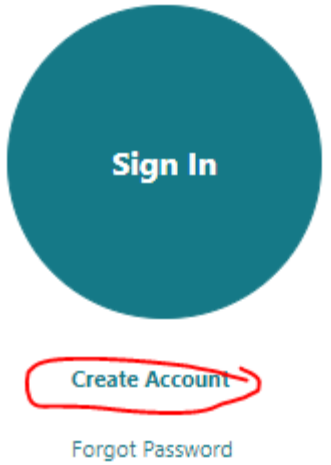
Step 1: Create Your Account

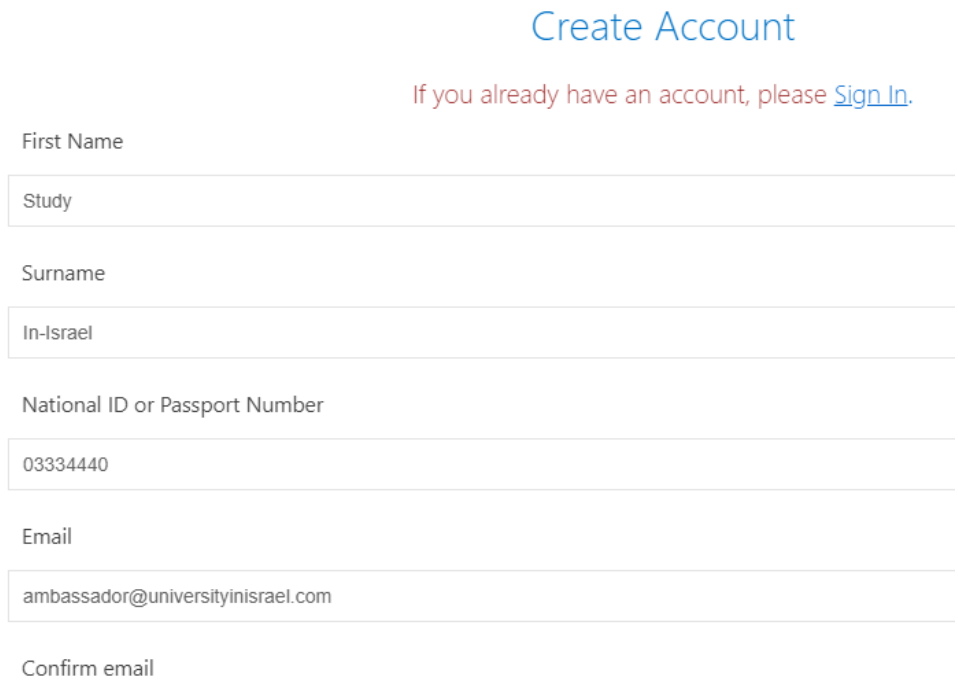
Create an account on the homepage. Within minutes you will receive an Email message with a password. If you do not get a password, please, contact our technical support: helpdesk@ekmd.huji.ac.il.



We recommend applying on a Desktop computer. Please make sure you have your files ready prior to starting this process
http://grs.ekmd.huji.ac.il/Pages/default.aspx

STEP 1; CREATE ACCOUNT

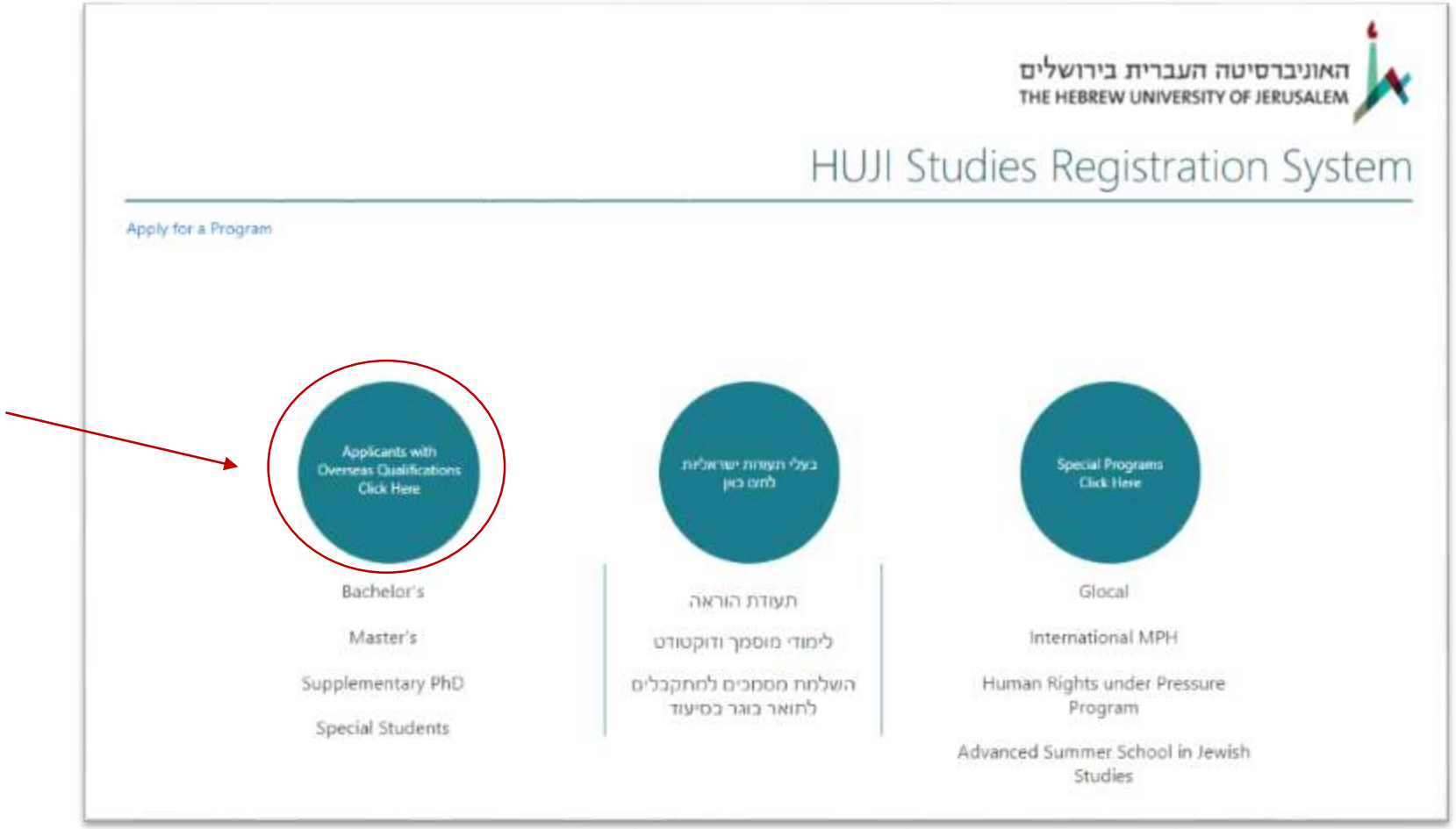




If you have two first or last names, please hyphenate them, as the system does not allow 2 names. If your name appears cut off later in system, please notify the Melton Centre regarding this fact, so your name will appear correctly on your final diploma.

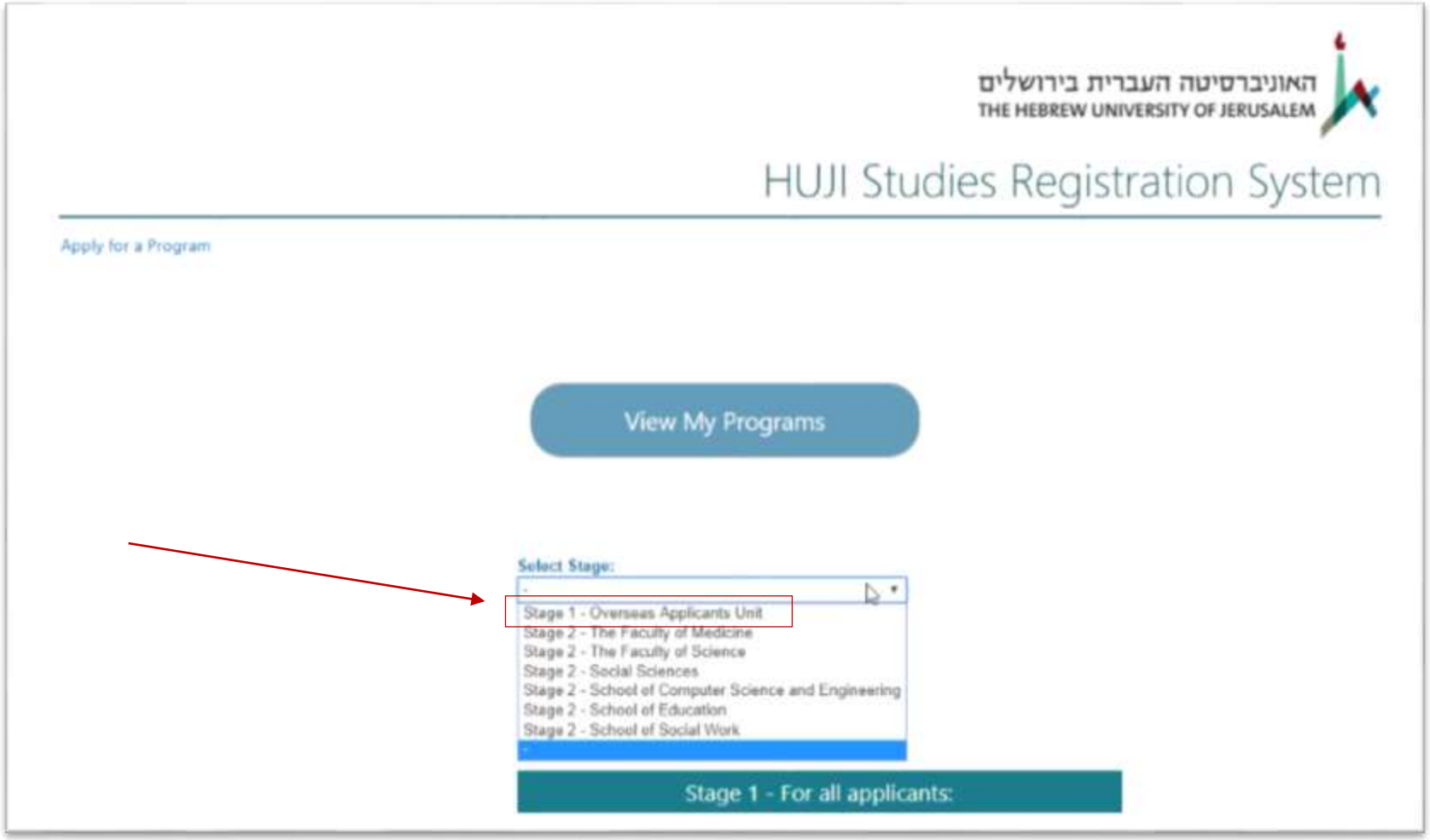
Step 2: Choose the correct circle

After you have signed in, choose the left circle “Applicants with overseas qualification click here”



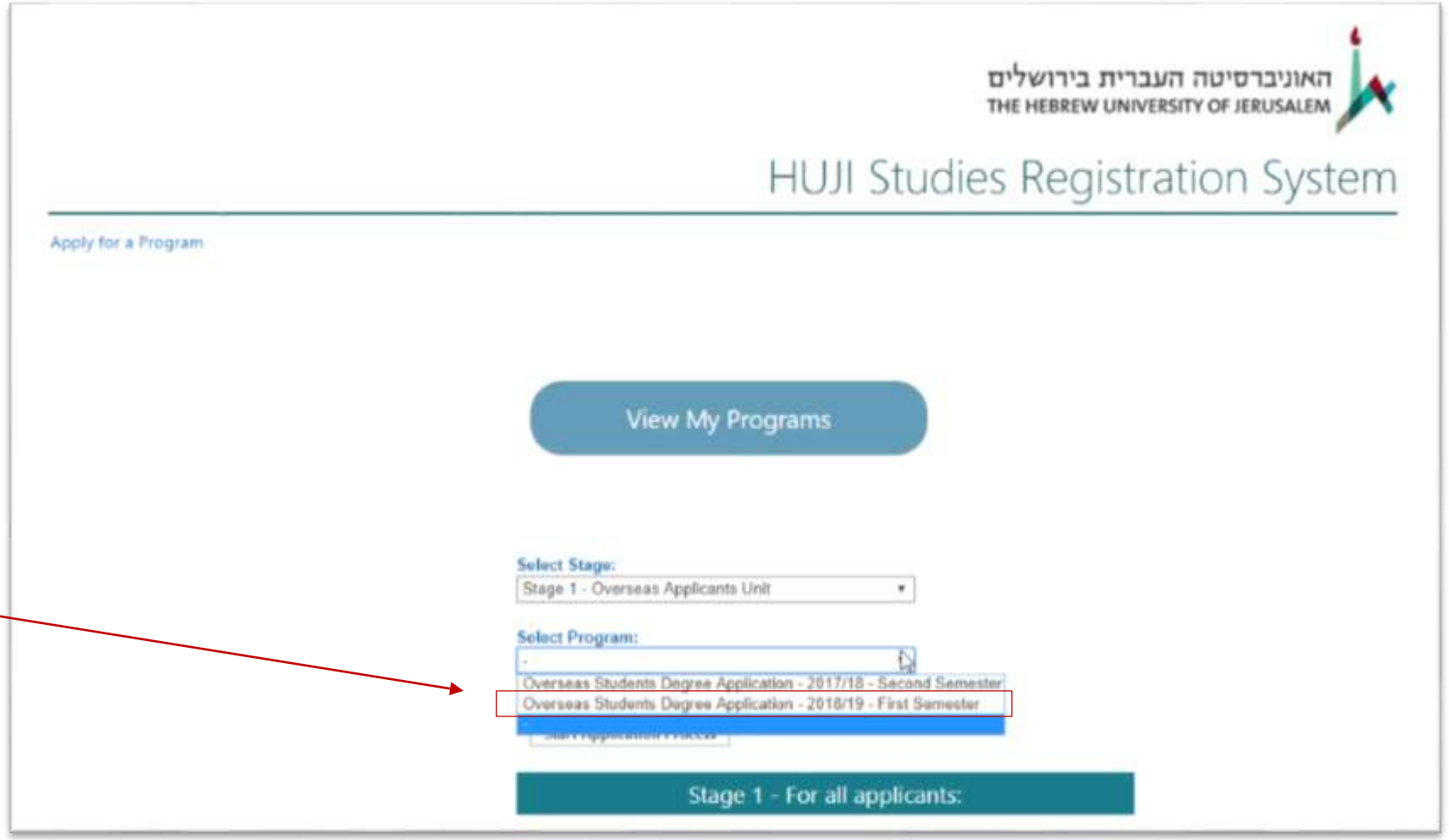
Step 3: Choosing Stage 1

Choose Stage 1: Overseas Applicants Unit



Step 4: Choosing a program

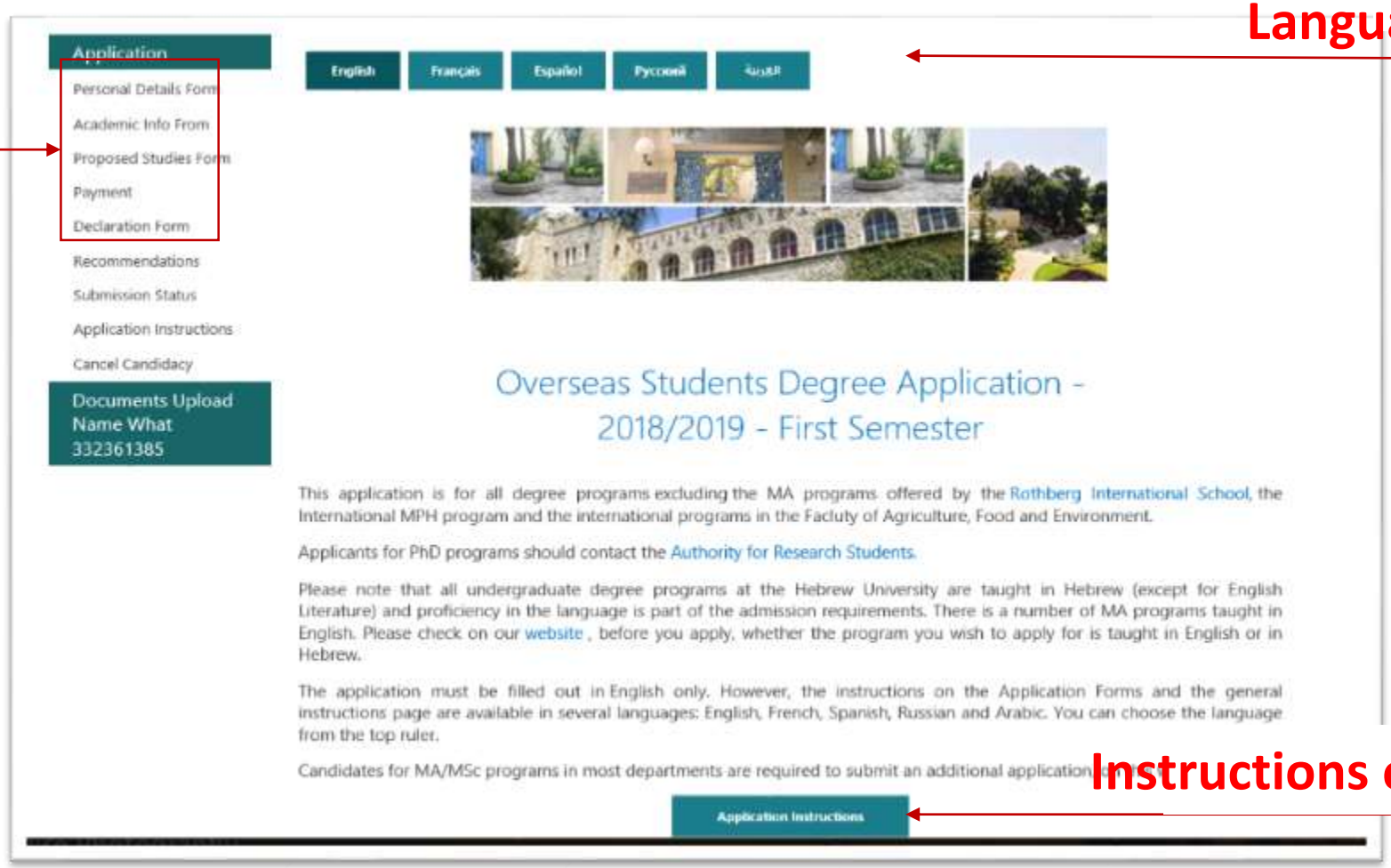
Candidates for the academic year 2019-2020 - Second Semester - should choose the program “Overseas Students Degree Application Second Semester 2019/2020”



You have now entered the application website
where you can find instructions in several languages.

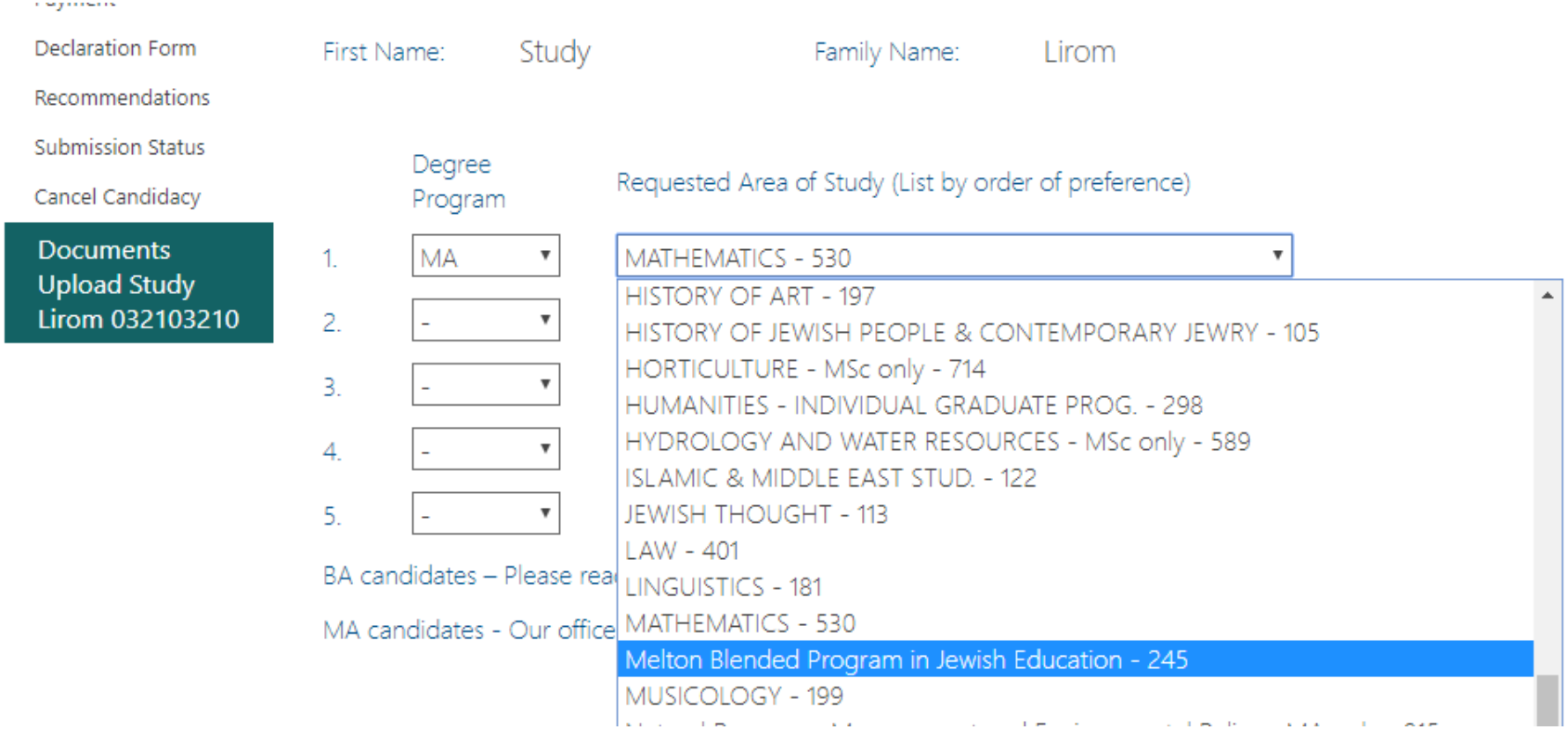
Form-filling

Language choice



Instructions on form-filling

Proposed Studies Form
245 Melton Blended Program in Jewish Education



A. Completing the forms

There are four forms you need to complete:
Personal Details Form
Academic Info Form
Proposed Studies Form
Declaration Form (after the payment is complete)

Under the Link “Application Instructions” you may find specified instructions for each form.

B. Payment

Under the forms list there is a link to the payment page.
You should chose:

110$ - Full Application Fee

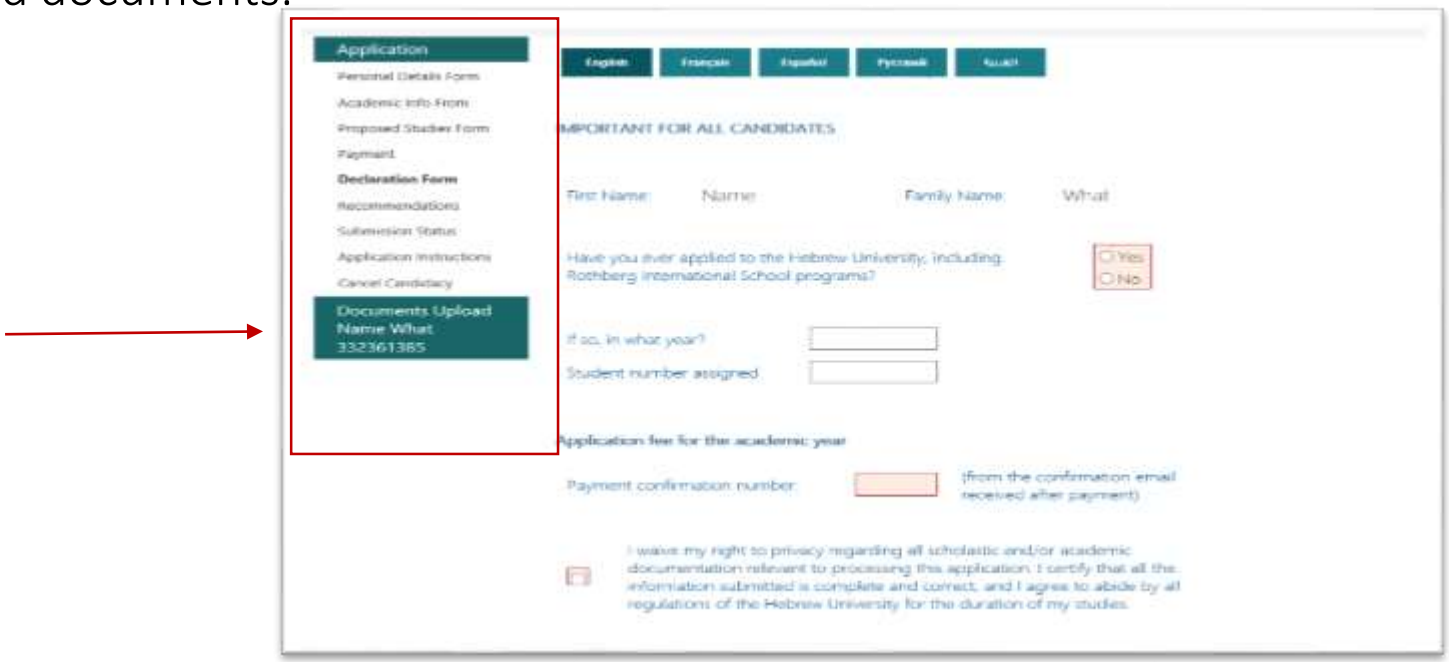
After completion of payment you will receive an Email massage with the payment confirmation and the payment confirmation number. You should copy this number to your Declaration form.
If you do not get a confirmation or rejection message within minutes, do not pay again. Check your spam mailbox, and if it didn't arrive there either, send an immediate message to us: oritk@savion.huji.ac.il.

C. Documents upload

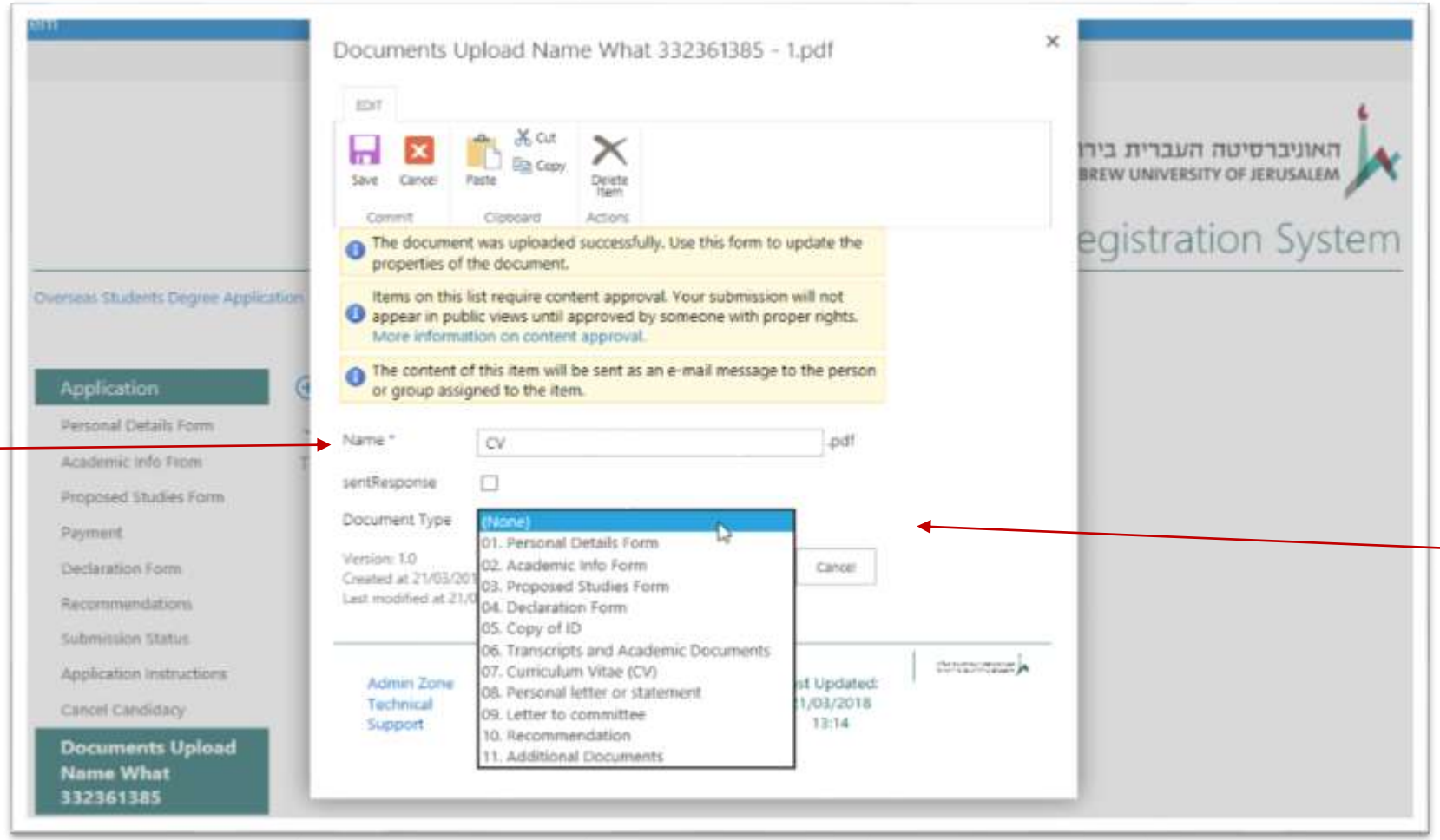
Required documents for submission of the application:

Transcripts of your Previous Studies
Curriculum Vitae (CV)
Copy of Israeli ID or foreign passport
Personal Letter or Statement

The rest of the documents are not mandatory!
To upload the document choose “Upload Document” in the menu on the left column.
Accepted candidates will be required to submit the official transcripts/originals in addition to the uploaded documents.



Important: when uploading the documents, you must both name it and choose an appropriate document type.

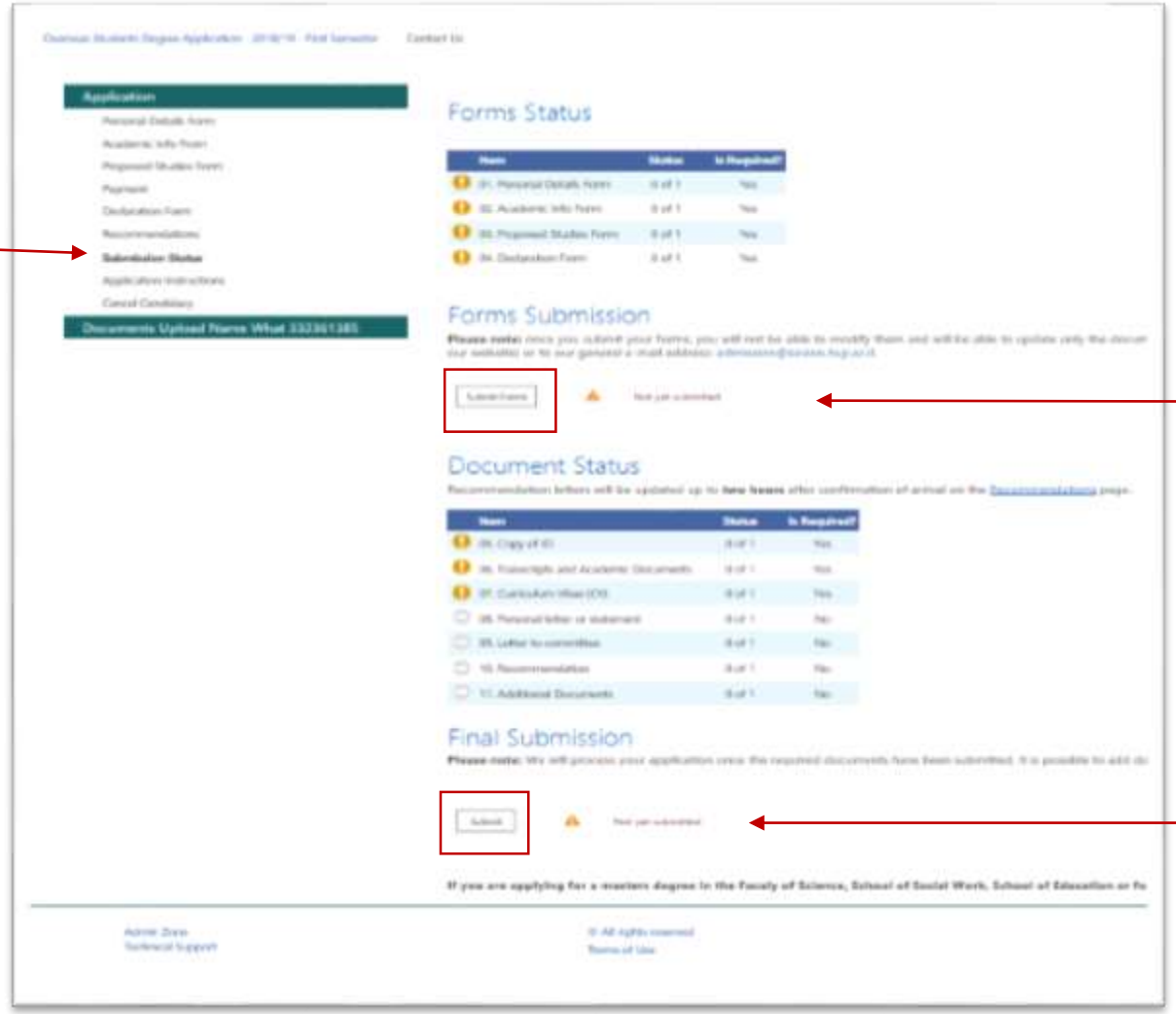


D. Final submission of the application

You must do both Forms Submission and Final Submission. You will be able to submit additional documents but not make changes in the forms. Let us know if you add documents after submission.

We process only the applications which have been passed through all foregoing stages.

Choose “Submission Status”



Permit to access forms

Permit to access documents