

Registration Guide

INFORMATION AND COUNSELLING CENTER FOR UNDERGRADUATE STUDIES

Dear Candidates,

This brochure presents concise information on the requirement criteria, admission procedures, and course availability for undergraduate studies at the University of Haifa. For more information please consult our website at www.haifa.ac.il, under the Application and Registration heading. At the end of this brochure you will find a Supplement for obtaining additional information about new courses and Faculties, invitations for events geared towards prospective candidates, personal assistance and consultation on various academic issues concerning your admission to and studies at the University of Haifa.

► Where to get information?

Website: For information on the University's Faculties and Departments, admission requirements, registration dates and procedures, please refer to our website at www.haifa.ac.il under the heading: Application and Registration.

Forums and Information: a 24 hour service at www.haifa.ac.il.

Information and Counseling Center for Prospective Undergraduate Candidates:

- Information about the various Faculties and Departments at the University.
- Courses and special learning programs in the various Faculties.
- Admission requirements for each Faculty.
- Computerized, user-friendly system for determining the probability of a student's admission.
- Simulations and suggested improvements on personal data.
- Personal consultations.

Location: Main Building, 2nd floor, Room 3.

Open: Sunday-Thursday, 09.30-15.00.

Tel: 04-824-9688/9, **Fax:** 04-828-8666.

E-mail: info-center@univ.haifa.ac.il

Registration:

Location: Main Building, 2nd floor, Room 6.

Open: Sunday-Thursday, 11.00-14.00.

Tel: 04-824-0324/5/6, 04-824-9992/3/4,

Fax: 04-824-9995.

Address for Correspondence:

Registration Department, Main Building, 2nd Floor, Room 6

University of Haifa , Mt. Carmel, Haifa, 31905

University Switchboard: Tel 04-824-0111.

➤ How to Register

Through the Internet:

If you choose to apply to the University using the Internet, there is no need to purchase a Registration Kit. Simply go to the University website at www.haifa.ac.il and click on the heading: **Application and Registration**. All admission requirements and registration procedures are listed here.

By mail:

If you choose to apply to the University by mail, you must first **purchase a registration kit** at one of the Steimatzy book shops located throughout the country. Or you may purchase a registration kit at the Academon Bookshop on the University campus. You may either purchase the registration kit in person or request it by phone by calling the Academon Bookshop at University of Haifa, Tel: 04-824-0210. The Kit includes registration forms, a registration payment fee voucher, and a "Candidates' Guide" with details supplied on the different Departments and Faculties, admission requirements to each, and registration procedures.

When to Register

Registration begins in January and ends at the end of February. Late registration begins in March with higher admission requirements. Admission is dependent on the remaining slots in the individual Departments .

The Psychometric Entrance Test must be taken by July. The last date for the submission of documents and certificates is the end of August

For further information regarding the dates for registration, the last date for the Psychometric Entrance Test, the presentation of documents, and for individual Department's predetermined registration dates, see the "Supplement" at the end of this brochure.

For Departments that do not have a predetermined final date for late registration, registration will close without prior notice. Even for those Departments with a registration deadline, an earlier closure of the registration process is possible without prior notice if no vacancies remain.

It is recommended that you register as early as possible.

What to Study

Undergraduate studies at the University of Haifa offer two possibilities or tracks: a Single Major (120 credit points in one Department) or a Double Major (60 credit points each in 2 Departments). A student needs to accumulate at least 120 credit points to attain an undergraduate degree. Certain Departments offer a Single Major exclusively, while others offer both Single and Double Majors. Students who choose to acquire a Double Major will have a program of study from two Departments.

The following is a detailed list of the University's undergraduate courses listed according to Departments. Please note that the designation of each Department as exclusively Single or as a potentially Double Major is cited in the parentheses.

Humanities

- "Ofakim" – Honors Program (Double Major)
- Art – Creative Trends (Double Major)
- Art – Historical Trends (Double Major)
- Archaeology (Double Major)
- General History (Double Major)
- History of the Middle East (Double Major)
- Jewish History (Double Major)
- Land of Israel Studies (Single and Double Major)
- East Asian Studies (Double Major)
- Multidisciplinary Studies (Double Major)
- Hebrew Language (Double Major)
- Music (Double Major)
- Jewish Thought (Double Major)
- Bible (Double Major)
- Hebrew and Comparative Literature (Double Major)
- Philosophy (Single and Double Major)
- English Language and Literature (Single and Double Major)
- Arabic Language and Literature (Double Major)
- French Language and Literature and French Culture (Double Major)
- Theater – including Acting and Directing (Single and Double Major)

Faculty of Social Sciences

- School of Political Science (Double Major)
- Geography and Environmental Studies (Single and Double Major)
- Economics (Double Major)
- Economics (Single Major): Accounting, Business Administration
- Computer Sciences (B.Sc.) (Single and Double Major)
- Management Information Systems (Single and Double Major)

- Sociology and Anthropology (Single and Double Major)
- Statistics (Single and Double Major)
- Psychology (Single and Double Major)
- Communications (Single and Double Major)

Faculty of Law – L.L.B.

- Law (Single Major)

Combined B.A. Programs (Double Degree)

- Law and "Ofakim" – the Honors Program
- Law, Education and Teaching
- Law and Economics
- Law and East Asian Studies
- Law and Computer Sciences
- Law and Management Information Systems
- Law and Nursing
- Law and Social Work
- Law and Psychology
- Law and Medicine (for students of the Rappaport School of Medicine at the Technion, Israel Institute of Technology,)
- Law and Communications

Faculty of Social Welfare and Health Studies

- School of Social Work (Single Major)
- Communication Disorders (Single Major)
- Nursing (Single Major) – Combined Studies with the Rappaport School of Medicine at the Technion, Israel Institute of Technology
- Physiotherapy (Single Major)
- Occupational Therapy (Single Major) - Combined Studies with the Rappaport School of Medicine at the Technion, Israel Institute of Technology
- Human Resources (Double Major)

Faculty of Education

- Education (Double Major)
- Education (Double Major): Special Education, Educational Counseling, Educational Sciences, Management and Development of Educational Systems

Faculty of Science and Science Education

- Biology (Double Major) (B.Sc.) combined with one of the following departments: Psychology, Computer Sciences, Mathematics.
- Biology (Single Major) (B.Sc.) studies take place at the "Oranim" Campus in Kiryat Tivon.
- Mathematics (Double Major), Mathematics (Single Major) (B.Sc.): Pure Mathematics, Mathematics and Computer Sciences, Mathematics and Application to Science-Intensive Technologies.
- Mathematics-Physics-Computer Sciences (Single and Double Major) (B.Sc.). Studies take place at the "Oranim" Campus in Kiryat Tivon.

Evening Undergraduate Studies

A track unique to the University of Haifa

- School of Political Science (Double Major)
- Geography and Environmental Studies (Double Major)
- Multidisciplinary Studies (Double Major)
- Sociology and Anthropology (Double Major and Single Major)

Diploma Studies

- Museology: for undergraduate degrees
- Library and Information Studies: for undergraduate degrees
- High-School Teacher Training

Necessary Documents for Submission

Applicants are to forward their Matriculation Certificate or their High School Diploma which includes a detailed record of their studies. Those who have attended Post-Matriculation Studies at other institutions of higher learning should enclose official transcripts of those credits as well.

Applicants under the age of 23 are required to attend and complete the Pre-Academic Preparatory Program (the Mechina Program) at the University of Haifa or at another accredited university in Israel.

Students who have completed at least one year of academic studies abroad or in Israel, or those who have served in the Israel Defense Forces, may be exempt from the Mechina Program

➤ Calculating Grade Point Average

Calculating the average of the Israel Matriculation Diploma (the Bagrut)

After adding the bonus marks of at least 4 high school learning units, the average is calculated according to the following formula:

- The mark for each subject (including bonuses, if available) is doubled by the number of learning units for that subject.

- The total of each of the subjects' marks is added together to reach a sum total of all of the subjects together.
- The sum total is then divided by the number of total learning units.

Calculating an Optimal Grade Point Average

When the Matriculation Certificate includes grades for over 20 learning units, the average for the Optimal Grade Point Average will include only the highest grades of those subjects that are not compulsory, as determined by the Ministry of Education and Culture.

► Psychometric Entrance Test

Undergraduate candidates are required to take the Psychometric Entrance Test. The last date for this exam is in July, except for those Departments for which the final date is in April. Those taking the exam in Spanish or French may participate in the July session for all prospective Departments.

The University of Haifa will accept S.A.T. results as a substitute for the Psychometric Entrance Test. Applicants who have taken the S.A.T. in the United States are required to submit an official copy of their scores with their application. This copy must be translated and its scores applied according to the scale of Israel's Psychometric Scoring. See attached 'Supplement.'

Dates

The Psychometric Entrance Tests in Hebrew are held five times a year and in foreign languages twice a year in April and July.

- The registration form must reach the National Institute for Testing and Evaluation in Jerusalem by the end of registration date.

Before choosing a date for the exam, a candidate for admission to the University must make sure that this date is in keeping with the requirements of the individual Departments.

It is recommended that candidates take the exam as early as possible.

For further details regarding the Psychometric Entrance Test please see <http://www.nite.org.il>

- The results of the Psychometric Entrance Test are valid for 10 years from the date that the exam was taken. If a candidate has taken the exam more than once, then the highest grade achieved will be the one taken into consideration.

How to Register for the Psychometric Entrance Test

The forms for registering for the Psychometric Entrance Test are available at all university bookshops, Steimatzy Bookshops, or by written request to: National Institute for Testing and Evaluation, P.O.B. 26015, Jerusalem, 91260.

Additional details on registration and dates are available at Tel: 02-675-9555.

► Who may be Exempt from the Psychometric Test

To be considered for an exemption from the Psychometric Entrance Test, candidates with a high average on their Matriculation Certificate (an Optimal Grade Point Average of at least 10) and who wish to study in the Faculty of Humanities (excluding the "Ofakim" – Honors Program), must fulfill the following requirements:

- Fulfillment of additional admission requirements.
- English Proficiency Test (AMIR).
- Hebrew Proficiency Test (YAEL) for candidates whose language of high school instruction was not Hebrew.

Candidates over 30 years old with Matriculation Certificates of an Optimal Grade Point Average of 7.5 or more, may be admitted to the Faculty of Humanities (excluding the "Ofakim" – Honors Program) and to the Department of Geography and Environmental Studies, upon meeting the following requirements:

- Fulfillment of additional admission requirements.
- English Proficiency Test (AMIR).
- Hebrew Proficiency Test (YAEL) for candidates whose language of high school instruction was not Hebrew.

Admission will be conditional on the achievement of a grade point average of at least 70 at the end of the first academic year. Continuation to the second year of undergraduate studies is contingent on this requirement being met.

Candidates over 30 years old with no Matriculation Certificate may be admitted to the Faculty of Humanities (excluding the "Ofakim" – Honors Program), upon meeting the following requirements:

- Successfully completing the Preparatory Academic Program or Evening Program at the Pre-Academic Unit of the University of Haifa (exclusively).
- Successfully completing studies in two introductory courses in the Faculty of Humanities.
- Fulfilling the requirements in English as a Foreign Language.
- Hebrew Proficiency Test (YAEL) for candidates whose language of high school instruction was not Hebrew.
- Fulfillment of additional admission requirements.

Candidates over 42 years old, with full a Matriculation Certificate may be admitted to the Faculty of Humanities (excluding the "Ofakim" - Honors Program), the School of Social Work, Department of Education, and the Department of Geography and Environmental Studies, upon fulfilling the following conditions:

- Entrance Exam or Personal Interview (if required).
- English Proficiency Test (AMIR).

- Hebrew Proficiency Test (YAEL) for candidates whose language of high school instruction was not Hebrew.
- Achievement of a grade point average of at least 70 at the end of the first academic year. Continuation to the second year of undergraduate studies is contingent on this requirement being met.

Candidates with a Three-Year Teaching Certificate (from a college or seminary recognized by the Ministry of Education and Culture), and a full Matriculation Certificate, who wish to be admitted to the Special Program of Higher Learning for Senior Teachers in the Departments of Multidisciplinary Studies or Jewish History, may be admitted upon fulfilling the following conditions:

- English Proficiency Test (AMIR) at a level required by the Departments.
- Hebrew Proficiency Test (YAEL) for candidates whose language of high school instruction was not Hebrew.

Fulfilling the Admission Requirements in English

A candidate's level of English knowledge is determined by the Psychometric Entrance Test given by the National Institute for Testing and Evaluation, or by the AMIR test and the English grade of the Matriculation Certificate. The higher of the two grades will be considered. A candidate who is exempt from the Psychometric Entrance Test, must take a separate English Proficiency Test (AMIR). In past years the minimum grade for admittance to the University of Haifa was 85 in the English section of the Psychometric or AMIR test, or a Matriculation grade in English of at least 70 in 4 learning units, or a grade of at least 60 in 5 learning units. The AMIR grade is valid for 10 years. If a candidate has taken the Psychometric Entrance Test or AMIR test more than once, the highest grade achieved will be the one considered.

Dates for English Proficiency Test (AMIR)

Registration forms for the AMIR test may be purchased at University bookshops or by written application to the National Institute for Testing and Evaluation, P.O.B. 26015, Jerusalem 91260. Additional information on registration and dates are available at Tel: 02-675-9555.

Fulfilling the Admission Requirements in Hebrew

The Hebrew Proficiency Test (YAEL) is one part of the Psychometric Entrance Test. There is no need for special registration though there are special dates and registration for those candidates who only need to take the Hebrew Proficiency Test (and not the whole Psychometric Entrance Test). Details and registration forms are available at the Registration Department prior to the date of the exam. The YAEL grade is valid for 10 years. If a candidate has taken the Psychometric Entrance Test or AMIR test more than once, the highest grade achieved will be the one considered.

To pass, a candidate must achieve a final grade of 94 in the closed section and 91 in the open section, and an average grade of at least 115. The average is determined equally by both sections.

Formulating Admission Grades for Individual Faculties

Every Faculty has its own formula for calculating admission grade components. Certain Faculties use a ratio of 2:1, meaning they double the weight of the Psychometric component in relation to the Matriculation component. Other Faculties use a 3:1 ratio in determining the admission grade total of the Psychometric component in relation to the Matriculation component.

- Candidates with Matriculation Certificates who have received a grade of 600 or more in the Psychometric Entrance Test, will be admitted to the Humanities Faculty (except the "Ofakim" – Honors Program) and the Departments of Education, Geography and Environmental Studies, and Statistics without having their Matriculation grades calculated in the sum total of admission grades. They may have to fulfill additional departmental admission requirements.

Calculating the Admission Grade:

- Matriculation Standard Average – BT.
- **General Psychometric Grade** – for all university Faculties (excluding the Mathematical Department). The applicant will receive the grade from the National Institute for Testing and Evaluation – PC.
 $PC = (2 \times \text{quantitative thought} + 2 \times \text{verbal thought} + \text{English}) \times 1.132 - 65.3.$
- **Psychometric Grade in Mathematics** – for Mathematics and Scientific Departments only: Mathematics, Economics, Statistics, Computer Sciences and Management Information Systems, Biology – PM.
 $PM = (6 \times \text{quantitative thought} + 4 \times \text{verbal thought} + \text{English}) \times 0.514554 - 65.3.$

For the Table of Admission Conditions for the Various Faculties see the "Supplement" at the end of this brochure.

Applicants who have fulfilled Partial Academic Studies

Candidates from recognized academic institutions, who wish to apply to undergraduate studies at the University of Haifa, must fulfill the following requirements:

- Possess an Israeli Matriculation Certificate (meeting all the University requirements) or an equivalent certificate.
- Submit an official or authorized transcript of their grades from their previous university, including confirmation of the level of English as a foreign language.
- Take the Psychometric Entrance Test.
- All of above listed conditions are subject to the approval of the Department to which the candidate applies.
- Confirmation of exemption from the YAEL Hebrew Proficiency Test (if the language of high school instruction was not Hebrew) and the candidate has not taken the Psychometric Entrance Test in Hebrew.
- English as a foreign language. Candidates for second year studies must have reached an 'Advanced' level of English. Third year candidates must have a proficiency level which exempts them entirely from taking English as a foreign language.
- Department exams and/or personal interviews and/or being the appropriate age for the Departments and their specific requirements.

► Student Assistance

Assistance Scholarships

- **Dean of Students:** An assistance scholarship will be given based on socio-economic data. Students need to apply for a scholarship on the appropriate forms, available at the Academom Bookshop at the University at the beginning of August. The last date for application for the scholarship is one week after the commencement of the academic year.
- **Ministry of Education:** The Ministry of Education grants scholarships and loans to students based on their area of residence and their socio-economic status. Forms for this application may be purchased at the Academom Bookshop at the University during the first month of the academic year.
- **The Joseph S. and Caroline Gross Memorial Fund for the Advancement of Discharged Soldiers:** The Gross Fund awards scholarships to discharged soldiers, or to those individuals who have completed two years of national service, or to minorities, or to students of Ethiopian origin, or to residents of development towns, or to 'lone' soldiers, those residing in the country without their families. Students can apply to the Gross Fund until the end of November. Application forms are available at: 8 Hazfira St., Jerusalem 93102, Tel: 02-561-7176, Fax: 02-566-0549.
- **Scholarships for Permanent Residents of Haifa:** The Haifa Municipality in conjunction with the University of Haifa awards scholarships for students at the University of Haifa only. To be eligible, candidates must be permanent residents of Haifa for the previous three years. Applications are accepted during the second semester of the academic year. Forms are available at the Scholarship and Socio-Welfare Department of the Haifa Municipality.
- **IMPACT Fund – "American Scholarship Fund for IDF Soldiers":** The Fund provides financial assistance to discharged combat soldiers who served in the IDF and cannot afford tuition fees. The scholarship's aim is to assist the discharged soldier in paying tuition fees from commencement to the completion of the undergraduate degree. For more details: Tel. 03-544-5731.
- **AISAF FUND – The International Fund for Education:** The Fund awards scholarships to undergraduate students. The goal is to provide equal opportunities to all students and to reduce the social and economic gaps in Israeli society. Criteria for assistance include economic and social status and academic achievement. Applications are accepted beginning in July. For more details: Tel. 04-824-0307, 04-824-9963.
- **The Unit for Social Involvement –** The University's sensitivity to problems of social, economic and educational gaps has led to the establishment of the Unit for Social Involvement. The Unit's purpose is to strengthen the academic advancement of students from development towns, border settlements, villages, and underprivileged neighborhoods in cities and towns. The Unit adopts students after special considerations. The emphasis is on academic potential and social involvement. Students who are accepted to the Unit receive a partial scholarship to fund their tuition, auxiliary lessons and personal counseling by the Unit's team. Applications are accepted beginning in July. For more details: Tel. 04-824-0665.

- **PERACH –The Tutoring Project:** A student who joins PERACH, meets twice weekly (each meeting lasts for two hours) with a young trainee (or a group of trainees). The student receives a scholarship which covers up to 50% of the annual tuition fee. Registration takes place at the beginning of August. Additional details are available on the Project's website: www.perach.org.il. Tel: 04-824-0547.

- **Loans:**

- The Trust Company of Bank Leumi provides annual affordable loans for students discharged from the IDF, according to their financial status. The loans are given through the Scholarship and Welfare Department in the second semester of academic study.
- Every Israeli citizen, studying for an undergraduate degree during the regular academic year and who pays tuition of not less than 75% of the full amount, is eligible to receive a loan covering the total amount, under an arrangement of the Government of Israel and the universities in Israel. Details are available at the Tuition Fees Department.

- **The Department for Academic Aid:** The goal of this Department is to improve the academic standing of the students at the University of Haifa. The Department provides counseling and academic support to all students, which include among other services, auxiliary lessons, enhancement courses, and personal tutoring. Particular assistance is given to the following population:

- First year students
- Minority students
- New immigrant students
- Students of Ethiopian origin
- Students funded by the Student Authority

For additional details: Tel. 04-824-9964.

- **The Berman Center – Psychological and Career Guidance Center:**

- A counseling service for career planning, academic studies and vocational options. The sessions include discussions, questionnaires and tests, acquiring tools for time management and study skills, and coping with test-related anxiety.
- Data library on study subjects.
- Information on graduates from the different Faculties and Departments at the University: places of employment, job descriptions and salaries.

* These services require payment. Students who are eligible, receive a discounted rate. For coordination and information: The Berman Center, Tel. 04-824-9508.

Student Authority Tuition Scholarships for New Immigrants

The Student Authority provides information and counseling to immigrant students about tuition scholarships. For additional information, please see:

<http://www.moia.gov.il/english/students/students1.htm> or contact one of the regional offices:

Student Authority - Regional Offices:

Haifa, 15 Pal-Yam Blvd., Tel: 04-8631147

Jerusalem, 15 Hillel Street, Tel: 02-6214542/1/0

Tel Aviv, 6 Esther Hamalka Street, Tel Aviv, Tel: 03-5209140/181

Be'er Sheva, 31 Shazar Street, Tel: 08-6261230/1

► Dormitories

The University of Haifa provides dormitories for singles and for married couples. Approximately 1000 students can be accommodated. Registration for the dormitories begins in May. Registration forms may be acquired at the Academon Bookshop on campus or by mailing a postal order to the Academon Bookshop. For more details and information: Tel.04-824-0210.

Note: Only students accepted at the University during the period of registration by the end of September are eligible to apply for a room in the dormitories. The Letter of Acceptance from the University Registration Department must be included with the registration forms. All requests will be reviewed based on criteria and availability.

It is recommended that students register early for the dormitories in order to ensure that their requests be considered in a timely fashion.

For additional details, call the Dormitories' Office: Tel 04-828-8219, Fax: 04-825-6335, or visit the website at: www.hudorms.haifa.ac.il.

► Library

University of Haifa has one main library serving the University community in all areas of study and research. The library contains books, printed and electronic periodicals, video films, maps, multimedia disks, musical CD's, digital pictures and computer software programs. In addition, research material may be ordered from other libraries in Israel or from abroad. The electronic printout system (the repository for the compulsory reading for many courses) is accessed from any computer, on and off campus through the World Wide Web of the Internet. The library has developed interactive assistance programs which aid in accessing and using the varied library resources. The library team will be happy to assist you. Please do not hesitate to approach them.

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University of Haifa – Map Legend

Dormitories

Welfare Services

Psychological Guidance Center

The Academion Bookshop

Issta Travel Agency

Clalit Health Fund Clinic

Shila Dental Health Clinic

Bank Hapoalim

Postal Agency

Museum and Galleries

Insurance Agency

Minimarket

Egged Bus Service

Taxi Service

Restaurants, Cafes and Canteens

Clothing Stores

Shoe Store

Photography Shop

Health and Fitness Club

Tennis Club

Squash Club

Everything you need – University of Haifa!

To: University of Haifa
Information and Counseling Center for Undergraduate Studies

Tel: 04-824-9688/9

Fax: 04-828-8666

E-mail: info: center@univ.haifa.ac.il

First Name: _____

Family Name: _____ I.D. No.: _____

Address: _____

Tel: _____

Cellular phone: _____

E-mail: _____

I am interested in receiving information on the following Departments:

1. _____

2. _____

I am interested in receiving invitations for events sponsored by the University for prospective candidates.

I am interested in receiving personal counseling from the Information and Counseling Center for Undergraduate Studies.

Please respond to the following questions to help us improve our abilities to help you:

Has the brochure helped you with information on the registration procedures of the University?
Yes / No

Have you used the University website? Yes / No

Comments: _____