Acceptance

Students will be accepted whose application forms, recommendations, and scores on required tests give satisfactory evidence to the Admissions Committee that they will profit from and contribute to the program of the university. Because of the cross-cultural environment in which the student will live and study, character as well as academic ability is an important factor in the selection process.

The university provides both graduate and undergraduate programs of study. A prospective student must have completed all of the requirements for his or her undergraduate degree before beginning a graduate degree program at the university.

Non-Discrimination Policy

Students are accepted regardless of sex, race, national, or ethnic origin. Handicapped persons will be considered for acceptance to the university if sufficient evidence is presented that they are capable of participating in the numerous physically demanding field trips and can cope with the basic accommodations available.

Application Procedures

Applicants for Long-Term Programs

An applicant should specify which of the following application forms is needed:

1. M.A. Student Application: for those applying for any of the M.A. degree or one-year certificate programs.
2. Transfer Student Application: for graduate or undergraduate students from the university’s Associated Schools.
3. Special Student Application: for graduates or undergraduates applying to study at the university for a semester or year, and are neither applying for an M.A. program nor are students at an Associated School.

All requests from North America are made to the North American office of the university. All other requests are made to the Jerusalem office.
Applications from North American students are submitted to the North American office in Rockford, Illinois, and must be accompanied by the application fee and deposit in U.S. dollars. The deadline for applications is three months before the beginning of the semester applied for. If a scholarship application form is included, the deadline is four months before the semester begins. Applications are not processed until all necessary forms, references, and fees are received at the U.S. office. (see page 46 – Financial Planning)

Students from countries other than those in North America send their application, references, and fees in U.S. dollars by air mail to the Jerusalem office. Students whose native language is not English must also submit their TOEFL (Test of English as a Foreign Language) score. A minimum TOEFL score of 550 is required for admission. (see page 61 – English Requirement)

Applicants for long-term programs are required to enroll for at least 12 credit hours. Students who have resided in Israel for at least eight months may apply to study on a part-time basis. (see page 69 – Student Status, and page 70 – Student Visas)

Single students are required to live in campus residences for their first year of study. Students who have lived in campus residences at least two semesters may live off-campus if they wish. Limited housing for married couples is available on-campus. Married students must state clearly, in writing, their intention to bring their spouse and their request to live on-campus. An additional fee is charged for private accommodations. There are no facilities on-campus for students with children. These students make their own housing arrangements off-campus. Contact the Jerusalem office (Attn. Student Services) for assistance and suggestions about off-campus housing. It is strongly recommended that no housing contracts be signed without first consulting the Jerusalem office.

Students planning to transfer credits from Jerusalem University College to their home institution should submit their application after consultation with their home institution. They should contact the faculty representative of the university at their school for further information. (see page 44 – From the University; page 70 – Transfer Students Status)
Individual Applicants for Short-Term Programs
Applications from North American students are submitted to the North American office, accompanied by the application fee, deposit, and the fee for books and maps in U.S. dollars. The university must receive applications no later than three months before the desired program begins. Late applications will be placed on a waiting list. Applications are not processed until all necessary forms, references, and fees are received at the North American office. Do not make any flight reservations until you have received written acknowledgement of your admission into the program.

Students from countries other than those in North America send their applications, other forms, and fees in U.S. dollars by air mail to the Jerusalem office.

Group Applications for Short-Term Programs
North American group leaders submit one group application with fees to the university office in Rockford, Illinois. The deadline for application for the regularly scheduled short-term programs is three months before the beginning of the desired program. The deadline for specially arranged programs is six months before the beginning of the program. Group leaders should begin planning at least one year in advance and contact the university office in Rockford, Illinois, at that time with an estimate of the number of participants, desired dates and other program particulars.

Group leaders from countries other than those in North America collect all completed applications and fees in U.S. dollars and mail them in one batch to the Jerusalem office. The deadline for application for the regularly scheduled short-term programs is three months before the beginning of the desired program. The deadline for specially arranged programs is six months before the beginning of the program. Group leaders should begin planning at least one year in advance and contact the Jerusalem office at that time with an estimate of the number of participants, desired dates and other program particulars.

Transcripts to the University
Applicants for long-term programs other than transfer students from Associated Schools, must request that all schools beyond the
secondary level which they have attended forward transcripts to the appropriate office of the university. Failure to request such transcripts promptly may cause unnecessary delays in processing applications. Transfer students from Associated Schools must submit their application with their registrar’s signature verifying that they meet the admission requirements.

In countries where schools do not utilize official transcripts, the student must request that the schools send to the university’s Jerusalem office an authorized copy or record of the subjects studied, grades earned, examinations passed, and diplomas, certificates, and degrees received, as well as similar records of customary or state-recognized examinations and certificates. The university must receive these records before the application can be processed.

Notification of Acceptance

Applicants for long-term programs will be notified promptly of the receipt of their application forms. They will then be notified of their acceptance into the program, or their rejection, approximately one month after receipt of all the necessary materials. Applications cannot be processed until all required forms, references, and fees have been received.

Applicants for short-term study will be notified of their acceptance, or their rejection, approximately two weeks after the receipt of their complete application packages and fees. Receipt of study materials does not guarantee acceptance into a program; rather, it makes possible an early start on study before the program begins. If the application is not approved, unmarked and undamaged study materials may be returned for a refund.

Delayed Matriculation

The files of newly accepted long-term students who must postpone study at the university will be held open up to one calendar year; thereafter, complete re-application, with the regular fees, is required.

For M.A. students already enrolled but having to interrupt their studies for a period of time, a continuation fee is charged each
semester they do not enroll. This keeps their files active. (see page 57 – Active File)

Short-term students who are unable to attend the program for which they have been accepted may transfer to any other short-term program if space allows and if a request is made in writing at least one month before the start of the original program. Applications are kept on file for one calendar year from the date of the original application. After that time, complete re-application, with the regular fees, is required.

Transfer of Credits

To the University
A total of 12 semester credit hours from accredited graduate institutions is transferable to the graduate degree programs of the university if the grades are B-minus (2.7) or above, and not used toward a certificate or a degree elsewhere. The credits must have been earned within seven years prior to matriculation and be applicable to the student’s particular degree program. The university reserves the right to accept or refuse transfer requests. (see page 74 – Transfer of Credits)

Requests to transfer previously earned credits are to be made in writing and included with the application for the M.A. program. Course descriptions and complete transcripts for the credits earned must also be supplied with the request.

From the University
Students wishing to transfer credits earned at the university to another institution are advised to consult the registrar or academic dean of that institution regarding which university courses will be applicable to their particular program of study. A registrar or academic dean who has questions about courses or the academic program of the university should contact the registrar of the university at the Jerusalem address.

The Associated Schools listed in this catalog have agreed to accept credits earned at the university which are applicable to their programs. Many other graduate and undergraduate schools accept credits from Jerusalem University College when applicable to a student’s course of study.