

Application and Admissions Regulations Undergraduate Degrees 2024-25

Reichman University is much more than just a place to study. Come and discover it for yourself!

Below, you will find detailed information on the Raphael Recanati International School's application process and admissions regulations. In addition, our **Recruitment & Admissions Department** is always available to answer your questions.



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1. Application Period

Regular Application period: November 1st, 2023 – July 15th, 2024.

- All forms and documents must be submitted to the Raphael Recanati International School Admissions Office **by July 15, 2024**.
- Applications will not be reviewed or considered until all required documents are submitted.
- **Applications submitted after the deadline will be reviewed based on availability, and admission will be subject to compliance with the admissions requirements** as well as the approval of the Admissions Committee. Those who apply after the deadline may also be placed on a waiting list.
- **Depending on availability, some programs may fill up before the deadline. Accordingly, Reichman university reserves the right to place applicants on the waiting list before July 15th, 2024.**
- The 2024-25 academic year begins on November 3rd, 2024.
- Orientation Week, which is mandatory for first-year undergraduate students, begins on October 27th, 2024.

2. Application Programs

The Raphael Recanati International School offers nine undergraduate programs taught entirely in English:

1. BA in Business Administration, with a specialization in Marketing / Finance / Digital Innovation
2. BA in Government
3. BA in Communications, with a specialization in Interactive / Marketing / Digital Influence and Perceptions
4. BA in Psychology
5. Double major: BA in Business Administration and Economics
6. BSc in Computer Science
7. Double major: BA in Sustainability and Government
8. Double major: BA in Entrepreneurship and Business Administration
9. Double major: BA in Entrepreneurship and BSc in Computer Science
10. Double major: BA in Economics and Entrepreneurship with Data Science

Please note:

- It is not possible to apply to more than one program at a time. When applying, a candidate is applying to a specific degree program and not to the RRIS as a whole.
- There are several programs within each of the Reichman University Schools and their admissions criteria may differ.

- Students, who decide to apply to a program after they already submitted an application for a different one, are required to notify the admissions coordinator in writing. Admission will be based on availability and the admissions criteria for that program.
- The number of available spots after the admissions deadline is limited, and Reichman University reserves the right to impose stricter criteria on applicants who apply after the deadline or on applicants who submit any required information, transcripts, or documents during that period.

3. Application Process

When applying to one of the RRIS undergraduate programs, applicants must submit the following:

1. Application form and fees

Please fill out an [online application form](#)

There is a non-refundable application fee of \$100 USD, which covers the cost of processing and evaluating the application. This fee is non-refundable, even if an applicant decides to withdraw their application.

2. A scanned copy of an Israeli ID card or an international passport

3. High school/University grades

- a) Applicants must submit official copies of their transcripts and diplomas. Applicants in their final year of high school may submit partial transcripts. Acceptance of these applicants is contingent upon receipt of final transcripts that show they graduated high school and that their final grades are similar to those earned in previous semesters.

Applicants who have completed at least 30 credits at university or community college may submit those transcripts in lieu of high school transcripts and a standardized test.

Applicants applying to quantitative degree programs will still need to submit their high school transcripts, even if they completed 30 or more university/college credits.

- b) **Applicants with an Israeli Bagrut:** Reichman University candidates must be eligible for a Bagrut certificate. (This is not the case for candidates who already have an academic degree, or for candidates over the age of 30, who must supply their eligibility only if requested.)

The Bagrut exam results of candidates who graduated high school from 1990 onwards will be transferred directly from the Israeli Ministry of Education to Reichman University. Therefore,

when applying, candidates will be asked to sign a Bagrut authorization form and to submit a copy of their Bagrut Certificate.

Candidates whose Bagrut eligibility is subject to summer exams can only be evaluated after the RRIS Admissions Office receives those exam grades from the candidates themselves, or from their high school. They can, however, be accepted, on condition that Reichman University receives their official grades from the Israeli Ministry of Education before the academic year begins.

Candidates who wish to improve or complete a Bagrut exam during the course of the application year must note this in the relevant place on the application form, as well as inform the admissions coordinator. Their candidacy will be reviewed based on their official Bagrut grades to date. Once Reichman University receives the updated Bagrut grades, their candidacy can be reassessed.

4. Recommendations

Applicants must submit two letters of recommendation from individuals who can assess their strengths, capabilities, and academic abilities. Evaluators can be teachers, educators, counselors, employers, or supervisors. The recommendation letters can be in either English or Hebrew and must be submitted directly by the recommender to the appropriate Admissions Coordinator or to rris.registrar@runi.ac.il.

E-mails with the recommendation letters should include the name of the applicant and program they are applying to.

5. Essay

Applicants are required to write a 250-500-word essay in English, explaining why they would like to study in Israel at Reichman University, and why they chose the particular academic program for which they are applying. The essay should be uploaded to the online registration form.

6. Curriculum Vitae (CV)/Resume

Applicants are required to submit a CV (in English) detailing their educational history, volunteering, youth groups, army history (if applicable), and any employment details (if applicable). This should also be uploaded to the online registration form. Please make sure to place the applicants' full name at the top of the CV and that it is in a professional CV format.

7. English Proficiency Exams

The academic curriculum of the Raphael Recanati International School is taught entirely in English. Graduates of high schools in which English was not the primary language of instruction are required to pass an English Proficiency Exam. If available, the exam results should also be uploaded to the online registration form. The admissions office will place the applicant

according to their English score. There are four different English levels. Depending on their level, students may be required to attend English classes during their first year:

- **Exemption** – Students are exempt from any further English proficiency requirements.
- **Advanced II** – Students are required to take and pass one English proficiency course during their first year at Reichman University.
- **Advanced I+II** – Students are required to take and pass two English proficiency courses during their first year at Reichman University.
- **English Mechina (Preparatory Course)** – Students are required to take part in and successfully pass the Reichman University English preparatory summer course prior to the start of the academic year, as well as two English proficiency courses during their first year.

[Learn more about this requirement and see the English acceptance scores.](#) The RRIS at Reichman University accepts the following exams:

- TOEFL (Test of English as a Foreign Language) www.toefl.org
Reichman University TOEFL code 0927
- IELTS (International English Language Testing System) www.ielts.org
- PEARSON (Language Test) www.pearsonpte.com
- Cambridge English Assessment (CAE or CPE) www.cambridgeenglish.org
- Israeli Psychometric/[Amirnet](#)

Amirnet Exam

The Amirnet English exam is an online exam intended to test the student's English proficiency and is given by the National Institute for Testing and Evaluation (NITE).

Anyone interested in taking the AMIRNET may register for the test on the [NITE website](#). Tests for those who register via the site will be administered at one of the NITE Test Centers across Israel.

The exam score will be reported directly to the chosen academic institution upon registration for the exam.

*Students must wait at least 35 days between the two English proficiency level exams.

Please find actual AMIRNET tests for practice purposes appear below. The tests will also help you estimate how well you are likely to perform when you take the test. Changes may be made to some of the test instructions, the number of questions contained in a test section, or the amount of time allotted for solving the questions. Press the following exam links to enter the exam:

[Test #1](#)

[Test #3](#)

[Test #4](#)

[Test #5](#)

8. Standardized tests for the 2024-25 academic year*

- a) Reichman University will be test-optional for those who graduate from U.S. high schools (who are normally required to submit SAT or ACT scores). Where it is possible to test, do so, as it gives the RRIS Admissions Office an added quantitative ability to assess an applicant's math level. However, candidates will not be penalized for not testing. Anyone who has completed at least one year of university-level studies with distinction is not required to submit a standardized test.

The Reichman University SAT code is 4267.

SAT <http://www.collegeboard.com>

Reichman University ACT code is 5385.

ACT <http://www.act.org>

- b) Students who graduated from a high school in Israel may take the Psychometric exam but are not required to take it.

Results of the Psychometric exams are valid for ten years after the exam date. Candidates who have applied and will be taking the Psychometric exam are to request, when registering for the exam, that their results be transferred to Reichman University. The results of the Psychometric exam will be received directly from the National Institute for Testing and Evaluation . Candidates who took the exam in the past and did not request to transfer their results directly to Reichman University are required to contact the National Institute for Testing and Evaluation and request that they do so.

For further information contact the **National Institute for Testing and Evaluation:**

Mailing Address: P.O.B. 26015, Jerusalem 9126001

Telephone: 02-6759555 (Press 0 for exchange)

Fax 02-6759543 (Please specify to whom the fax is directed)

<https://www.nite.org.il/?lang=en>

* Standardized tests or Psychometric exam results published on the relevant websites cannot be treated as an original statement of grades.

Once an application is received and processed by the RRIS Admissions Department, the candidate will receive an e-mail confirming the receipt of their application. Should any further documents be needed, the candidate will receive a detailed e-mail from the admissions officer listing the documents that must be provided.

4. Admissions Process

1. Admission to a program is based on the level of the candidate's achievements.
2. The RRIS Admissions Committee reserves the right to grant some preference in admissions decisions and to invite candidates for a personal interview.
3. It is not possible to apply to more than one program. If a candidate does not meet the threshold of the program to which they are applying, they will be offered other options by the admissions coordinator without the need to reapply.
4. Applicants who are accepted must complete the application process, including payment of a tuition deposit, within the specified time limit, following notification of acceptance. Paying the deposit is a commitment to studying at Reichman University in the coming academic year and to complying with the tuition regulations.

5. Evaluation of Credits Previously taken

Applicants who have previously studied courses in an accredited academic institution, and would like to formally have their credits evaluated and possibly transferred to Reichman University, are welcome to contact the RRIS Student Administration, through their candidate info station, submit their official transcripts and course syllabi, which will then be assessed by the relevant academic staff.

The process of evaluation of credits, can only be done after the applicant has confirmed their studies at Reichman University, by paying the \$1,000 confirmation fee.

The final decision is that of the academic head of program, based on the final grade attained in the course as well as the course material. Some or all of the credits may not be transferred to Reichman University.

Having credits transferred to Reichman University will not necessarily shorten the time period required for the degree, which will most probably still take 3 years to complete.

6. Preparatory Courses ¹

The RRIS curriculum includes preparatory courses prior to the beginning of the academic year, designed to teach new students various skills that will be necessary to succeed in their studies. For the Preparatory Courses Schedule, see [here](#).

Preparatory Course	Designated for students on the following programs
Preparatory Math Course for Business	<ul style="list-style-type: none"> • Business Administration • Business Economics • Business Entrepreneurship • Economics and Entrepreneurship with Data Science
Online Mathematics Refresher Course	<ul style="list-style-type: none"> • Computer Science • Entrepreneurship and Computer Science.
Preparatory Math Course for Computer Science	<ul style="list-style-type: none"> • Computer Science • Entrepreneurship and Computer Science.
Programming Course	<ul style="list-style-type: none"> • Computer Science • Entrepreneurship and Computer Science.
Preparatory English Course	<ul style="list-style-type: none"> • Students from all programs

Preparatory Math Course for Business

Length of the course: 80 academic hours (15 sessions)

Course Dates: August 20, 2024 - September 26, 2024.

Exam Date: September 26, 2024, 3:45 PM.

Applicants who have been admitted to the BA program in Business Administration; the double major program in Business Administration and Economics; the double major program in Entrepreneurship and Business; the double major in Economics and Entrepreneurship with Data Science, are required to participate in a Mathematics preparatory course. Applicants are required to refer to their acceptance letter to determine if they are required to participate in this course.

Course topics:

- Basic algebraic operations
- Algebraic identities
- Solving equations and inequalities
- Linear and quadratic functions
- The Cartesian coordinate system (the xy-plane)
- Logarithms and exponents: Basic techniques and equations
- Differentiation techniques and applications of the derivative
- Limits of functions

¹ Dates are subject to change

- Graphing functions
- Arithmetic and geometric sequences

We strongly recommend that students review the subjects listed above as some previous knowledge is assumed in these subjects.

Online Mathematics Refresher Course for Computer Science

Length of the course: 36 academic hours (6 sessions)

Course Dates: July 22nd to Aug 7th, 2024, via ZOOM.

We offer our applicants an online refresher course to bridge the gap between their high school mathematics and university mathematics. All applicants who have been admitted to the BSc in Computer Science or the double major in Entrepreneurship and Computer Science program, are required to participate on the refresher course.

Course topics:

- Basic algebra equations
- Arithmetic sequences
- Geometric sequences
- Trigonometric identities
- Functions

Preparatory Math Course for Computer Science

Length of the course: 100 academic hours (17 sessions)

Course Dates: August 18th, - October 9th, 2024.

Exam dates²: First Session: September 26, 2024, 3:45 PM.

Second Session: October 9th, 2024, 3:45 PM.

Applicants who have been admitted to the BSc program in Computer Science or the Double Major program in Entrepreneurship & Computer Science, are required to pass a Mathematics preparatory course for Computer Science. Applicants are required to refer to their acceptance letter to determine if they are required to pass this course in order to officially enroll in the School of Computer Science.

Course topics:

- **Equations of one or two variables**
- **Linear equations**
- **Quadratic equations**
- **Equation of a higher degree**

² There are only two exam sessions for the Computer Science Math Preparatory Course. A third exam session will not be given, under no circumstances.

- **Equations with parameters**
- **Equations with radicals**
- Polynomial division
- **Inequalities (linear, quadratic, higher degree, with quotients, with absolute value, “and/or” systems)**
- **Exponents and logarithms (properties, equations and inequalities)**
- **Basic functions: Linear and quadratic**
- Sequences (arithmetic, geometric, recursive)
- Complex numbers
- Limits
- Derivatives (definition, application)
- Function investigation: Polynomials; Rational functions; Radicals; Exponential and logarithmic functions including parametric problems
- Trigonometric identities and equations

Preparatory Programming Course

Length of the course: 40 academic hours (10 sessions)

Course dates: August 18th – September 11th, 2024.

The purpose of the course is to provide participants with basic programming skills and to prepare them for the course “Introduction to Computer Science,” which is offered in the Fall semester. This preparatory course is an introductory course that requires no prior knowledge or background in programming, but the fundamental topics are studied at a fast pace. Participation in the course is mandatory.

Course topics:

- Basic data types
- Variables
- Logic and arithmetic expressions
- Control structures (if, while, for)
- One-dimensional arrays
- Writing, documentation, and testing computer programs in Java

Preparatory English Course

Length of the course: 33 academic hours (11 sessions)

Course Dates: September 1st - September 25th, 2024.

Exam Date: September 25th at 3:45 PM.

Based on previous studies and level of English proficiency (demonstrated on an English proficiency exam), candidates may be required to participate in an English language preparatory course (English Mechina). This course is designed to prepare non-native speakers for academic

studies in English. Please refer to your acceptance letter to determine whether you are required to participate in this course.

7. Special Admissions Categories

Previous Academic Studies

Candidates with previous academic studies from an institution recognized by the Council of Higher Education must provide an original and official transcript, including a final grade point average. Candidates who hold an academic degree must also provide an original diploma attesting to eligibility for a degree.

Age 30+

According to the decision of the Council of Higher Education (CHE), individuals over the age of 30 may apply for studies without graduation eligibility and without a Psychometric exam grade. These candidates are required to demonstrate that they have an impressive and suitable background. The Admissions Committee is responsible for the decision regarding their admissions, which will be in accordance with CHE instructions.

8. Learning disabilities, statements of disability, students with disabilities and receiving accessibility accommodations

The University's requirements and the procedures are set out in the Academic Regulations and are updated from time to time on the website of the Dean of Student Affairs:

<https://www.runi.ac.il/en/students/dean>.

In the event of any discrepancy, the regulations as they appear on the Dean of Student Affairs website prevail. The online forms are revised on occasion and when submitting a request for accommodations the requirements are according to those that apply at the time.

- Contact information for the Reichman University Accessibility Coordinator appears on the website of the Lea and Naftali Ben-Yehuda Accessibility & Study Skill Center: <https://www.runi.ac.il/en/students/accessibility>
- You can contact the Accessibility Center by phone: 09-9602738 or by email: negishut@runi.ac.il
- For the academic regulations in an accessible format, contact the Accessibility Center by email: negishut@runi.ac.il
- For assistance with filling out forms, such as read aloud or enlarged text, contact negishut@runi.ac.il

Learning disabilities / attention deficit disorders

Reasonable accommodations are provided by Reichman University for students who have been diagnosed with learning disabilities or attention deficit disorder.

Students who want the University to recognize their learning disabilities and be eligible for exam accommodations are required to submit appropriate documents to support their requests.

Students who have completed high school in Israel and did regular Bagrut exams (without special accommodations for new immigrants), even if they are studying in the international program, must do a specific standardized test called Matal מ"ל. For more information, please refer to the [Hebrew guidelines](#).

For international students who have completed high school outside of Israel: Please carefully read the procedure for applying for exam accommodations for learning disabilities and/or ADHD on the Dean of Student Affairs website:

<https://www.runi.ac.il/en/students/dean/learning-disability/submit-students-diagnosis/>

Students who apply for exam accommodations no later than 5 weeks before the end of a semester will be able to receive accommodations for that semester's exams. Applications submitted after this time will be processed in accordance with the University's time constraints.

For inquiries regarding diagnostic reports, or for help uploading your documents, please contact: hatamot@runi.ac.il

For inquiries regarding psychological counseling: psyhelp@runi.ac.il

Or visit the Psychological Counseling Services website at:

<https://www.runi.ac.il/en/students/dean/psy-service/>

Medical disabilities

Students who wish to receive accommodations due to medical disabilities (physical or sensory) need to submit a request together with the appropriate medical documentation from relevant specialist doctors.

The application for accommodations has to be submitted by the beginning of the academic year via the Candidate Information Station.

Carefully read the procedure for applying for accommodations and follow it. Detailed instructions are available on the Accessibility Center website:
<https://www.runi.ac.il/en/students/accessibility/>

9. Tuition Fees and Terms of Payment for 2024-2025

Tuition and Expenses*

	<ul style="list-style-type: none"> • Business Administration • Government • Government and Sustainability • Business and Economics 	<ul style="list-style-type: none"> • Communications • Computer Science • Entrepreneurship and Computer Science • Entrepreneurship and Business • Entrepreneurship and Economics with Data Science • Psychology
Tuition for the 2024-2025 academic year	\$15,900	\$16,200
<u>Optional</u> : Health Insurance**	\$ 1,600	\$ 1,600
<u>Optional</u> : Student Union Fee***	\$ 60	\$ 60
Total	\$17,560	\$17,860

** For information and registration please email RRIS.Insurance@runi.ac.il

*** For Student Union Benefits visit the [Student Union website](#). If you do not wish to be a member of the Reichman University Student Union, you must notify the Reichman University Student Union and sign a concession form by December 15, 2024.

Tuition Payment Arrangements

In order to reserve a place in the class, a \$1,000 tuition down payment must be sent to the Reichman University Tuition Department according to the instructions specified in the acceptance letter. The down payment is the first annual tuition payment.

<u>Terms of Payment</u>			
Due Date	<ul style="list-style-type: none"> • Business Administration • Government • Government and Sustainability • Business and Economics 	<ul style="list-style-type: none"> • Communications • Computer Science • Entrepreneurship and Computer Science • Entrepreneurship and Business • Entrepreneurship and Economics with Data Science • Psychology 	Health Insurance in \$USD (if needed)
Down payment	\$1,000	\$1000	
Nov. 10, 2024	\$2,460 (including Student Union Fee**)	\$2,760 (including Student Union Fee**)	\$1,600**
Dec. 10, 2024	\$2,500	\$2,500	
Jan. 10, 2025	\$2,500	\$2,500	
Feb. 10, 2025	\$2,500	\$2,500	
Mar. 10, 2025	\$2,500	\$2,500	
April 10, 2025	\$2,500	\$2,500	
Total	\$15,960	\$16,260	\$1,600

* All sums are subject to change

** For information and registration please email RRIS.Insurance@runi.ac.il

*** For Student Union Benefits visit the [Student Union website](#)
 If you do not wish to be a member of the Reichman University Student Union, you must notify the Reichman University Student Union and sign a concession form by December 15, 2024.

Payments Options

Tuition and fees can be paid either by **credit card**, or **wire transfer** to Reichman University bank account.

1. Payment by Credit Card

You may use the Online Payment Center with credit card for payments in USD or in NIS (according to the daily \$ exchange rate on the date of payment). A Payment in USD can be done in one installment only, for each payment. A payment in NIS can be done in one installment or in 3-18 credit payments. Interest rates are determined by the credit card company when paying in multiple installments.

In order to pay the down payment, please enter the students candidate information station: MyRUNI account → [Candidate Info Station](#) → Finance → payments → make payment here.

The remaining tuition payments will be done through the student Information station.

2. Payment via wire transfer (bank details)

Beneficiary: Reichman University (CC)
Bank: 12-Hapoalim Bank
Branch: 628-Herzliya Branch
Account No.: 244144
Swift Code: Poalilit
IBAN: **IL90-0126-2800-0000-0244-144**

After each transaction, please send us the transaction document indicating the student's name and ID number either by fax 972-9-9527640 or e-mail to izakr@runi.ac.il.

Please note:

- A period of one week is necessary in order to receive confirmation of wire transfers.
- Students may only pay 10% of their annual tuition fee in cash, in accordance to the Israeli law which restricts the use of cash.
- Should a payment be made in NIS, the value in USD will be determined according to the exchange rate on the day that the payment is received.
- There may be an extra charge by the bank when wiring a payment. Students are responsible for paying any extra fees that may be deducted by the bank.

It is the student's responsibility to make all payments on time

10. Scholarships or Other Funding Sources

Students who are considered new immigrants must update the Student Authority with their academic status in order to receive the Student Authority ("Minhal HaStudentim") grant. Should a student receive any scholarship, grant or other form of funding, he/she must contact the Reichman University Tuition Department in order to receive a revised payment plan.

Additional Information

1. Reichman University reserves the right to make changes to all the above-mentioned terms and regulations, without personally notifying all those concerned.
2. Tuition rates and additional fees are subject to change by Reichman University at its discretion, any time prior to the beginning of studies.
3. **Students who do not settle their payments for tuition, health insurance and dorms on time, will be limited on their access to their Moodle and their student information center.**

Additional Expenses

Students are responsible for their airfare to and from Israel. Tuition doesn't include the cost of the textbooks that we recommend students to purchase.

Scholarships

Various scholarships and loan opportunities are available to students at the Raphael Recanati International School. Financial aid is awarded based on the candidate’s background and/or status in Israel. For further information please visit our [Financial Aid and Scholarship website](#).

11. Tuition Regulations for Students Who Terminate Their Studies

A student who has registered at Reichman University for the 2023-2024 academic year, has paid the down payment, and subsequently decides not to study during the current academic year, must submit an official statement in writing (via letter, e-mail or fax) to both the RRIS Admissions Office and to the Reichman University Tuition Department. **A phone call will not be considered an official notification. The student must confirm the receipt of the notification.**

The calculation of tuition will be according to the date of official statement of cancellation in accordance with the table below.

<u>Notice of termination of studies</u>	<u>Payment to be charged</u>
By July 22, 2024	No charge
July 23, 2024– August 11, 2024	25% of the down payment
August 12, 2024– September 12, 2024	50% of the down payment
September 13, 2024– October 6, 2024	75% of the down payment
October 7, 2024– November 3, 2024	100% of the down payment
November 4, 2024- February 3, 2025	50% of the tuition fee
February 4, 2025– March 24, 2025	66% of the tuition fee
From March 25, 2025	100% tuition fee

Freezing of studies is treated as a **cessation of studies** initiated by a student and students are charged according to the termination of studies table above.

Notification of cancellation or freezing of studies at any date will result in the cancellation of the student's entitlement to a scholarship or discount, which will be cancelled retroactively.

12. Tuition Department Reception Hours and Contact Information

Sun. - Thurs. 10 am – 1 pm; 3 pm –4 pm

Simona Hadad
shadad2@runi.ac.il
972-9-952-7-311

Nathalie Burstein
nathalie.burstein@runi.ac.il
972-9-952-7-916

Ronit Izak
izakr@runi.ac.il
972-9-952-7-627

Sharon Kupferberg
Sharon.kupferberg@runi.ac.il
972-9602-961

General
tuition@runi.ac.il
Fax: 972-9-952-7-640

Meital Ezra
meital.ezra@runi.ac.il
972-9-9527256

Reichman University Dorms- for information, registration, please visit the Reichman University Dorms [website](#).

The Reichman University Dorms are a separate entity and therefore students who cancel or freeze and had registered for the dorms, must contact the dorms staff in writing at dorms@runi.ac.il

[Click here for the most up-to-date Tuition Fees and Terms of Payment information.](#)

We wish you a lot of success,

The Raphael Recanati International School Recruitment & Admissions Office
