Application and Admissions Regulations
Undergraduate Degrees

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.

Look for us on Facebook
Follow us on Instagram
Contact us by Whatsapp

Find us online: The Raphael Recanati International School

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Application Period

Regular Application    October 24th, 2021 – July 15th, 2022
All forms and documents must be submitted to the Raphael Recanati International School Admissions Office by July 15, 2022. 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.

The 2022-23 academic year begins on October 30th, 2022.

Orientation Week, which is mandatory for first-year undergraduate students, begins on October 23rd, 2022.
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

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.

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: www.rris.idc.ac.il/onlineBAreg

   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 officer. 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 registrar or to rris.registrar@idc.ac.il.
E-mails with the recommendation letters should include the name of the applicant and program they are applying to.

5. Essay
Applicants must 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 must 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 your full name is at the top of your CV and that it is in 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:

a) TOEFL (Test of English as a Foreign Language) [www.toefl.org](http://www.toefl.org)
   Reichman University TOEFL code 0927
b) IELTS (International English Language Testing System) [www.ielts.org](http://www.ielts.org)
c) PEARSON (Language Test) [www.pearsonpte.com](http://www.pearsonpte.com)
d) Cambridge English Assessment (CAE or CPE) [www.cambridgeenglish.org](http://www.cambridgeenglish.org)
e) Duolingo [www.duolingo.com](http://www.duolingo.com)
f) Israeli Psychometric/Amiram Exam

The Amiram English exam is a one-hour exam intended to test the student’s English proficiency and is taken on campus. Registration fee is 252 NIS. In order to register for the Amiram exam, please contact or.arfi@idc.ac.il.

After the exam, you are required to send your results to the RRIS Recruitment & Admissions Office at RRIS.registrar@idc.ac.il.

There is a limited number of places for each exam; therefore, you cannot miss the exam or change the exam date without a justified reason. The actual time of the exam might differ from the time published when registering for the exam. The correct time will be listed in the reminder you will receive several days before the exam.

A candidate who does not show up for the exam and cannot provide a justified reason for missing it will not be eligible for a refund of the exam fee. That candidate must register for an alternative date by emailing or.arfi@idc.ac.il. Registration will be subject to availability. (Preference is given to people registering for the first time).

Students who missed the exam for a justified reason and provided the required authorizations, can either take the exam on an alternative date or can cancel their registration and receive a refund.

In order to receive a refund of the exam fee, please send an official request to RRIS.registrar@idc.ac.il with the following information: full name, ID number, the number of the credit card used to pay for the exam, CVV number, and the date of the transaction.

According to the National Institute for Testing and Evaluation (NITE) rules, you must wait at least 35 days to retake the AMIRAM exam. If 35 days have not passed between the two exams, the exam taken on the later date will be disqualified.

There is no limitation to the number of times you can take the AMIRAM exam.

According to the National Institute for Testing and Evaluation, a minimum of 35 people must register for an exam date. If 35 people have not registered, the exam will be rescheduled.
Five actual AMIRAM 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 #2  Test #3  Test #4  Test #5

8. Standardized tests for the 2022-23 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](http://www.collegeboard.com)
   Reichman University ACT code is 5385.
   ACT [http://www.act.org](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](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.

**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 Officer 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.

**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 their academic coordinator, 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.

**Preparatory Courses**

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. Students who are enrolled in the following programs are required to complete a preparatory course in Mathematics:
• BA in Business Administration
• BA in Business & Economics
• BA in Entrepreneurship & Business
• BSc in Computer Science
• BA in Entrepreneurship & BSc in Computer Science

Students who are enrolled in the BSc in Computer Science or the BA in Entrepreneurship & BSc in Computer Science programs are required to complete an additional preparatory course in Computer Programming.

1. **Preparatory Math Course for Business**

   Applicants who have been admitted to the BA program in Business Administration, the double major program in Business Administration and Economics, or the double major program in Entrepreneurship and Business, will likely be 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
   - 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.

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

   **The course will take place at Reichman University from August 16, 2022 until September 22, 2022.**

2. **Mathematics Refresher Course for Computer Science**

   We offer our applicants an online refresher course to bridge the gap between their high school mathematics and university mathematics. The course may also be used as a condition for enrolling in the mandatory preparatory course, in cases where applicants
do not meet the program admissions requirements. Such applicants will be required to
attend the refresher course and pass its final exam. Students who do not achieve a
passing grade in the final exam will not be permitted to continue to the mandatory
preparatory course or enroll in the BSc degrees.

Course topics:
- Basic algebra equations
- Arithmetic sequences
- Geometric sequences
- Trigonometric identities
- Functions

Length of the course: 50 academic hours (10 sessions)
For the course flyer, click here

The course will be conducted online via zoom from April 25, 2022 to June 1, 2022.

3. Preparatory Math Course for Computer Science
Applicants who have been admitted to the BSc program in Computer Science or the
Double Major program in Entrepreneurship & Computer Science, will likely be 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
- 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

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

The course will take place at Reichman University from August 14, 2022 until October 6, 2022

Learn more about the Preparatory Math Courses.

4. Preparatory Programming Course for Computer Science or Entrepreneurship & Computer Science Degree

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

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

The course will take place at Reichman University from August 14, 2022 until September 7, 2022.

5. Preparatory English Course

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.

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

The course will take place at Reichman University from August 24, 2022 until September 21, 2022.
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.

Tuition Fees and Terms of Payment for 2022-2023

Tuition and Expenses

<table>
<thead>
<tr>
<th></th>
<th>Schools of Business, Government, Sustainability and Economics</th>
<th>Schools of Communications, Computer Science, Entrepreneurship and Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for the 2022-2023 academic year</td>
<td>$15,000</td>
<td>$15,300</td>
</tr>
<tr>
<td>Optional: Health Insurance*</td>
<td>$1200</td>
<td>$1200</td>
</tr>
<tr>
<td>Optional: Student Union Fee**</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Total</td>
<td>$16,260</td>
<td>$16,560</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Due Date</th>
<th>Tuition for the Schools of Business, Government, Sustainability and Economics</th>
<th>Tuition for the Schools of Communications, Computer Science, Entrepreneurship and Psychology</th>
<th>Health Insurance in $USD (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Down payment</td>
<td>$1,000</td>
<td>$1000</td>
<td></td>
</tr>
<tr>
<td>Nov. 10, 2022</td>
<td>$2,350</td>
<td>$2,650</td>
<td>$1,200*</td>
</tr>
<tr>
<td>Nov. 10, 2022</td>
<td>$60 Student Union Fee**</td>
<td>$60 Student Union Fee**</td>
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</tr>
<tr>
<td>Dec. 10, 2022</td>
<td>$2,350</td>
<td>$2,350</td>
<td></td>
</tr>
<tr>
<td>Jan. 10, 2023</td>
<td>$2,350</td>
<td>$2,350</td>
<td></td>
</tr>
<tr>
<td>Feb. 10, 2023</td>
<td>$2,350</td>
<td>$2,350</td>
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</tr>
<tr>
<td>Mar. 10, 2023</td>
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<td></td>
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<tr>
<td>April 10, 2023</td>
<td>$2,250</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$15,060</strong></td>
<td><strong>$15,360</strong></td>
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</tbody>
</table>

* For information and registration please email RRIS.Insurance@idc.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 20, 2022.

**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.

Please enter: MyIDC account → Candidate Info Station → Finance → payments → make payment here.
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@idc.ac.il.

Please note that 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 new 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**

**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.
Please note, tuition doesn't include the cost of the textbooks that we recommend students to purchase.
Tuition Regulations for Students Who Terminate Their Studies

A student who has registered at Reichman University for the 2022-2023 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.

<table>
<thead>
<tr>
<th>Notice of termination of studies</th>
<th>Payment to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>By July 28, 2022</td>
<td>No charge</td>
</tr>
<tr>
<td>July 29, 2022 – August 25, 2022</td>
<td>25% of the down payment</td>
</tr>
<tr>
<td>August 26, 2022– September 15, 2022</td>
<td>50% of the down payment</td>
</tr>
<tr>
<td>September 16, 2022– September 29, 2022</td>
<td>75% of the down payment</td>
</tr>
<tr>
<td>September 30, 2022– October 31, 2022</td>
<td>100% of the down payment</td>
</tr>
<tr>
<td>November 1, 2022- January 29, 2023</td>
<td>50% of the tuition fee</td>
</tr>
<tr>
<td>January 30, 2023 – March 20, 2023</td>
<td>66% of the tuition fee</td>
</tr>
<tr>
<td>From March 21, 2023</td>
<td>100% tuition fee</td>
</tr>
</tbody>
</table>

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. The scholarship will be cancelled retroactively.

Tuition Department Reception Hours and Contact Information

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>10 am – 1 pm; 3 pm – 5 pm</td>
<td>10 am – 1 pm; 3 pm – 4 pm</td>
</tr>
</tbody>
</table>

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

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

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

Hadass Oren  
hadas.oren@idc.ac.il  
972-9-952-7-256

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

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

Reichman University (IDC Herzliya) | Raphael Recanati International School  
Public Benefit Company, P.O.Box 167 Herzliya 4610101, Israel | www.idc.ac.il | Tel: +972 .9 .9602700 | Fax: +972. 9. 9527334  
Rris.registrar@idc.ac.il | www.rris.idc.ac.il
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@idc.ac.il

Click here for the most up-to-date Tuition Fees and Terms of Payment information.

Financial Aid and 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.

We wish you a lot of success,

The Raphael Recanati International School Recruitment & Admissions Office