

Your Next Steps for the Exchange Program

Step 1: Confirmation

- If accepted by Reichman University, you have to fill out the [Google Form](#) by the date listed in your acceptance letter to indicate your decision regarding the exchange placement you were offered.
- If you confirm your selection by the deadline, the Reichman University Student Exchange Team will send your nomination to your host university.

Step 2: Host University Application

- You'll receive an email from your host university with application instructions. This can take a few weeks to a couple of months. Check and make sure an e-mail is not in your SPAM.
- Check host university's factsheet for **application deadlines**.
- Host universities usually send their acceptance letter within a month of the application deadline. Look out for an official acceptance letter. Check your [SPAM](#) folder from time to time.

Step 3: After Acceptance

- Once you receive the official acceptance letter from the host university (with semester dates) you may:
 - Apply for a visa (if required).
 - Start searching for accommodations.
 - After your visa has been officially issued by the embassy, book your flights.

Step 4: Course Selection and Approval

- After receiving the final course list from your host university:
 - Contact your **RU Academic Coordinator** in regard to the process of course approval, credits, and content.
 - Ensure the courses replace your RU semester courses to transfer the credits at the end of the semester abroad.

Step 5: Learning Agreement

- There are two types of learning Agreements (LA):
 - RU Learning Agreement – This is the LA an RU student receives from their academic coordinator and should be signed by the coordinator **ONLY** after the student receives the **final list** of courses from the host university.
 - Partner University Learning Agreement – This is a LA received by the host university (usually from European partner universities). It is often received during the application process and will be signed by the RU Student Exchange Team **only after**

the RU Academic Coordinator and Advisor provided approval of the courses written in the agreement.

Step 6: English Proficiency Requirements

- Some universities require **TOEFL, Duolingo, or IELTS** scores. It's your responsibility to:
 - Check your host university's requirements early (test type and minimum score needed). RRIS students need to read the requirements to check whether they also have such requirement.
 - Those needing to test, must register and pay for the test (even if at Reichman you were exempt from English).
- If the university requires – request a confirmation letter from the Student Exchange Team verifying your English proficiency if you're studying in the Israeli School. RRIS students request English proficiency letter from their Academic Coordinator.
- *Note: Applications not meeting English requirements will be rejected.*

Step 7: Visa Application

- Apply for a student visa only after receiving your acceptance letter from the host university.
- Schedule an appointment at the relevant embassy in Israel.
- The acceptance letter should include:
 - Your personal details (as in your passport).
 - Semester dates.
 - Host university's official signature.

Step 8: Accommodation

- Research your host university's housing options:
 - **On-campus dorms:** Follow registration deadlines.
 - **Off-campus housing:** Host universities will provide resources and help connect students via dedicated links and groups.

Step 9: Travel Arrangements

- Book flights and finalize travel plans **only after receiving your official acceptance letter from the host university.**

Step 10: Communication with the Host University

- Use polite and professional email etiquette:
 - Start with: **"Dear Ms./Mr. [Surname]"**.
 - End with: **"Thank you and best regards"**.
- Avoid casual greetings like "Hey" or "Hi"—remember, they are your hosts, not friends.

Step 11: Special Accommodations during Exams

- A student in need of special accommodations during exams must:
 - Contact the Head of RU Exam Department, Ms. Zehavit Loostiger, ahead of time to request a letter in English stating the special accommodations they are entitled to at RU.

Step 12: Transcript of Grades

- Towards the end of your exchange semester:
 - Verify with the host university how you will receive your **official transcript**.
 - Ensure your RU Academic Coordinator receives your transcript for credit recognition.

Key Tips

- **Be proactive:** Check deadlines and requirements early.
- **Stay organized:** Keep track of important documents, emails, and forms.
- **Reach out for help:** The RU Student Exchange Team is here to guide you. Don't hesitate to ask for support!

Good luck and enjoy your exchange semester! 😊

The Office of Global Engagement & Student Exchange Team