

January 2019

Dear future BGU student/post-doctoral fellow! This **To-do List** was prepared for your convenience and includes important steps of your arrival to BGU, **in short**. More detailed information is at our [International Students site](#).

To-do list BEFORE the arrival:

1. Complete your registration process. Receive a formal letter of invitation/acceptance from BGU.
2. Ask your advisor for a letter of acceptance in Hebrew. This is a demand of the Israeli embassies abroad.
3. Get a valid health insurance for the period of your stay in Israel. If you plan to stay for more than a year – order it of 1 year and extend later). You can also get a health insurance through [Harel – a company BGU works with](#), or bring it from your home country – but the policy must be in English and cover all areas stated at the above mentioned website.
4. Get an appropriate visa. A student/ a post-doctoral fellow will need an A2 visa. If you are not sure what kind of visa you'll need – please contact [Ina Aviv](#), the Research Coordinator of the Faculty of Natural Sciences. You might receive also a multi-entrances visa. It'll allow you to travel outside of Israel for conferences and vacations during your fellowship. If you got only an A2 visa – please consult [Ina Aviv](#).
5. Send the copies of health insurance policy and visa to your supervisor and to the administrative coordinator.
6. **Only after the visa is approved** – look for plane tickets and plan your arrival to BGU according to your and you supervisor's needs, BGU/dorms working days and hours, public holidays, possible transportation to BGU, etc.
7. Look for an apartment at [BGU dorms](#) (you can book right after the formal registration is over and you have a BGU ID number (850...)/ private market.

To-do list AFTER the arrival:

1. Meet your supervisor, lab manager and members, and an administrative coordinator of your Department. Find out who at the Department/Faculty/University is responsible for various issues – scholarships, courses, trainings, travels, equipment, etc.
Please note that each department and office in BGU has different office hours. Most of them are open at mornings (Sun-Thu).
2. The administrative coordinator will register you as an active BGU student/fellow. You might need to send her the copies of health insurance policy and visa again.
3. Get a student card – find out the options at Student Union association (located at Students Center at the entrance).
4. Get a BGU computer authorization (+ BGU email address) – building 58, office 1. You'll need to present your passport and your BGU ID number 850... The computer authorization usually becomes valid after up to 24 hours.
5. Open a bank account.
You are welcome to check the prices and the conditions of international accounts of banks.
6. Make sure you [update your new Israeli bank account](#) at BGU system, by clicking the "Updating Bank Account Details for Scholarship payments and Refunds" option.
7. Schedule yourself a reminder to extend a visa and a health insurance about 1 month before its validity date. We advise you to extend both visas – student visa and a multi-entrances visa.
8. Learn about your living area, closest facilities, super-markets, their opening hours.

GOOD LUCK!