



March 2018

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). If you don't bring it from your home country, you can also get a health insurance through [Harel – a company BGU works with](#).
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 will most probably 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.
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](#) / private market.

To-do list AFTER the arrival:

1. Learn about your living area, closest facilities, super-markets, their opening hours.
2. 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 are open at mornings (Sun-Thu).
3. Get a student card – find out the options with an administrative coordinator of your Department
4. Open a bank account - the closest bank is located inside the BGU campus – Bank Ha-Poalim. Opening hours: (please check at the bank website before head):
Sun, Tue, Wed: 8:30 – 13:15, Mon, Thu: 8:30 – 13:00 and 16:00 – 18:30
In order to open an account, please bring with you the following:
 - ✓ A foreign passport + a photocopy of the page of the passport or the travel document stamped with the entry permit (a small blue & white card called "State of Israel – Border Control" – **please keep it!**)
 - ✓ An additional document with a picture of the holder and his identity number, such as: an identity document of a foreign country, a driver's license, a student card, a national insurance certificate, etc.
 - ✓ A student entry visa issued by the Ministry of the Interior*You are welcome to check the prices and the conditions of international accounts of other banks. We recommend the BGU Ha-Poalim branch **only** because of its location.*
5. 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... (you received it when registered, if you don't know this number – consult the administrative coordinator of your Department. The computer authorization usually becomes valid after up to 24 hours.
6. When the BGU computer authorization works – make sure you [update your new Israeli bank account](#), 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.

GOOD LUCK!