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/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!