Dear Student,

**Re: Instructions for Requesting Preparation of a Certificate of**

**Eligibility for a Master’s Degree**

To ensure that the process of finalizing your degree is not delayed, please read the following instructions and act in accordance with them:

1. You are the one who is responsible for initiating the process of finalizing yourdegree by filling out the “Request to Prepare Certificate of Eligibility for a master's degree” form. The form should be filled out only after the grades of all your courses have been reported on your transcript (as it appears in “Personal Academic Information” on the BGU website) and all the degree requirements, including the final exam and/or the grade or readers’ reports of your thesis.

2. **It is your responsibility** to inform the program secretary if there is anydiscrepancy in the reporting of your grades before you sign the request form. **After the degree is finalized, it is not possible to make any changes.**

3. Submit the “Request to Prepare Certificate of Eligibility for a Degree” to theprogram secretary (by email).

4. Following are the stages of degree finalization, step by step:

a. The program secretary receives your request and checks and confirmsyour compliance with the curriculum requirements in accordance with the contract year.

b. The Office of Student Accounts checks your account and finalizes it. If adebt is found, you will receive a bill (“graduate debt balance”).

c. The library checks whether you have returned all the books you borrowedand whether you owe them money.

d. The Housing Administration checks whether you owe any debt to them.

e. After receiving confirmation from the Office of Student Accounts, and aftersubmitting the final draft of your thesis signed by you and your supervisor/s with the library deposit form, the program office will send you the certificate of eligibility for a degree and your official transcript. This document will be digitally signed and will be send by E-mail to your BGU mail.

Sincerely,

The Master’s Degree Program Office

**Request to Prepare Certificate of Eligibility for a Master’s Degree**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Add copy of your passport**)

Full Address – **for receiving the certificates and eventually the diploma**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal code: \_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby request that a certificate of eligibility for a master’s degree will be prepared.

after having checked and verified the grades in the courses I took as they appear on

the transcript in the student administration system (the “Student Academic

Information”). I understand that after submitting the request to finalize the degree, it

will be impossible to change personal information, courses, or grades on the transcript

and/or the certificate of eligibility for a master’s degree.

My name, as I request it to appear on the certificate of eligibility for a master’s degree

and on my diploma is: (**The names should be written in Hebrew and in English as**

**they appear on the identity card and passport**.)

**First name in Hebrew (for Israeli students): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First name in English (for all students): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last name in Hebrew (for Israeli students): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last name in English (for all students): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A photocopy of the identity card must be attached even if there is no change in**

**the first or last name + photo copy of the latest passport**

 I request a weighted average of all the courses I took.

 I request not to include the courses noted below in the weighted average –

**please note that this request is for elective courses only**.

Course Number Course Title Semester Year

 I did not take extra courses.

I am aware that before I receive the certificate of eligibility/diploma, I must pay all my

debts to the University (graduate debt balance in the Office of Student Accounts,

return any library books I have borrowed, pay any debts I owe to the library, and so

on). Attached please find the “finalization of requirements” form signed by all the

relevant parties.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_