

Student Exchange Fall Semester 2023

Instructions for candidates

Dear Candidate,

It is crucial that you read and fully understand all the information below. Should any questions arise, please bring them up in your meeting with Mr. Shimon Packer, Manager of International Programs via phone: 03-9634161 or email: shimonpa@hdq.colman.ac.il.

Failure to follow these instructions may result in your disqualification from student exchange

1. Program Details

Background:

Studying abroad is an excellent opportunity for students to enhance their language skills, learn about different cultures, and develop independence. In today's globalized world, studying abroad can significantly enhance students' employability after their studies, given the intercultural competencies, problem-solving, creativity, and English fluency that are top skills sought by employers.

The student exchange program is an opportunity for students to experience studying at one of the universities and colleges around the world that are COLMAN partners while living in a different country.

2. Eligibility:

BA	2 nd year and above	GPA: 80 English: High Level
MA	Must have completed at least 1 semester	GPA: 80 English: High Level

3. Selection Process

There are **two** selection processes each candidate must undergo:

1. Be selected by COLMAN to participate in student exchange and to be nominated to a partner institution abroad.
2. Be confirmed by the partner institution abroad.

The second process can only start after the first ends. Thus, it is important to complete the first process on time. You are only accepted to study abroad after the second process is completed.

4. Applying for the program

4.1. Before you submit your application

You should start doing research the minute you decide to apply to the student exchange program. This means:

1. Refer to the list of partner institutions attached to this email and on the international website: <https://intl.colman.ac.il/colman-students/>
2. Find institutions that are of interest to you.
3. Look at their course offerings and write down those that you think are relevant to your studies
4. Check other information regarding each of these institutions such as language requirements, academic rigor, and cultural differences.
5. Create a list of institutions you would like to go to by priority.

4.2. Submitting your application:

Applications are only accepted through the official international website from **Match 1st until March 21st at 10:00 (am).**

Applicants are required to:

- Fill out the application form here: <https://intl.colman.ac.il/colman-students/#application>
- Attach an official copy of your transcripts in English (through the "Mayda-net" by requesting documents)
- Attach headshot photo
- Attach a Formal Letter of Motivation (a formal letter written in English that introduces you and your motivations for studying abroad. The letter should be exactly one page.)

All applications must be written in English with all information filled in.

All students who apply will be checked for previous disciplinary actions.

APPLICATIONS WILL CLOSE WITH NO EXCEPTION on March 21st at 10:00 am!!

4.3. After you submitted your application

Once an applicant has successfully completed and submitted their application, it will be reviewed. Applicants who meet the requirements will be invited for an interview, where they will have the opportunity to further demonstrate their skills and suitability for the program. The interview process is a crucial step in the selection process and provides a chance for the selection committee to get to know the candidate better and assess their fit for the program.

The interview duration will be approximately 20-30 minutes.

Note that interviews will take place on March 19-March 26 so schedule the interview immediately after submitting your application. Some interviews will take place before the last date for applying. If you applied early, you can enjoy these interview dates.

Applicants who do not show up to their interview without prior notice by email to Shimon will be removed from the selection process.

Following your interview, you can expect to receive an email within a few days notifying you of your selection status for the program. **This does not yet mean that you are guaranteed to actually participate in the program. Actual participation depends on academic approval within COLMAN and the approval of the partner institution.**

4.4. Academic Approval within COLMAN

Students Candidates must be approved by their relevant school! Under no circumstances will a student be able to participate in student exchange without the explicit permission of their school.

After you are notified you successfully passed the interview, approach the “International Representative” in your academic unit. A list of the representatives appears at the end of this paper.

Present to them the institution(s) abroad you would like to go to and the courses you would like to take when studying there. At this point, you need to make sure your unit approves these courses. This is not a final and formal approval yet. That will only be required after you are admitted to the institution abroad. However, you must confirm with your unit that it approves of the courses you intend to take. **Otherwise the credits you receive there will not count towards your COLMAN degree!**

After you have the approval of your unit for the courses you intend to take abroad, inform Shimon.

While we try to avoid this, in some cases the International Unit itself will limit the range of institutions you may choose to go to, because of limits on the number of students we can send to each institution and the relevance of certain academic units to those institutions.

5. Nomination to the partner Institution abroad

Upon completion of the application, interview, and faculty approval, candidates will be nominated to the respective participating institution via email through the international office.

Although rare, participating institutions have the right to refuse our students based on their own internal criteria outlined in the agreement between our institutions.

During the nomination process, students are required to comply with the nomination process of the participating institution. This process varies in length and requires several documents from the candidate.

At this stage, a "Learning Agreement" (official contract) will be presented with the **final list of courses that the candidate has chosen. This must be signed by the school representative.**

Nominations will be sent by the international unit to the partner institution by April 4th.

6. Acceptance

Upon completion of all the phases, the accepted student will receive a Letter of Acceptance from the participating institution.

Only the letter of acceptance officially confirms the participation and acceptance into the program.

7. General Information

All information can be found on our website here: <https://intl.colman.ac.il/colman-students/#study-abroad>

For questions, please contact Mr. Shimon Packer.

Email: ShimonPa@hdq.colman.ac.il

Phone: 03-9634161 (Sunday-Thursday 09:00-16:00)

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