Application Periods

**Early application period:** January 1 - May 1, 2016.

**Late application period:** May 2 - August 31, 2016.

End of application period for applicants who are required to take preparatory courses - August 1, 2016.

In order to be considered a candidate for studies at the IDC and have the application evaluated during one of the above-mentioned periods, applicants must submit all of the information, grade transcripts and official documents (original copies) required to the Interdisciplinary Center (IDC) Herzliya by the final date of the relevant application period.

**IDC Herzliya reserves the right to impose stricter standards upon applicants who apply during the late application period and upon candidates who submit the required documentation late. There are fewer spaces available to applicants during the late application period. Those who submit applications during the early application period will be given preference.**

Application Fee

**Application Fee:** NIS 300

The application fee can be paid in several ways:

- Online at: www.idc.ac.il/RishumOnlineMaster
- Online at: https://portal.idc.ac.il/en/schools/rris/acad_prog/grad_prog/pages/admissions.aspx
- At the Admissions Office: in cash, by check or by credit card.

The application fee covers the cost of processing and evaluating applications to study at IDC Herzliya and is non-refundable, even if an applicant withdraws their application, and regardless of the reason.

Applicant Status

- Applicants who do not submit all of the information requested on the application forms and intend to do so at a later stage in the application process must indicate this in the appropriate place in their application.
- In any case, applicants must submit all of the required information to the Admissions Department no later than August 31, 2016.
- An applicant who began the application process during the regular application period and submitted information after the deadline for it will be considered to have applied during the late application period and will be subject to all of the regulations for that period.
- An applicant who does not submit an original official copy of a document will be evaluated according to the information submitted. Should the applicant be accepted, they will be required to submit the original official copy immediately; that is, within seven days of receiving the acceptance notification. Candidates who delay submitting the original official documents risk losing their place in the program and being transferred from the early application period to the late application period.
- The Admissions Department will notify applicants upon receipt of their application form. The notification will indicate whether the application was received in its entirety, with all of the required forms, or if forms are missing, in which case the notification will include a list of the forms the applicant is still required to submit.
- An applicant who does not submit the original official forms that are missing by the required date will be considered to have withdrawn their application to study at IDC Herzliya.
- Applicants who submit their documents after the final date of an application period and meet the admissions standards set for that period will be accepted subject to availability.

Documents to Submit

- An original official copy of previous academic degrees (undergraduate, master's, or doctorate), as well as a transcript and final grade point average.
- Official results of the quantitative GMAT score (if required). Applicants can request that their exam results be sent directly to IDC Herzliya.
- A detailed resume.
- Original letters of recommendation (at least two). We advise the submission of one letter that relates to academic accomplishments and one that relates to professional experience. The recommenders should submit their letters directly to the IDC’s Admissions Office at master@idc.ac.il, ensuring to indicate the full name of the applicant they are recommending.

Original official documents must be submitted in one of the following manners:

- With the original official stamp of the institution that issued it.
- A photocopy of the document along with a notarized confirmation of its authenticity.
- Submission of both photocopies and the original official documents to the Admissions Office. Should applicants request, original official documents submitted by registered mail will be returned to them, by regular mail and at their own risk.

Additional Documents to Submit:

- Innovation Questionnaire (for Innovation & Entrepreneurship Track).
- Personal Essay (for Strategy and Business Development Track).
- Summary of the applicant’s resume (a bio)
Regulations for the GMBA programs
Application and Registration Process

- A photocopy of the applicant’s ID card or passport, if the applicant is not an Israeli citizen
- A digital passport photograph

Applicants who hold Degrees from Abroad
Applicants with degrees granted by institutions outside of Israel are subject to the application requirements, with some necessary modifications. Their degrees will be evaluated and a special admissions committee will decide upon their eligibility. For documents in a language other than English, a notarized translation should be submitted together with the original documents.

Application Process
1. The application process has two stages:
   Stage A: Evaluation of the information the applicants submit according to the requirements in item #2.
   Stage B: Applicants who successfully pass Stage A will be invited to an interview (the interview will be conducted in English), at the discretion of the admissions committee. Applicants who fail to pass the English interview will be required to pass the TOEFL exam.
2. The admission requirements for the Strategy and Business Development Track include: A quantitative degree or a quantitative GMAT score and 3 years of significant professional experience. Superior personal achievements and exceptional analytical and outstanding communication abilities will be assessed in a series of personal and case studies interviews.
3. The admission requirements for the Innovation & Entrepreneurship Track include: A quantitative degree or a quantitative GMAT score and 3 years of significant professional experience and a special evaluation process involving interviews that require applicants to demonstrate business entrepreneurship or leadership skills, as well as strong interpersonal skills.
4. We are committed to equality of opportunity in our admissions process, and do not discriminate between applicants on the basis of race, gender, religion, or nationality.
5. In the case of a delay in the decision, the applicant in question will receive a letter detailing the reasons for the delay.
6. Applicants who are accepted must pay a deposit, which will go towards their tuition payment, in order to complete the registration process. Those who pay a deposit commit to study at IDC Herzliya in the coming academic year and to fulfill the tuition regulations.
7. Applicants who are accepted but do not complete the registration process as per item 6 above, will be considered as if they have waived their place in the program and it will be offered to another candidate.

Preparatory Courses*
The preparatory courses are designed for students without knowledge of the following areas:
- Mathematics
- Statistics
- Introduction to Microeconomics

Please note, the preparatory courses are conducted in Hebrew only. Candidates not fluent in Hebrew will have to study independently. A short review will be available prior to the preparatory exams.

* Students who have not previously studied courses in these areas, or equivalent courses, may request permission from the MBA admissions committee to take the course exam to obtain an exemption. An exemption is granted to students who receive a grade of 70 or above on the exam.

An exemption from these courses based on previous studies can be granted by the MBA admissions committee.

Students who previously studied equivalent courses in an academic framework may submit a request for an exemption accompanied by the relevant information (course syllabus and grade).

The GMBA admissions committee reserves the right to terminate the studies of a student who does not fulfill the requirements of the preparatory courses.
There is an additional fee for the preparatory courses, as detailed in the tuition regulations.
Tuition for the Global MBA

1. Tuition for the GMBA programs in Strategy and Business Development and Innovation & Entrepreneurship, which begin in the Fall of 2016, is NIS 99,000. This covers all tuition costs and most expenses of program materials. A deposit of NIS 9,900 must be paid by the date stamped on the payment form. The tuition for the GMBA programs does not include the cost of flights for study abroad.

2. Forms will be sent to all students prior to the beginning of the academic year, to enable them to make arrangements for paying the balance of their tuition in one of the following four ways:
   A. In cash: the rate as originally listed on the payment forms is valid until the beginning of the academic year.
   B. 12 monthly payments via standing bank order.
   C. 12 monthly payments with the payment forms.
   D. Payment via credit card (one payment or multiple payments with credit fees).

   Interest and processing fees will be charged for options B and C.

3. The majority of the textbooks required for the program are given to students and their cost is included in tuition.

4. Discount in tuition will not be given to students who obtain an exemption from courses they completed in their previous studies.

5. Cost of preparatory courses in Hebrew: NIS 1,950 each, students who are required to take the whole three preparatory courses will be given 50% discount on the third course.

6. Cost of short review: NIS 975 each, to be paid by the date stamped on the payment form.

7. Students who terminate their studies, or do not begin them, after they were accepted and have paid the deposit will be required to pay tuition in accordance with cessation of studies regulations.

Regulations on the Cessation of Studies

Notification procedure for cessation of studies:
Students who pay the deposit for the 2016-17 academic year and decide not to study during that year must inform the Admissions Office of this in writing (with a letter sent by mail, fax or email). It is the students’ responsibility to confirm that this notification was received. To prevent any misunderstandings, please note that a phone call is not considered valid notification of the cessation of studies.

Notification is considered valid only if it is submitted in writing and received by the admissions office.

Notification to cancel or terminate studies at any point in time constitutes a revocation of eligibility for any scholarships which were awarded to the student.

Tuition Regulations for students who terminate their studies by choice or as imposed by the IDC:

1. Until July 15, 2016 - the entire deposit will be refunded.

2. Between July 17 and August 12, 2016 - students must pay 25% of the deposit.

3. Between August 14 and September 23, 2016 - students must pay 50% of the deposit.

4. Between September 25 and October 13, 2016 - students must pay 75% of the deposit.

5. Between October 14 and November 16, 2016 - students must pay 100% of the deposit.

6. Between November 17, 2016 and January 19, 2017 - students must pay 15% of tuition.

7. Between January 20 and March 16, 2017 - students must pay 25% of tuition.

8. Between March 17 and August 3, 2017 - students must pay 50% of tuition.

9. Between August 4, 2016 and March 7, 2018 - students must pay 75% of tuition.

10. After March 8, 2018 - students must pay 100% tuition.