

Bar-Ilan University  
Academic Secretariat  
Administration Building (402) Room 12  
Ramat Gan 5290002  
Tel: (03) 531-7729 Fax: (03) 535-4184

אוניברסיטת בר אילן-  
המזכירות האקדמית  
בניין המנהלה (402) חדר 12  
רמת גן 5290002  
טלפון: 03-5317729 פקס: 03-5354184

Ref:#3

### Request for Translated Documents

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

בעברית:

שם משפחה \_\_\_\_\_ שם קודם \_\_\_\_\_  
שם פרטי \_\_\_\_\_ טלפון \_\_\_\_\_

**In English:**

Last name: \_\_\_\_\_ Previous name: \_\_\_\_\_  
I.D. #: \_\_\_\_\_ Previous Student I.D. \_\_\_\_\_

I hereby request to send the Authorization and/or Transcript to the following addresses:

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

(You may add more on the other side of the page.)

I will collect the documents personally. (Building 402 Room 12 Sun-Thurs 9 a.m. – 2 p.m.)

You may receive a translated Certificate on the spot (Authorization of Studies only). **However, you must phone the office in advance to arrange this** (Iris 03-531-7729). **You must then present a copy of your Certificate, Authorization of Study in Hebrew, and receipt of payment.**

I would like to request the following documents: (Indicate appropriate boxes)

- Translated Transcript into English (from year 1988 and on) – 40 NIS
  - Translated Transcript into English (between years 1976 -1997) – 60 NIS
  - Translated Transcript into English (prior to 1975) – 120 NIS
  - Total of 4 copies per order. Each additional copy requested in the same order will incur a charge of 10 NIS.
  - Translated Certificate into English (one copy only). (Please attach a copy of your Hebrew Certificate.) – 40 NIS
  - Additional order – 4 identical copies of original – 40 additional NIS
  - Other Authorization issued by the Registrar or TLM Office
- (Please attach parallel Authorization in Hebrew.)**

**For your information:**

1. It may take up to 21 business days to handle your request.
2. When ordering a translated Authorization or Certificate, you must present an Authorization in Hebrew.
3. Please fill out this form and submit it, along with receipt of payment, to Iris, Room 12 Building 402 (Administration) or fax it to: (03) 535-4184.

For internal use of Service & Information Department

Receipt of payment \_\_\_\_\_