Tevet 6, 5785

January 6, 2025

Instructions for a digital round of approvals for post-doctoral procedures for foreign nationals

Post-doctoral Policy must be signed by Candidate, Academic Supervisor, Head of Department and the dean.

in the first stage the candidate must log into the "Inbar" system to open a new application as follows:

Requests and authorizations →→ Submit a request →→ Subject: Application and Acceptance Issue → → Confirmation: Policy of Post Doctoral Fellowship (Post-Doctoral) → → Submit

After clicking on "Submit" the next window will be open:

After clicking on "Accept" the next window will be open:

Fill out the form below(2023 - 2024 Academic Year)

Amount to pay 0.00

Personal information

Identity	▬▬▬	Full name	▬▬▬▬
Shipping address	▬▬▬	Updated address	▬▬▬
Email for inquiries	▬▬▬ @live.com	Updated mail	▬▬▬▬▬
Phone for inquiries	055▬▬▬	Updated phone	055▬▬▬

Note [   ]

ומסלולים Study Tracks [בתר-דוקטורט - עבודה סוציאלית ▾]

Submit   **Cancel**

After clicking on "Submit" + another confirmation the next window will be open and the Candidate need to read the Policy and sign and click on "Submit":

המזכירות האקדמית
לשכת המזכירה האקדמית

הצהרת המשתלם

שם משפחה	שם פרטי
אבו ג'בל	חנאן

מחלקה	כתובת מייל
בית הספר לעבודה סוציאלית ע"ש לואיס וגבי וייספלד	hanan.abojabel.1987@live.com

לקריאת נוהל ההשתלמות בעברית <u>לחץ כאן</u>

To read the Postdoctoral Fellowship Policy in English <u>press here</u>

קראתי את הנוהל והסכמתי לכל תנאיו.

I hereby confirm that I have read the Postdoctoral Fellowship Policy and agree to all its terms. (To sign, press on the pencil)

חתימה	תאריך
✏ _____	11/08/2024

שליחה

The system will send an email to the Academic Advisor for continuing the round of approvals.

Second stage
The Academic Advisor need to open the email and to click on the link and will open a window as seen above.
The Academic advisor need to read the Policy and sign and click on "Submit". The system will send an email to the Chair of Department for continuing the round of approvals.

Third stage
The Chair of Department need to open the email and to click on the link and will open a window as seen above.
The Chair of Department need to sign and click on "Submit". The system will send an email to the Dean of Faculty for continuing the round of approvals.

Fourth stage
The Dean of Faculty need to open the email and to click on the link and will open a window as seen above.
The Dean of Faculty need to sign and click on "Submit". The system will send an email to the Academic Secretariat that the round of approvals done.