

## Request for a grades sheet / authorization of eligibility for a degree

### Authorization of advanced studies recompense

Producing authorizations takes about 7 business days

The time involved in dispatching by snail mail is added to the production time

### Following are the types of authorizations issued by the Faculty of Social Sciences.

Grades Sheet in Hebrew / English (details of courses and grades)

Entitlement to a Degree (repeat request) in Hebrew / English

Authorization of advanced studies recompense

Copy of a studies completion certificate (in Hebrew and in English)

Can be ordered from the Academic Secretariat, Tel: (03) 670-8770

Studies Authorization: without Tuition details

Can be ordered from the General Students Secretariat at the Enrollment Center,

Tel: (03) 670-8330 or by email:

[im@tau.ac.il](mailto:im@tau.ac.il)

Studies Authorization: **with** tuition details

Can be ordered from the Tuition Section on Fax: (03) 670-6720

The authorization involves the payment of a fee

### Instructions for filling out the request:

Active students owing tuition fees are not entitled to obtain a grades sheet until the debt is paid.

### Ways of ordering:

1. Active students are invited to place this order directly through personal student information over the Internet
2. Dispatch the form to the following email address: [hevra@tauex.tau.il](mailto:hevra@tauex.tau.il)
3. By Fax: (03) 670-6950
4. **At the counter** at Room 311 with **credit card** details or by attaching **a check** in favor of Tel Aviv University.
5. **By snail mail** (with a check or credit card details attached) to the following address: Students Secretariat, Faculty of Social Sciences, Tel Aviv University, P. O. Box 39070, Tel Aviv, 6139001

Students studying at the Faculty of Social Sciences and at the Faculty of Humanities will obtain the authorization from the Faculty of Social Sciences

Please note,

Students studying in the **uni-disciplinary** track with the **faculties** listed below, will obtain the authorization at the above stated faculties:

- a. The Faculty of Precise Sciences
- b. The Faculty of Humanities
- c. The Faculty of Arts (with the exception of Psychology and Communications students)
- d. The Faculty of Management (with the exception of Communications pupils)

To be filled out by the student - please make sure to fill in all the details

Each type of authorization is to be paid for separately.

A set includes 3 copies and costs: for active students NIS 35, for non active students, NIS 50.

Dispatch to an overseas address: An additional NIS 15

Producing the authorizations takes about 7 business days. Please order early.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ M / F

I. D. No: 

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Address \_\_\_\_\_

Home phone No: \_\_\_\_\_ Work phone No. / Mobile phone No: \_\_\_\_\_

I have completed my studies: Yes / No      I request a Grades Sheet with average grades: Yes / No

Study Departments

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please circle the quantity of authorizations that you wish to purchase, in the appropriate box

	Grades Sheet	Authorization of entitlement to a Degree	Authorization of advanced studies recompense
Hebrew	3 copies/6 copies/9 copies	3 copies/6 copies/9 copies	3 copies/6 copies/9 copies
English	3 copies/6 copies/9 copies	3 copies/6 copies/9 copies	3 copies/6 copies/9 copies

If you request a grades sheet **in English** , please write your full name in English

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

**Advanced Studies Recompense**

If you are requesting an authorization of extra courses for advanced studies recompense purposes, please provide the names of the courses:

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- Please **send** the authorization to the above stated address
- Please **call** and inform me when the application is ready

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Card Holder

Card No.

Validity

Number  
overleaf

Amount to charge:              Date: (to be filled out by the Secretariat)              Filled by: (to be filled out by the Secretariat)

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Date: \_\_\_\_\_ Signature of the Applicant: \_\_\_\_\_

Authorizations that will not be picked up within 30 days will be dispatched to the registered address or to the address appearing in the University computer.