**Instructions for Completing the Dormitory Application Form for Single Students**

**Read the instructions carefully before completing the form. The form must be submitted along with all required documents.**

**All relevant documents should be prepared in advance in PDF files only.** If you are prevented from completing the form due to missing a particular document, you will need to start over.

This application form is intended for single students who are studying at the Technion in either an undergraduate program or medical program, and are enrolled in a minimum of 10 academic degree points/credits per semester.

Discontinuation of one’s studies, academic leave, or graduation immediately revokes one’s eligibility for dormitory housing.

**A number of applications will be randomly selected to examine the reliability of the data.**

Any phrasing that is written in masculine form is equally intended for both male and female students.

The following documents must be attached to this form:

**Special Programs:**

Students who are part of the following programs – “Technion Excellence”, “Psagot”, “Brakim”, “Silon”, “Alonim”, “Gvahim”, “Heznek” (which grant automatic dormitory eligibility) – are to sign a declaration form for special programs (available on the dormitory website under the “Forms” tab), scan it, and upload it in place of parental income. The dormitory application form must be completed on the portal. With regard to the dormitory residence period during master’s degree studies, the application form must be completed in accordance with the graduate degree registration dates.

**Medical Conditions:**

* **Students with disabilities** are to attach official documentation that indicates the percentage of disability (from the Ministry of Defense/National Insurance Institute/Ministry of Labor and Social Affairs and Public Services). Students with a 50% disability and above – are automatically eligible for dormitory housing.

**\*** In case of a need for accessibility accommodations due to being a period with a disability, contact the Dormitory Office no later than 14 days after receiving the notice of eligibility for dormitory housing. If the request is submitted after 14 days, accommodations will be provided if possible.

* Students who are requesting **accommodations due to their medical condition** are to complete:
* Request for Medical Diagnosis form (can be downloaded from the dormitory website)
* Waiver of Medical Confidentiality (can be downloaded from the dormitory website)
* Relevant Medical Documents (PDF files only)

**Forms/documents should be emailed to**: **med\_requests@technion.ac.il**.

Additional Comments:

* If all required/relevant documents are not included, it will not be possible to determine accommodations.
* All information will be forwarded to the Technion doctor, and a response will be sent from the office via e-mail.
* The decision of the Technion doctor is final and decisive.

**Parental Documents:**

* **Copy of ID card (Tehudat Zehut)** of one of the parents **including the Appendix** that lists the names of all siblings.
* **Parental income documents**, in accordance with the table below:

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| **Employed** | Those who are not company owners nor partners in a company and/or not stakeholders in a company and the company is not a family company: * **Attach Form 106 for 2023** or **a paystub from** **December 2023 in addition:**
	+ Annual authorization of payments for 2023 from the National Insurance Institute (Bituach Leumi)
	+ Authorization of Insurance Periods and Employers from the National Insurance Institute (Bituach Leumi)
* If they worked in multiple places during 2023 – include the most recent paystub from each place of employment.
* If one or both of the parents receive additional income from the National insurance Institute (Bituach Leumi) (any type of allowance from the National Insurance Institute), an allowance/benefit statement from December 2023 must be attached.
* Employees who file a tax assessment to the Israel Tax Authority or who have additional income from a business are to submit their most recent personal tax assessment (from 2022 onwards).
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| **Self-Employed** | **Self-employed individuals** and others who do not fall under the previous category, such as stakeholders in a company, partners in a family business, or shareholders and the like, are to submit the most recent **personal** tax assessment that they possess, from 2022 onwards.**Comments:** **\*** Documentation from an accountant/tax advisor will not be accepted nor will Form 1301.**\*\* New business**: Submit the VAT approval for opening a file (“tik”), as well as documentation from the accountant indicating the business owner’s expected income.  |
| **Pensioners** (Retired Parents) | **Working retirees**Submit a **pension** paystub and **income** from their place of work – paystub from December 2023 or Form 106 for 2023.**Non-working retirees*** Pension paystub from December 2023 or Form 106 for 2023
* Summary of total yearly payments for 2023 from the National Insurance Institute (Bituach Leumi)
* Documentation of “periods of employment” from the National Insurance Institute (Bituach Leumi)
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| **Non-employed** | * Current documentation indicating non-working status from the National Insurance institute (Bituach Leumi)
* Summary of total yearly payments for 2023 from the National Insurance Institute (Bituach Leumi)
* If the sole income is an old-age pension (senior citizen allowance) – submit an up-to-date documentation of “employment periods” from the National Insurance Institute (Bituach Leumi)
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| **Severance of relations with parents** | Students are to provide a declaration statement signed in the presence of a lawyer, using the phrasing found on the dormitory website, and are to attach a letter indicating their sources of support. **Being disconnected financially does not constitute grounds for a declaration statement.*** **Comments:** A student who has previously submitted a declaration statement indicating severance of relations with parents is to declare that there has been no change in the situation.
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**\*\*\*If there is additional income** from rent, death allowances, severance, additional work, or other sources of income – documentation must be attached.

**Documents for Students’ Siblings:**

* Students **whose siblings are serving in the army/national (Leumi) service** are to attach documentation (e.g., photo of the military ID card, photo of the military service draft letter).
* Students **whose siblings are studying for their bachelor’s degree at a recognized higher education institution in Israel** [including practical engineering training programs, colleges and preparatory programs (“mechina”)] are to attach up-to-date documentation from the institution in which they are enrolled.

(For unaccredited institutions – documentation indicating the tuition amount must also be attached.)

* Students whose siblings are about to begin their studies in the 2024-2025 academic year, are to attach a letter of admission + documentation of the first tuition payment.

**Military Service, National (Leumi) Service, Civilian Service, Volunteering in the Army, and Reserve Duty:**

* **Students who served in the army or in national (Leumi)/civilian service or who volunteered in the army** – are to provide documentation.
* Students who **served in the reserves or other national (Leumi) service** between January 1, 2023 and October 6, 2023 are to fill a request in the link: [**https://forms.office.com/r/CemSbmWRS3**](https://forms.office.com/r/CemSbmWRS3) and upload documentation indicating their release from reserve duty or confirmation from the National Insurance Institute (Bituach Leumi)
* There is no need to submit reservist documentation from October 7, 2023, onwards (it appears in the Technion’s system).
* **Students with a combat certificate (including firefighters)** are to attach a photocopy of the certificate (gold certificate).
* **Students with a combat support certificate** are to attach a photocopy of the certificate (silver

certificate).

**Other:**

**Students pursuing an additional / dual degree or who have switched faculties**, and as a result will pass the approved semester quota for dormitory housing, are to attach documentation from Undergraduate Studies and are to indicate the number of points/credits left to complete the degree on the application form.

**Students who are part of a sports team playing in the league** – are to submit documentation from the Secretary of the Sport Center.

***Responses to Dormitory Applications – will be sent via email.***

***It is the student’s responsibility to keep track of all notices sent from the Dormitory Office.***

***You may track the status of your application in the portal, under the tab “Campus, My Applications”.***

**Please note:**

* **It is not possible to live in the dormitories for more than one semester past the formal timeline of the study program.**