

# APPLICATION GUIDELINES

**IT IS IMPORTANT THAT YOU READ THE APPLICATION GUIDELINES AS THEY CONTAIN IMPORTANT INFORMATION THAT WILL ASSIST YOU WITH COMPLETING YOUR APPLICATION FORM**

The Admissions Office is entitled to withhold processing of applications due to omission of required documentation, therefore please ensure that all the required documents are submitted.

**All copy documents submitted will be authenticated during the registration process, therefore it is important to remember to bring all original documents when you attend for registration.**

1.	Please write the title of one or more undergraduate or postgraduate programmes offered by the University that you are interested in applying for.
2.	Please write the academic year for which you are applying.
3.	Please complete your personal information. Please provide your passport number. If a Cypriot/EU citizen, please provide your ID number.
4.	In this section, applicants can also list any A-level or other educational qualifications that have been achieved.
5.	English is the main language of instruction at the University. Please refer to the University prospectus for a complete list of acceptable English Language qualifications and grades. If you reside overseas and/or your education qualifications are held from countries where English is not the main language, you must provide evidence of proficiency in the English language. After admission, candidates may be required to take additional instruction in English language.
6.	Other qualifications may include achievements in various fields such as music, mathematics, etc.
7.	Please list your employment and work experience per the instructions provided in the application form.
8.	The University offers equal opportunities to all students regardless of their physical abilities. The candidates should explain in the application form the nature of their disability and inform the Admissions Office concerning the special needs they will require during their studies. Candidates who have some form of disability which is mentioned in the application will be examined on equal terms as all other candidates. Should the University reject a candidate due to physical disability then this is considered to be a disciplinary matter.
9.	Please indicate whether your studies will be sponsored or self-funded, and, in the case of the former, please complete the relevant information.
10.	Please provide any other important information that you think the Admissions Office should take into account in considering your application.
11.	Please complete your personal statement per the instructions provided in the application form. Please continue on a separate sheet of paper if necessary.
12.	Your referee or referees need to complete the enclosed letter of reference form and return it to you in a sealed envelope. Please submit the required letters of reference along with your application form and other required documents.
13.	Please read, sign and date the declaration.

14.	<p>The required documents that need to be submitted in addition to the completed application form, include:</p> <p>a) Four (4) recent, good quality passport-sized photographs. Please print your name clearly on the reverse side of each photograph.</p> <p>b) Certified/attested copies (plus official or certified/attested English or Greek translations, where necessary) of High School transcripts and college/university degrees, transcript(s) and diplomas or other equivalent qualifications, if applicable. DO NOT send originals as Neapolis University will not return documents to you. Documents not correctly verified will result in delays in the processing of your application and its consideration for admission.</p> <p>c) Students who wish to transfer from another university must submit official authenticated transcripts/grade reports/mark sheets and course descriptions or syllabi in English.</p> <p>d) A copy of the ID/passport. The passport should be valid for at least one (1) year from the date of the student's arrival in the case of EU citizens. In the case of non-EU citizens an attested copy of a passport with minimum validity of two (2) years needs to be submitted.</p> <p>e) For non-EU students: An attested bank letter (in English) confirming funding - if you are receiving sponsorship for your programme of study please supply a letter of sponsorship as well. An original bank verification (in English) that the student has secured a personal bank loan will also be accepted, provided that the bank verification is issued under the student's name. If you have no arrangements in place, you should begin taking steps to arrange funding. You will not be accepted for a programme until you have supplied evidence of your ability to meet the costs involved.</p>
15.	<p>Please submit your application and required documents by mail or personally at the appropriate address, as indicated in the application form.</p>

**FOR APPLICANTS TO THE SCHOOL OF ARCHITECTURE, LAND AND ENVIRONMENTAL SCIENCES**

When applying for the Bachelor/Diploma in Architecture and Environmental Design, please include a printed visual portfolio of personal architectural and/or artistic work, not larger than A3 format, if applicable.

For portfolio requirements and additional advice contact the Admissions Office ([admissions@nup.ac.cy](mailto:admissions@nup.ac.cy)) or visit the NUP official website [www.nup.ac.cy/barch](http://www.nup.ac.cy/barch)

**ADMISSIONS POLICY STATEMENT**

The University admits students irrespective of nationality, race, religion, or gender provided that they meet the admission criteria of each programme of study. The general admission criteria are based on the type and quality of previous studies, the grade obtained in previous studies, and the suitability of the candidate for the chosen programme of study for which he/she has applied.