

APPLICATION TO NUP FOR ENTRY PERMIT INTO CYPRUS - APPLICATION STAGE ONE

Documents for Entry Permit:

1. **A duly certified copy** of valid passport within the period of:
 - at least the expected duration of study or
 - at least two years.
2. In case of a minor, an original copy of a duly certified parental consent for the intended duration of stay along with an official translated copy in either Greek or English.
3. **A duly certified original copy** of criminal records report from the country of origin's Government Authorities along with a translated copy in Greek or English (within the last three months).
4. **A duly certified original medical certificate issued by the Government Administration accompanied** by the medical tests for tuberculosis (X-ray), hepatitis B, C, syphilis and HIV/AIDS. The medical certificate shall be issued within four months of the date of the medical examinations. (not older than four months)
5. **Original Duly certified recent Bank Letter accompanied by a duly certified bank account** (within the last six months) from the international student's home country banking institution confirming that the international student has the financial ability to cover living and studying expenses and / **or a duly certified copy** of the scholarship offer letter if the granting Institute is at the country of origin. In case where the living and studying expenses of the international student are assumed by another person to clarify the relationship of the international student with the sponsor. **The Bank Letter from the bank institute shall be accompanied by an original and duly certified bank account statement with minimum balance amount of €7000 in the last month before submitting the document to the Cyprus Embassy or Consulate. (The amount should be reported as Euros)**
6. **Duly certified copies** of academic qualifications
7. **Pay at least €3000 for tuition fees (we refund a part of them if Migration reject your application) and €300 for student visa procedure (nonrefundable) (write the name of the student when you pay at the bank or via jcc)**
8. **English Language Certificate (GCE, TOEFL, module at high school or university)**

IT IS NOTED THAT CERTIFICATIONS OF THE ABOVE DOCUMENTS SHOULD BE ORIGINAL.

ATTESTATION PROCESS OF THE REQUIRED DOCUMENTS IS AS FOLLOWS:

- a) Documents of countries that have signed the Hague Convention of 1961 will have to bear the Apostille stamp (original) and not any other attestation. Note that the Apostille stamp does not need translation.
- b) Documents of countries that **have not** have signed the Hague Convention of 1961 will have to bear their home country's Ministry of Foreign Affairs stamp in order for the documents to be accepted. Also the documents shall then be attested by the Cyprus Embassy, High Commission or Consulate.
- c) In order for the document to be accepted, they must be translated into the Greek or English language by the Press and Information Office (P.I.O) or by approved translator who will provide a sworn court statement. In case where the translation is done by a translator in the country of origin of this document should be attested in the same way as provided for in either paragraph (a) or paragraph (b) above. Note that if the attestation of the documents (except the Apostille stamp) is in another language than Greek or English, it shall be translated into one of those languages.

Any non-government issued records submitted by student candidates shall bear in legible manner the detail contract information of the respective issuing body/bank including the name of the officer who issued them and the valid telephone numbers.

It is noted that based on bilateral agreements between Cyprus, Russian and Serbian, students are exempted from the attestation procedures, provided all their documents are officially signed and stamped by the issuing authority.

FOR NON-GOVERNMENT DOCUMENTS (i.e bank letter, health certificate) THE PROCEDURE IS AS FOLLOWS:

Bank letter: To be Certified by **Notary/Notary Public**. Then the Notary's signature to be certified by the Country's appropriate Authority, The Ministry of Foreign Affairs, and by the Cyprus Embassy, High Commission or Consulate.

In regards to attestation of documentation by the Cyprus Embassy, High Commission or Consulate proven not to be attested under the authority of country of origin's Ministry of Foreign Affairs, the tentative process is as follows:

- a. The **Bank letter** shall be attested by the Notarizing Officer (**Notary Public**) and subsequently submitted to the Consulate or Honorary Consular of the Republic at the country of origin for review.
- b. Copies of Pakistani and Egyptian Passports shall be attested by the Consulate or Honorary Consular of the Republic at the country of origin if it is submitted with the Passport.

Students from India, Bangladesh and Pakistan will need to attend to the Cyprus Embassy of their country to have skype interview with Cypriot authorities. You will submit the original certified documents there and you will send 2 sets of their copies in Neapolis University's address.

IN CASES WHERE ONLY A COPY IN LIEU OF THE ORIGINALS IS SUBMITTED, THE APPLICATION WILL NOT BE ACCEPTED BY CIVIL REGISTRY AND MIGRATION DEPARTMENT.

Notes:

Every document needs to be translated in English.

The bank letter and the account's transactions for the last 6 months should be issued by the bank and certified by the ministry of foreign affairs and Cyprus embassy.

Each page needs to get certified.

About your medical tests: you will do the exams and take the results to a government doctor in order to issue a medical certificate for you. On the certificate should be stated the tests you have done and the results.

You need to be in your country and not in Cyprus from the day we submit your application to Migration until the day they publish an entry permit for you.

We will submit your application as soon as you send the documents to us. You need to submit the set of the original certified documents and another set of their copies.

Migration usually needs 3 weeks to answer. You need to be in your country during this period.

After your arrival in Cyprus with your entry permit by Migration, you will have to follow another procedure here in order to have your residence permit (student visa).

APPLICATION STAGE TWO – AFTER YOUR ARRIVAL IN CYPRUS

As soon as you arrive in Cyprus you need to visit student affairs office (111) in order to get information about application M61 you need to submit to Immigration.

Documents needed:

1. **Certified copy of a valid passport** within the period of
 - At least the expected duration of study or
 - At least two years

2. **Medical Insurance** to cover all risks in the Republic of Cyprus (for inpatient and outpatient treatment in Cyprus and transportation of the body of the deceased back to his/her country).

3. **Medical Certificate** stamped and signed by a Government Medical Doctor along with medical test to support that the international student is not suffering from hepatitis B and C, HIV/AIDS, syphilis, and chest X-ray (tuberculosis).

4. A bank letter from a local Bank in the Republic confirming that the international student has deposited the amount of €5000 in his/her account to cover his/her living expenses and tuition fees for the duration of the residence permit.

5. A bank Guarantee by the student or by the Higher education institution to cover any repatriation expenses (from NUP)

6. House contract

7. M+EDU Form

8. M61 Form

9. Registration letter

10. Entrance Permit Document

11. Application fee payment receipt €34.17 for application processing

12. Alien Registration Book fee payment of €70.00

In order to book an appointment to Immigration you need to submit:

- Your passport
- Registration letter from the University
- Original Entrance permit

Your residence permit should be renewed every year.

Each country has different rules so you need to contact us before you start preparing documents.

We will help you with all information you need.

Please contact neapolis.af@nup.ac.cy if you have any question regarding the documents and how you need to certify them.