

## PROCEDURE FOR AN ENTRY PERMIT APPLICATION

Your application will be submitted by the University to the Migration department after you send the needed certified documents to our address.

We need to have every certified document sent to Cyprus via courier so we can apply for an entry permit at the Civil Registry and Migration Department on your behalf. **Two sets of documents will be required** i.e. original certified documents (copy document with original stamps) and one set of their copies.

Please note that your application will only be submitted upon receipt of the documents requested in two (2) sets.

International Students cannot be in Cyprus while the Civil Registry and Migration Department are processing their Entry permit Applications. According to the Migration's regulation, "students must remain in their country of residence until their applications are checked and an Entry permit is published"

### Documents for Student Visa

1. A duly certified copy of a valid passport within the period of:
  - a) at least the expected duration of the study
  - b) 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 a Government Institution accompanied by the medical tests results for **tuberculosis (X-ray), hepatitis B, C, syphilis and HIV/AIDS**. The medical certificate shall be issued within four months from the date of the medical examinations (not older than four months)
5. Duly certified original Bank Letter accompanied by a duly certified bank account from Banking Institution in the student's Home Country 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 in the country of origin.

In case someone other than the international student assumes the living and studying expenses, a duly certified sponsorship letter must be included to clarify the relationship with the sponsor. An original and duly certified bank account statement with a minimum balance

amount of €7000 shall accompany the Bank Letter 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. Payment of at least €3000 for tuition fees (which will be refunded if the application is denied by the Migration) and €300 for student visa procedure (non-refundable). Students' name/ Passport No. should be indicated while the payment is being made at the Bank or via JCC)
8. English certificate (IELTS/TOEFL)
9. Signed declaration for Asylum (find it attached to this email)

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 no other attestation. Note that the Apostille stamp does not need a 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 followed by attestation by the Cyprus Embassy, High Commission, or Consulate for the documents to be accepted.
- c) The document must be translated into Greek or English language by the Press and Information Office (P.I.O) or by an approved translator who will provide a sworn court statement. In case the translation is done by a translator in the country of origin of this document, attestation should be done in the same way as provided 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 must be translated into either of those languages.

Any non-governmental issued records submitted by the student shall bear legibly detailed contact information of the respective issuing body/bank including the name of the officer who issued them and a valid telephone number

Based on bilateral agreements between Cyprus, Russia and Serbia, students are exempted from the attestation procedures provided all their documents are officially signed and stamped by the issuing authority.

FOR NON-GOVERNMENTAL 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 documents by the Cyprus Embassy, High Commission or Consulate proven not to be attested under the authority of the 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.

Notes:

- In cases where only a copy instead of the originals is submitted, the civil registry and migration department will not accept the application.
- Every document needs to be translated to English, certified by the Ministry of Foreign affairs of the country that issued it, and then by the Cyprus embassy there.
- The bank letter and the account's transactions statement should not be later than 6 months.
- The Bank letter and Bank Statement should be issued by the Bank then certified by the Ministry of Foreign Affairs and the Cyprus embassy.
- Each page needs to be certified.
- Medical tests: The tests and results should be stated on the certificate. Please submit the medical test results also.
- You need to be in your country and not in Cyprus throughout the application process.
- Your application will be submitted as soon as we receive it. The civil registry and Migration Department will need at least 3 weeks to respond. Upon your arrival to Cyprus with your published entrance permit by Migration, you will have to follow another procedure here(Cyprus) to have your residence permit (student visa).
- Your residence permit should be renewed every year.