

STUDENT VISA APPLICATION PROCEDURE

In order to enable us to apply to the Civil Registry and Migration Department on your behalf for your entry permit and have a smooth and seamless application process, please follow all the instructions below in detail

List of the documents (1-11) required for the submission of student entry application:

1. A duly certified copy of valid passport with validity at least two (2) years from the date of submission of the application to the Migration Department.
2. A duly certified original Police Clearance Certificate (criminal record report) from the Country of Origin's Government Authorities along with a translated copy in Greek or English (issued within the previous three (3) months).
3. 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 must be issued within four months from the date of the medical examinations.
4. Duly certified copies of academic qualifications.
5. Duly certified original Bank Letter from a 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.

The Bank letter must 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.

In case someone other than the international student assumes the student's, living and studying expenses, a duly certified sponsorship letter must be included which must also clarify the relationship with the sponsor (document provided upon request).

6. Offer letter.
7. MEDU (document provided upon request).
8. In case of a minor (under 18 years old), an original duly certified parental consent for the intended duration of stay along with an official translated copy in either Greek or English.
9. Minimum Payment before application: bank transfer (the only payment method accepted by Migration Department) of at least €3000 against tuition fees (fully refundable in case of application rejection by the Migration Department) plus €350 for student visa procedure (non-refundable).

Students' name and Passport No. should be indicated while payment is being made at the Bank transfer transaction.

The relationship between the student and the sponsor must be as follows: parents and siblings - by presenting a birth certificate - and spouses - by presenting the marriage certificate.

10. Duly certified English Language Certificate with validity at least two (2) years from the date of submission of the application to the Migration Department.

11. Signed declaration for non-Asylum (document provided upon request).

The following documents must be attested/certified as explained below:

- **Passport copy**

Ministry of Foreign Affairs and then Embassy/Consulate of the Republic of Cyprus.

- **Police Clearance Certificate**

Police Authority, then Ministry of Foreign Affairs and finally the Embassy/Consulate of the Republic of Cyprus.

- **Medical Certificate**

Ministry of Health, then Ministry of Foreign Affairs and finally the Embassy/Consulate of the Republic of Cyprus.

- **Academic qualifications**

Ministry of Foreign Affairs and then Embassy/Consulate of the Republic of Cyprus.

- **Bank Letter & Bank statement/scholarship letter**

Notary Public - verification of signature by an appropriate official in the country of residence - then Ministry of Foreign Affairs and finally the Embassy/Consulate of the Republic of Cyprus.

Clarification for the attestation(certification) procedure of the listed required documents

The attestation process differs between countries that have signed the Hague Convention 1961 (Apostille) and those who have not.

- a) Documents of countries that have signed the Hague Convention of 1961 will have to bear the Apostille stamp (original). Note that the Apostille stamp does not need translation. The list of countries is available in this link <https://www.hcch.net/en/states/hcch-members>

The Apostille certification process requires the authentication of ORIGINAL public documents (including school-leaving certificates and academic degrees issued by recognized educational institutions) or GENUINE photocopies (true copies) that bear the ORIGINAL signatures of the issuing authority AND the ORIGINAL official stamps of the competent public authority.

Therefore, it is clarified that only documents bear original, authentic signatures and/or certifications can be accepted. Anything else cannot be accepted by the Authorities in Cyprus and for this reason your attention is drawn to this matter.

- b) Documents of countries that have not 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 in order for documents to be accepted.

Candidates need to check with the Embassy of Cyprus in the country of residency to understand the required certification and legalization process for required documents. Verify whether an

appointment is needed at the Embassy/Consulate for this process and ensure timely arrangement.

- All documents must be translated to English or Greek language by a translator in the country of origin of the document. For the attestation of the documents (except the Apostille stamp) that are in a language other than Greek or English, these must be translated into either of those languages.
- Based on bilateral agreements between Cyprus, Russia and Serbia, students are exempted from the attestation procedures provided all documents are officially signed and stamped by the issuing authority of their country.
- Any non-governmental issued records submitted by a student shall bear in legible manner detailed contact information of the respective issuing body/bank including the name of the officer who issued them and a valid telephone number of the respective body/bank.
- All documents requiring attestation/certification must be finally submitted to the Cyprus Embassy/Consulate in candidate's home country.

General Note:

- *All certified documents must be sent to Cyprus by courier service.*
- *First send all required documents by one email and after our confirmation send everything by courier*
- *Three sets of documents are required, specifically one (1) set of the original certified documents with original stamps and two (2) sets of certified copies.*
- *The application will only be submitted upon receipt of all required documents and copies. It is strongly recommended that candidates keep an extra copy of the full set of documents sent to us for own records.*
- *International Students cannot stay in Cyprus while the Civil Registry and Migration Department is processing their Entry permit (Visa) Applications. According to the Migration regulations: "students must remain in their country of residence until their applications are checked and an Entry permit is issued".*

Important Information:

- In cases where only a copy in lieu of the originals are submitted, Civil Registry and Migration Department will not accept the application.
- Every document needs to be translated in English, certified by the Ministry of Foreign Affairs in the issuing country and then by the Cyprus Embassy or Consulate or Honorary Consular in the said country.
- Each page of documents needs to be certified.
- The medical tests and results should be stated on certificate, and submitted as well.
- Candidates must stay in their country, and not in Cyprus, during the application process.
- The application will be submitted to Civil Registry and Migration Department within a week from the delivery to our International Office, and provided documents are completed correctly. Civil

Registry and Migration Department needs at least 6 weeks to respond. In total the time needed to examine the application is approximate 3 months

- Upon arrival to Cyprus with the entry permit (blue paper) issued by Civil Registry and Migration Department, students have to apply for the residence permit /student visa within 3 months (document provided upon request).
- The residence permit must be renewed every year.