

Dear Prospective Student,

To enable us to submit your application for a student entry permit to the Republic of Cyprus, please read the following instructions carefully. These instructions concern non-EU applicants applying from abroad.

1. Application procedure and deadline

Once you have met the University's admission conditions, our International Students Office will coordinate your entry permit application with the Cyprus Migration Department.

Please:

1. Send clear colour scans of your completed documents, including every certification stamp, Apostille and translation, for our preliminary review.
2. Wait for our confirmation before sending the physical documents by courier.
3. Submit the complete set of correctly certified documents one original, together with one complete certified copy and **one complete photocopy set**, to the address provided by our Office.
4. Complete the required payments in accordance with the University's written instructions.

The Migration Department accepts applications only at the University's allocated appointments and no later than two weeks before the commencement of classes. Our internal deadline is earlier to allow time for checking, corrections and submission. Please see the document receipt deadline below.

2. Documents you must prepare

In the table below, "legalisation" means either an **Apostille** or the **complete diplomatic legalisation procedure**, as explained in Section 3.

Document	Required form and certification
Offer letter	The University will provide your offer letter. Follow any instructions in the letter regarding acceptance of your offer.
Application form	Complete the personal details in Part I and sign the "Official Declaration of the Third Country National" in Part IV of the application form supplied by our Office. Please use the current version of the form and follow our completion instructions.
Passport	

Provide a clear, duly certified copy of your passport identification page and any additional pages requested by our Office. The certification must be original and the copy must undergo the applicable legalisation procedure. Do not courier your original passport. Send us its expiry date at the outset so we can confirm that it meets the required validity period for your studies.

Academic qualifications and transcripts

Provide the school-leaving certificate, degree certificates and transcripts required for your programme. These may be submitted as **notarised true copies**. Each must bear an original true-copy certification, the Notary Public's original signature and stamp, and an original Apostille or complete original diplomatic legalisation. A photocopy of an already certified document is insufficient.

Evidence of English-language proficiency, where required

Provide the qualification or test result accepted for your programme, together with any verification details. Ask our Office to confirm the required submission and certification format, particularly for results issued electronically. The English Language Certificate must not be older than two (2) years from the date of submission of the application to the Migration Department

Police clearance / certificate of no criminal record

Provide an original Certificate of a clear Criminal Record from your country of origin (if you are residing in a country other than your country of origin, the certificate may be issued from the country of residence). **The certificate must have the applicable legalisation and an official translation into Greek or**

English where required. It should be no more than **three months old at submission.** A **notarised photocopy does not replace the original.**

Provide **original, duly legalised medical certificates/results** covering **hepatitis B, hepatitis C, HIV, syphilis and a chest X-ray report for tuberculosis.**

Medical examination results

Medical examinations should be no more than **four months old at submission.** Each separately issued report must be appropriately certified and legalised.

Provide an original, recent bank letter confirming the financial ability to meet your tuition and living costs, together with an original bank account statement. Both documents must undergo the applicable legalisation. An ordinary online printout or notarised photocopy should not be submitted in place of an original bank-issued document without our prior confirmation.

Bank confirmation letter and supporting bank statement

The bank statement accompanying the bank letter must demonstrate funds of at least €7,000, in the last month before submitting the document to the Cyprus Embassy or Consulate. (subject to any accepted scholarship arrangements). The amount should be expressed in euros.

Sponsorship and evidence of relationship, where applicable

If a parent will finance your studies, provide the parent's financial documents and any sponsorship declaration requested. Provide an original official birth certificate, or another accepted official document, establishing the relationship.

If another person will finance your studies, provide the sponsor's financial documents and a duly certified sponsorship declaration confirming the relationship. Our Office will confirm whether the proposed sponsor is eligible and which official documents are required to establish the relationship, such as birth certificates or a marriage certificate.

Foreign supporting documents must undergo the applicable legalisation.

Scholarship confirmation, where applicable

Provide an official confirmation stating the scholarship amount, duration and expenses covered. A foreign-issued confirmation must be appropriately certified/legalised unless an applicable exemption is confirmed.

Parental consent, if you are under 18

If you are under 18, provide the original parental authorisation for your intended stay and studies, with signatures certified by the competent authority, the applicable legalisation and an official translation into Greek or English where required. Our Office will confirm any additional custody or guardianship documents needed.

Tuition payment and procedure fee

Before submission of your application, pay at least €3,000 towards tuition fees by bank transfer, plus €350 for the student entry permit procedure. The €3,000 tuition payment is fully refundable if the Migration Department rejects the application; the €350 procedure

fee is non-refundable. Our Office will confirm how any scholarship affects the required tuition payment. Include your full name and passport number in the bank transfer reference, provide the transfer confirmation and retain the University's receipt. Follow only the University's official payment instructions.

The financial evidence of at least €7,000 is not a statement of the full cost of your studies. Please refer to your offer letter for tuition fees and budget separately for accommodation and other living expenses.

If you have asylum status: Complete and sign the applicable declaration form(s) supplied by our Office concerning asylum status.

The University will provide the acceptance letter and coordinate the institutional documents required for your application, including the applicable arrangements for repatriation expenses.

3. How to certify and legalise your documents

A. Documents from countries where the Apostille Convention applies with Cyprus

Obtain an Apostille from the designated competent authority **in the country where the document was issued**.

For academic true copies, the sequence is:

1. Present the original qualification to a Notary Public.
2. Obtain a copy bearing an original true-copy certification and the Notary Public's original signature and stamp.
3. Have that notarised copy legalised with an original Apostille.

For police, medical and financial documents, obtain the **original document**, complete any preliminary authentication required in the issuing country, and obtain the Apostille applicable to that document.

Notarisation alone is not an Apostille. Equally, notarising a photocopy does not replace the requirement to submit an original police, medical or financial document.

For private documents, including some bank or medical documents, preliminary certification of the issuer's signature may be necessary before an Apostille can be issued. Ask the competent Apostille authority about this procedure.

B. Documents requiring diplomatic legalisation

Where the Apostille route does not apply, documents must carry the **complete diplomatic legalisation chain in original form**.

The usual route involves authentication by the relevant authorities in the issuing country, certification by that country's Ministry of Foreign Affairs, and certification by the competent Cyprus Embassy, High Commission or Consulate. Any required final certification by the Cyprus Ministry of Foreign Affairs must also be completed.

Please obtain country-specific instructions from our Office before starting. The route may differ where Cyprus has no diplomatic representation in the issuing country.

The full procedure applies to each required document. For academic true copies, notarisation must take place before diplomatic legalisation.

C. Exemptions

Certain documents may benefit from a treaty or EU-law exemption. Please ask our Office to confirm whether an exemption applies to your particular document before omitting any certification step.

The relevant procedure depends on **where the document was issued**, not simply on your nationality.

4. Correct wording for academic true copies

To avoid rejection, ask the Notary Public to use clear wording such as:

"CERTIFIED TO BE A TRUE COPY OF THE ORIGINAL SEEN BY ME."

The copy must also bear the Notary Public's **original signature and stamp**.

A stamp stating only "ATTESTED", "CERTIFIED", "SEEN BY ME" or "NOTARIZED" is **not sufficient** under the Migration Department's circular.

Do not submit photocopies or scans of notarial certifications, Apostilles or diplomatic stamps in place of the required originals.

5. Translations and electronic verification

Documents must be in **Greek or English**. Documents in another language must be accompanied by an official translation accepted by the Cyprus authorities.

Please:

- Submit both the source document and its official translation.
- Confirm the accepted translator and any certification needed for the translation with our Office.
- Ensure names, dates of birth and passport details are consistent throughout.
- Keep attached certification pages securely connected to their documents.
- Check that all QR codes and online verification links work and allow the authorities to verify the document.

If a verification link is inaccessible or blocked, the Migration Department may suspend examination and require a replacement document within a specified deadline. Do not assume that an electronic printout satisfies the original-document requirement; obtain our confirmation first.

6. Approval, travel and arrival

University admission and payment of fees **do not guarantee immigration approval**. The Migration Department makes the final decision and may request further documents or checks.

Do not travel for the purpose of commencing your studies until the required entry authorisation has been issued and our Office has confirmed your travel instructions. Do not enter as a tourist expecting to change automatically to student status.

Contact our Office immediately upon arrival so we can coordinate your registration, residence permit application, biometric appointment and any required medical examinations, insurance and other supporting documents.

Your residence permit must subsequently be renewed before it expires. Please arrange renewal appointments well in advance, as late renewal applications are not accepted under the Department's instructions.

Applicants from Nepal: Please contact our Office before incurring certification or travel expenses so we can confirm the current position regarding NOC-related requirements and processing.

If you are unsure about any document, please send us a scan and ask for guidance before paying for notarisation, legalisation or courier services.

After our Office has checked your scans and confirmed that they are satisfactory, courier the required original documents and certified copies together with one complete certified duplicate and a photocopy set, to the recipient and address provided by our Office. All required certifications, signatures and legalisation stamps must be original. Do not send your original passport.

Your complete document package must reach our Office no later than 31 December 2026 for the forthcoming semester. Our Office will confirm the relevant semester and course commencement date. Submission by this deadline does not guarantee approval or arrival before classes begin.

Once your complete, correctly certified document package and the required payments have been received, our Office will arrange submission at the University's allocated Migration Department appointment. When your entry permit (Blue Slip) is issued, our Office will email you a scanned copy.

You will need your entry permit to travel to Cyprus. Before travelling, confirm with our Office and the competent Cyprus Embassy or Consulate whether any additional verification or endorsement is required.

7. Documents to carry when travelling

Carry the following documents and funds for presentation to the immigration authorities at Larnaca or Paphos Airport:

- 1) Your original valid passport.
- 2) A printed copy of your entry permit (Blue Slip).
- 3) Your University acceptance letter.
- 4) €2,000 in cash, unless an applicable scholarship exemption has been confirmed by our Office. If an exemption applies, carry the official scholarship confirmation.**

8. Procedures after arrival

Contact our Office immediately upon arrival so that we can coordinate the required registration, residence permit and biometric procedures within the applicable seven-day deadline. Residence permit card processing times vary; our Office will advise you of the current estimate.

Contact the International Students Office on +357 26 843382 or at international.students@nup.ac.cy to arrange an appointment, Monday to Friday, 09:00–12:00. Our Office will confirm the documents to bring, arrange collection of your original entry permit (Blue Slip) and assist with your temporary residence permit application. Do not wait until all documents are ready before contacting us.