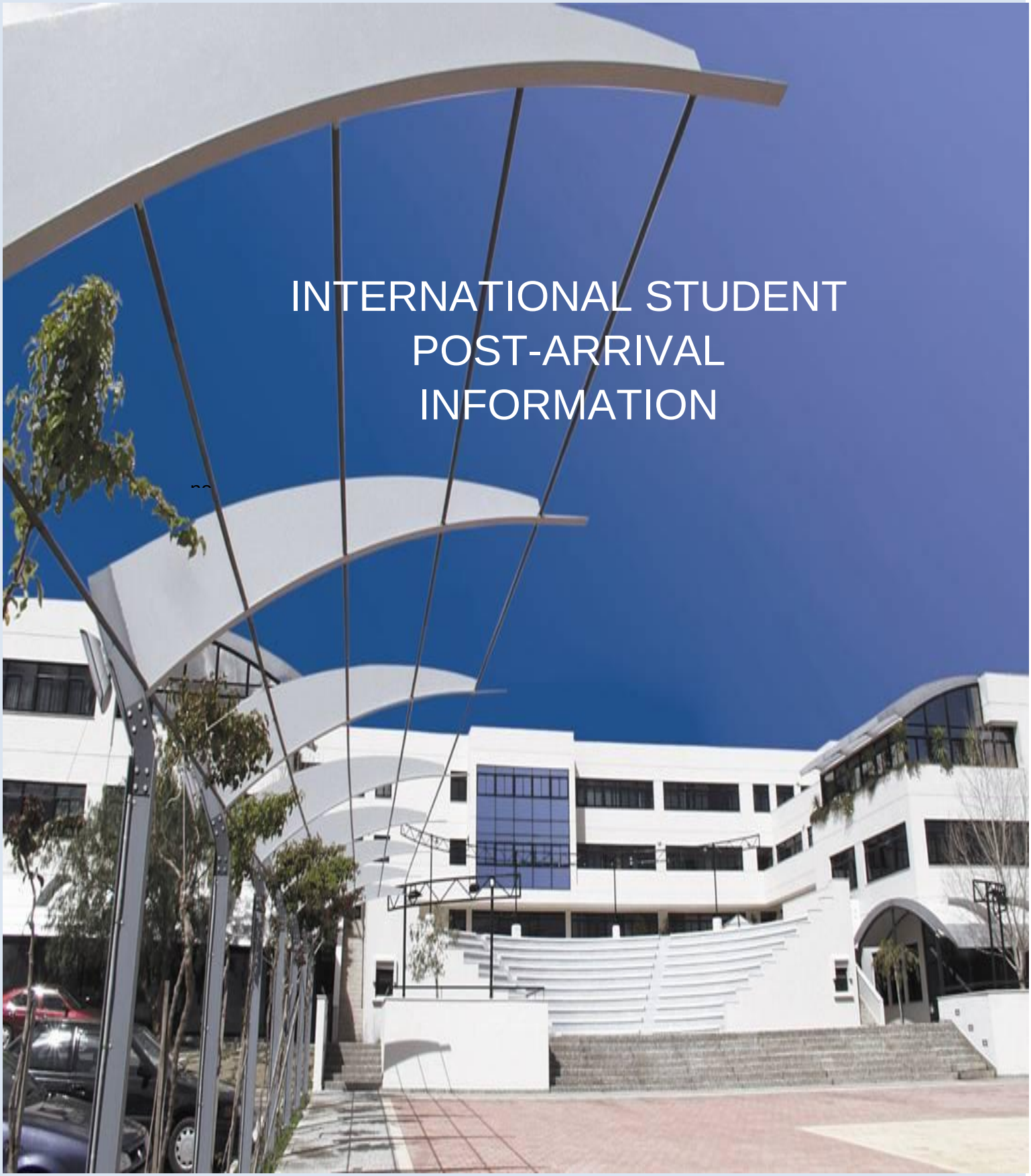

INTERNATIONAL STUDENT POST-ARRIVAL INFORMATION

ADMISSIONS OFFICE

UNIVERSITY OF NICOSIA

Dear Student,

Welcome to Cyprus and the University of Nicosia!

You have made an excellent choice in choosing the University of Nicosia for your studies and we are here to help you with the first important issues you will have to face regarding your student registration procedures. If there is anything that you do not understand or you need help with, please feel free to ask us at any time.

All International students must comply with certain University and Immigration Authority regulations once they arrive in Cyprus in order to register for classes and also apply for their Student Visa.

The ‘visa’ that you now have is only **temporary** and will be expiring shortly after your arrival in Cyprus. This gives you more than enough time to complete the necessary procedures and apply for your Student Visa (referred to as the ‘Pink Slip’).

The following are the steps you should take in order to register for classes and apply for your Pink Slip:

STEP 1
ENGLISH PLACEMENT TEST

- *Take the English Placement Test (EPT)* – This is in order to determine your English Language Proficiency which will allow us to place you in the correct level of English classes.

  a) Contact the Admissions Office in order to find out the day and time of the EPT.

  b) Arrive 10 minutes before the start of the EPT at the Main Reception and wait for a supervisor to collect you and take you to the Computer lab where you will complete the EPT. Make sure that you take your Inquiry Number (found on your Acceptance Letter) and a pen with you.

  c) The following day visit the Office of Admissions to receive your results.

  d) Complete your 'Student Request Form' which you will later on give to the Finance Office. The 'Student Request Form' is completed in order to request your confirmation letter that you are an officially registered student.

STEP 2
Accommodation

- *Arrange your Accommodation* – This is a very important step as the earlier you find accommodation the quicker you will be able to start adjusting to your new surroundings!

  a) You will need to visit the Student Affairs Office and talk with the housing department in order to get information on the available accommodation. You may ask for Mr. Charis Tzyrkas who is the person in charge of helping students find accommodation. His telephone number is 22453125.

b) Once you find accommodation you will need to make a contract with the landlord and later certify the contract as this will later be requested by the Migration Authorities.

c) In order to certify the contract you will need to contact the District Officer in the area. Your landlord or the Admissions Office will be able to tell you where to find the District Officer.

STEP 3
REGISTRATION

- *Go to your Advisor and Register for classes* – This is a very important step as you need to start attending classes as soon as possible. Failure to attend classes will mean that your Pink Slip will not be issued and will actually be cancelled, thus running the risk of losing your legal status!

  a) Take with you your 'Student Data Registration Form' which will be given to you at the Admission Office.

  b) Decide upon consultation with your Advisor which classes to register for.

STEP 4
Financial Obligations

- *Go to the Finance Office* – Here you will be able to settle any tuition and fee balance for the semester.

  a) Take with you your 'Pre-Registration Form' which will be given to you by your Advisor

  b) Settle any pending tuition and fees

  c) Collect your Insurance Letter

  d) Ask the Finance Office to sign your 'Student Request Form' which you already completed in the Admission Office. (Step 1 part 'd')

e) Submit the signed 'Student Request Form' to the small reception opposite the Finance Office so they can prepare your Confirmation Letter. You will collect this letter two days later from the same reception area.

STEP 5
Blood Test

- *Take a Blood Test* – all students have already done blood tests in their home country. It is part of Migration regulations to take another blood test once you arrive in Cyprus. A Nurse is arranged by the University to visit and take blood samples from students at the University.

    a) The Admissions Office will inform you what day and time you will need to be at the University to do the blood test. Make sure to bring with you the amount of €35 in cash to pay the Nurse and your passport.

    b) The results of your blood test will be given directly to the Office of Admissions.

STEP 6
Chest X-Ray

- *Take a Chest X-Ray* - all students have already done a chest x-ray in their home country. It is part of Migration regulations to take another chest x-ray once you arrive in Cyprus.

    a) You will need to go to a hospital or clinic in order to take the chest x-ray. The two closest to the University are: Apolonion Hospital at Lefkotheou Avenue, Strovolos Tel: 22 469000 and Nicosia Polyclinic 22 Achion Street Ayios Dometios Tel: 22 780780.

    b) You will need to take with you the amount of €25 in cash and your passport. The hospital will notify you when to pick up your results.

    c) Once you have your results, take them to the Admissions Office as they will need to be taken to a Government doctor to be certified. This will cost you an additional €2.

STEP 7
Banking

- *Open a Bank Account* – This is in order to deposit the money you brought with you. You are free to choose any bank to open an account.

    a) You will need to deposit a minimum amount of €850.

b) You will also need to ask for a confirmation that you have opened an account and a letter or booklet that shows the balance of your account.

c) Make sure to take with you your passport, acceptance letter and the confirmation letter which you would have collected from the small reception as instructed in (Step 4 point 'e').

Important Note:

You should be able to complete all the above procedures within a week of arrival. Once these steps are completed you should have collected the following documents which you will take to the Admissions Office so they can in turn apply for your Pink Slip with the Migration Authorities.

- ☐ M61 Form– You can find this at the Admission Office and you will be assisted in completing it.
- ☐ Copy of your temporary visa which was either send to you by the Admission Office or if you went to a visa interview you will find it in your passport.
- ☐ Confirmation Letter collected from the Small Reception (Step 4 point 'e').
- ☐ Insurance Letter given from the Finance Office (Step 4 point 'c').
- ☐ Bank Book and Bank letter stating the account details and showing minimum deposit of Euro850 (Step 7 point 'a' and 'b').
- ☐ Original Blood Test and Chest X-Ray reports. *These should already be with the Admission Office.* (Step 5 & 6)
- ☐ Copy of your **certified** Housing Contract <u>or</u> College Hostel letter (Step 2 point 'c').
- ☐ Copy of Passport.
- ☐ Four (4) passport sized photographs.
- ☐ €70 fee

Important Note:

Once your Pink Slip is issued by the Migration Authorities, the Admissions Office will call you and ask you to pick it up from our offices. For this reason it is very important for you to give the Admissions Office your Cypriot local telephone number.

If you have any questions or need clarifications at any stage of your procedures please do not hesitate to contact the Admissions Office at 22841528.

Useful Telephone Numbers

Campus

Admissions Office	22-841528
Mrs.Georgia Nicolaou	
Mrs. Galina Yaneva	
Mr. Christos Theocleous	
Mr. Peter Nikandrou	
Ms.Elena Constantinou	
Student Affairs	22-453018
Accommodation	22-453021
Finance Office	22-841516
Advisors	
Academic Affairs	22-841511
Health & Safety	22-841531
Main Reception	22-841500
Europa Building Reception	22-841700

Off Campus

Hospitals

Police

Fire Department

Taxi Services

Other Local Transport