



APPLICATION PROCEDURE FOR NON-EU APPLICANTS

(This document is comprised of six (6) pages. Please review all pages carefully.)

Stage 1 – Applying

1. APPLICATION FORM

An Application for Admission should be submitted at least 13 weeks before the beginning of classes. All sections of the application form must be completed properly, with dates where appropriate and addresses, telephone/fax numbers, etc. **Please note that applicants may sponsor themselves, or be sponsored by a next-of-kin relative (parent(s)/spouse) only.**

Applicants are kindly requested to **clearly indicate the programme and degree** for which they are applying and the form has been signed appropriately.

2. SCHOOL-LEAVING CERTIFICATE & MARKS (please see *Important Note* after point 9)

All applicants are required to submit an attested copy of their **secondary school diploma/school leaving certificate** and **marks/grades** earned during the final year in secondary school – this applies to all academic documents. If the certificates/diplomas and grades/marks are not issued in the English language, they must be translated into English and certified along with the attested copies of the documents in the original language. **(If applicants have any English proficiency qualifications – GCE, IGCSE, IELTS, TOEFL, etc. – these must also be submitted.)**

VERY IMPORTANT: Applicants from *Pakistan, India, China, Bangladesh* and *Sri Lanka* are required to demonstrate proficiency in English by scoring a minimum average of 5.0 on the IELTS or other equivalent exam, or hold a High School Leaving Diploma / Secondary School Certificate with an average of 50%, showing they have studied English and earned the grade of at least 50% in the subject. These applicants will not be permitted to enrol under foundation programmes. (Applicants who do not meet the abovementioned standards may have the option of enrolling under the foundation programme, provided they meet all other requirements specified in this document and set by the Ministry of Education and Culture of the Republic of Cyprus.)

3. BANK LETTER/CERTIFICATE (please see *Important Note* after point 9)

A recent (not more than one month old) original **certificate/letter from a bank in the applicant's country** stating that the applicant/parents of the applicant has/have sufficient funds to support his/her studies and living expenses for at least one academic year. If this is not in English, a **certified English translation** must be attached. A bank statement indicating the balance of the sponsor's account is NOT enough.

IMPORTANT: Please note **if** an amount is stated in the letter, the College recommends that it exceeds €9,000. (It is best to be sponsored by a person considered next of kin, i.e. **mother, father or spouse**. The certificate must clearly state the applicant's name, passport number and his/her relationship with the sponsor. Also, note that the certificate must be on the **bank's official letter-head**. In the event that the sponsor is someone else, that person must also state in writing the relationship that exists between him/her and the applicant and submit an attested/certified and that she/he is committed to sponsoring the applicant throughout his/her studies at Intercollege and stay in Cyprus. (The name, address, telephone and fax number of the bank, the name of the official signing the document, the date the certificate is issued and the seal of the bank must be clearly legible.)

The bank letter must be accompanied by an original bank statement showing a minimum balance of €7,000. The bank statement should be recent i.e. not older than six months from the application date. Both documents must be certified by a Notary Public. The Notary Public's signature must be certified by the appropriate authorities. Finally, the documents must be stamped by the Ministry of Foreign Affairs of the issuing country and then certified by the Diplomatic Representation (Embassy/High Commission/Consulate) of Cyprus in that country.

In countries where there is evidence that the Ministry of Foreign Affairs does not certify **documents issued by the bank**, the applicant may have his/her documents certified by a Notary Public and then by the **Diplomatic Representation (Embassy/High Commission/Consulate) of Cyprus** in that country.

4. CERTIFICATE OF NO CRIMINAL RECORD/GOOD CHARACTER CERTIFICATE (please see *Important Note under point 9*)

This is a recent original letter from the applicant's area/district police headquarters stating that he/she does **not have a criminal record**. This should also be accompanied by a **certified English translation** (if the original document is not in English). **Again, the name and contact details of the official signing the document and the date the certificate is issued must be clearly legible.**

5. MEDICAL REPORTS (please see *Important Note after point 9*)

Applicants need to include attested originals of recent medical certificates and analysis reports (including chest X-ray report; not the chest X-ray) that the applicant does not suffer from Hepatitis B & C, HIV/AIDS, syphilis and tuberculosis (they are not to be older than four months from the date the medical exams/analysis were conducted). The name and contact information of the issuing laboratory/clinic/hospital must be clearly legible. (If the reports are not in English, they must be translated and attested/certified - the name and contact details of the official signing the document and the date the certificate is issued must be clearly legible.)

In countries where there is evidence that the Ministry of Foreign Affairs does not certify medical reports, the bank, the applicant may have his/her documents certified by the Ministry of Health and then by the Diplomatic Representation (Embassy/High Commission/Consulate) of Cyprus in that country.

(Important: Applicants are required to undergo the same medical exams after they arrive in Cyprus.)

6. PHOTOCOPY OF THE PASSPORT (please see *Important Note after point 9*)

An attested copy of the applicant's passport (only the pages containing the necessary information – photo, personal details, passport number, issue & expiry dates) must be forwarded with the application. (*The passport should be valid for at least two (2) years from the date the applicant is expected to arrive in Cyprus.*)

(Applicants from **Egypt** and **Pakistan** must have their passport and a copy with them when they are presented to the Cyprus Embassy/Consulate, along with their other documents (originals and copies) so that they too are attested by the Ambassador/Consul. The attestation by the Ambassador/Consul is mandatory. This is applicable only if the Ministry of Foreign Affairs does not certify the passport copy.)

7. PHOTOGRAPHS OF APPLICANT

Four (4) passport-size photographs must be included with the application form.

8. LETTER OF CONSENT & SUPPORT

If the applicant is younger than 18, a signed letter of consent and support from his/her parents or legal guardian(s) is required. This letter must also be certified by the authorities.

9. APPLICATION FEE & VISA APPLICATION FEE

The **Application for Admission fee €55** and the **Visa Application fee €86** should be paid (preferably by bank transfer) when the actual application for admission and supporting documents are submitted (please note that these fees are non-refundable). The Admissions Office will acknowledge receipt of the application and immediately review its contents and supporting documents. (Please refer to page four (4) for the College's bank details.)

IMPORTANT NOTES:

- All above items **must be attested/certified** and are necessary for the processing of the application. The Migration Authorities of Cyprus will not process any application for a visa, unless these items are attached to the application. All translated documents must clearly show the name, address, telephone number (and fax if possible) and e-mail address of the translator. **Also**, if the applicant's country is a party of the **Convention of Hague** (please see Appendix on page 6), the application documents **must** bear the Hague Convention (1961) Apostile. It is advisable that applicants have another copy of each of the above documents for themselves.
- **Academic documents:** Applicants must NOT send original academic documents that have been issued by the school. Original attested translations must be sent along with a copy of the academic documents in the original language which bear original attestation/certification.
- If the issuing country is **not a party of the Hague Convention**, all documents must be **certified/stamped by the Ministry of Foreign Affairs** of the issuing country and then **certified by the Diplomatic Representation (Embassy/High Commission/Consulate) of Cyprus** in that country.
- **Applicants from Pakistan and Bangladesh:** *do not* send original attested copies of your documents; send photocopies only (two sets). You will be required to present the original attested documents and appear for an interview at the diplomatic representation of Cyprus in your country.

Please note that there are exceptions which are explained below:

EXCEPTIONS

a. Russia and Serbia:

According to the bilateral agreements between Cyprus & **Russia**, and Cyprus & **Serbia** the application documents may be signed and stamped only by the respective issuing authorities, provided the applicants are not residing outside their country; otherwise applicants must follow the same procedures as all other non-EU applicants.

b. China:

All the applicant's documents must first be notarised in the applicant's district and then double certified by the Ministry of Foreign Affairs and the Embassy of Cyprus. (This double certification is dealt with by the Ministry of Foreign Affairs.)

10. DEADLINES FOR THE SUBMISSION OF APPLICATIONS

It is strongly recommended that applications, payments and supporting documents are submitted at least 13 weeks before the beginning of the semester.

Stage 2 – After Applying

1. CERTIFICATE OF ADMISSION

A **Certificate of Admission**, namely a letter that specifies the terms and conditions under which the applicant has been admitted at Intercollege, will be forwarded to him/her after acceptance. A Certificate of Admission does not give the applicant the right to travel to Cyprus; it only means that Intercollege has accepted him/her, and that it takes the responsibility to apply for a visa on the applicant's behalf.

Important: As soon as the certificate of admission is issued, the applicant must pay the *Tuition Deposit* (€3000), preferably by bank transfer.

The College account details are:

BANK:	HELLENIC BANK
BENEFICIARY:	EDEX EDUC.EXCELLENCE CORP.LTD
SWIFT CODE:	HEBACY2N
IBAN:	CY58 0050 0119 0001 1901 5678 3103
ACCOUNT NO:	119 01 567831 03

It is advisable that applicants forward to the Admissions Office a **copy** of their receipt (banker's draft) from the bank used to transfer funds to the College.

Refund Policy:

- If the visa application is rejected the €3000 is refunded to the applicant.
- If the applicant decides to withdraw his/her application the €2700 are refunded.

2. VISA APPLICATION

The College submits visa applications to the Migration Authorities. The whole process requires an average of eight to ten weeks. **DO NOT travel to Cyprus before receiving a visa confirmation from the Representation of Cyprus in your Country or the College** – please read the third stage very carefully.

Stage 3 – Visa Approval

1. VISA

When an entry visa is issued, a copy of the visa is forwarded to the applicant. It is therefore important that before an applicant travels to Cyprus s/he makes sure that s/he holds a legible copy of the visa and informs the College of the date and airport of arrival in Cyprus. (In some cases, applicants will be required to attend an interview at the offices of the Cyprus Representation in the applicant's country before they are issued a visa to travel to Cyprus.)

2. ARRIVAL IN CYPRUS

Upon arrival in Cyprus, s/he will need to present to the Immigration Authorities at the port of entry the following:

1. Photocopies of all documents that have been sent to the College and the original academic documents in the original language and original translations.
2. Passport
3. Entry visa
4. Certificate of Admission
5. Copies of receipts of payments of €3200 made to Intercollege and equivalent of **€2000** in cash or travel cheques and/or notification letter of Tuition Scholarship Grant Letter
6. Valid return ticket to the home country

All applicants are strongly advised to inform the Office of Admissions of travel arrangements as soon as they are finalised so that the College knows when they will be arriving. Please let the College know in advance about any other requests, such as accommodation, etc. **After arrival in Cyprus, the College expects you to meet the Admissions Officer on the very next working day, the latest** so that you will be advised how to proceed to secure your long-term student visa (which is required by law).

Note:

The applicant must also be ready to provide evidence that s/he has transferred the amount of €5000 to his/her personal account (opened after his/her arrival) to cover the balance of tuition fees and living expenses in Cyprus.

Applicants are also advised that they will incur additional expenses for the medical exams undertaken in Cyprus and the procedure to secure the long-term student visa.

APPENDIX

Parties to the Convention of Hague (1961)

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|--------------------------------|---|--|
| 1. Albania | 37. Grenada | 72. Russia |
| 2. Andorra | 38. Hong Kong SAR | 73. St. Kitts and Nevis |
| 3. Angola | 39. Honduras | 74. St. Lucia |
| 4. Antigua and Barbuda | 40. Hungary | 75. St. Vincent and the Grenadines |
| 5. Argentina | 41. India | 76. Samoa |
| 6. Armenia | 42. Ireland | 77. San Marino |
| 7. Australia | 43. Israel | 78. Serbia |
| 8. Austria | 44. Italy | 79. Seychelles |
| 9. Bahamas | 45. Japan | 80. Slovakia |
| 10. Barbados | 46. Korea | 81. Slovenia |
| 11. Belarus | 47. Kazakhstan | 82. Solomon Islands |
| 12. Belgium | 48. Latvia | 83. South Africa |
| 13. Belize | 49. Lesotho | 84. Spain |
| 14. Bermuda | 50. Liberia | 85. Suriname |
| 15. Bosnia-Herzegovina | 51. Liechtenstein | 86. Swaziland |
| 16. Botswana | 52. Lithuania | 87. Sweden |
| 17. Brunei | 53. Luxembourg | 88. Switzerland |
| 18. Bulgaria | 54. Macau | 89. Tonga |
| 19. Colombia | 55. Malawi | 90. Trinidad and Tobago |
| 20. Comoros Islands | 56. Malta | 91. Turkey |
| 21. Cook Islands | 57. Marshall Islands | 92. Tuvalu |
| 22. Croatia | 58. Mauritius | 93. Ukraine |
| 23. Cyprus | 59. Mexico | 94. United Kingdom (including
Jersey, Guernsey, Isle of Man,
Anguilla, Bermuda, the Cayman
Islands, Gibraltar, the Falkland
Islands, Montserrat, St. Helena,
Turks and Caicos Islands, and
the British Virgin Islands) |
| 24. Czech Republic | 60. Moldova | 95. United States of America (including
American Samoa, the Northern
Mariana Islands, Puerto Rico, Guam
and the US Virgin Islands) |
| 25. Denmark | 61. Montserrat | 96. Vanuatu |
| 26. Djibouti | 62. Mozambique | 97. Venezuela |
| 27. Dominica | 63. Namibia | |
| 28. El Salvador | 64. Netherlands (including Aruba
and the Netherlands Antilles) | |
| 29. Estonia | 65. New Zealand (including Niue) | |
| 30. Fiji | 66. Norway | |
| 31. Finland | 67. Panama | |
| 32. France (including DOM-TOM) | 68. Poland | |
| 33. Georgia | 69. Portugal | |
| 34. Germany | 70. Republic of Macedonia | |
| 35. Gibraltar | 71. Romania | |
| 36. Greece | | |

For additional information, please contact:

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3507 Limassol
CYPRUS**

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Please note that the application procedure and any amounts mentioned in this document are subject to changes according to Cyprus Law and Intercollege Academic Policy without advance notice. All the information hereby is correct at the time of printing.