

# THE NAME OF COLLEGE/UNIVERSITY IN CY

Address:  
Tel:  
Web:

## APPLICATION FOR ADMISSION UNDERGRADUATE PROGRAMMES / MBA

Name: Mr/Miss/Mrs \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Please Print)  
Last Name (family) Given Name Middle(father's name)

Admission is being requested for the SEMESTER beginning in the \_\_\_\_\_ of the YEAR: \_\_\_\_\_  
(Fall, Spring or Summer)

### APPLICATION INSTRUCTIONS:

Please make sure that:

1. You have completed all parts of the Application for Admission Form
2. You have enclosed the following:
  - Application fee: Euro 65 (non-refundable)
  - Migration fee: Euro 85, (non refundable)
  - 8 passport - size photographs
  - All supporting documents
  - Two attested copies of the passport (for international students) or identity document (for local/EU students)
  - Certified translation, if documents are not in English or Greek
3. You have studied carefully the Official Current Prospectus of the College/University before signing.
4. The completed Application for Admission Form reaches:

### THE COLLEGE/UNIVERSITY:

Admissions Office,  
P.O. Box \_\_\_\_\_, Cyprus.

### PART 1 – PERSONAL DATA

NAME: ..... FAMILY NAME: .....

Title: Mr / Mrs / Miss Sex: Male / Female

Marital Status: Single / Married

Date and Place of Birth:

Permanent Home Address:

Street No & Name ..... City:.....

District ..... Country:.....

e-mail address .....

Telephone..... Fax .....

Country of Citizenship ..... Native Language .....

Nationality .....

Do you have any physical handicaps which the College/University should be aware of?

.....

Passport No/ ID number.....Date of issue.....

Place of issue.....Date of expiry.....

**PART 2 - PROGRAMME**

a) PROGRAMME for which you are applying – FIRST CHOICE

.....

b) PROGRAMME OF SECOND CHOICE

.....

Year / semester for which you are applying

Student status:

a) Fresh or transfer student from a University or college of Higher education

b) Full-time or part time student (overseas students only F.T)

**PART 3 - EDUCATION**

**a) Please list in chronological order, Secondary and High Schools (10+2) you have attended (Secondary/Intermediate or Secondary/Senior, 11 Class School Certificate for Russians) the most recent first. For transfer students, list also the University or College of Higher Education. For MBA students, Transcript of Bachelors degree. Please attach certified copies of certificates, diplomas, etc. to support this information.**

Dates From To		Name and Type of School (secondary, college etc.)	General Average Grade	Qualifications Received, certificate, diploma etc. (Apolyterion and date of graduation)

**b) Qualifications earned through other Examinations including the English language**

Examination Date From To		Name of Examining Body	Subject Name	Level Exam.	Results / Grades Obtained

**c) English Language Examinations**

TOEFL – Score..... Date.....

G.C.E. English ‘O’ Level – Grade..... Date.....

IELTS. (Academic Format) Score..... Date.....

I.G.C.S.E. Score..... Date.....

Other (please specify):..... Date.....

d) fresh students who do not produce, with their application, evidence of knowledge of English, as above or equivalent, will be required to take the Placement test in English of the College/University, on their arrival to Cyprus

**PART 4 – FINANCIAL DATA**

**Sponsors Certification:** The following section must be filled by the sponsor (parent, guardian or student self sponsoring), who will assume responsibility for financial obligations whilst studying at the **College/University** in Cyprus. In case of educational Bank Loan, please state details.

Sponsor’s Name: .....  
( in block Letters)

Address .....

Telephone .....e-mail .....

Relationship to Student .....

Bank’s name and address .....

I hereby confirm that I am assuming financial responsibility for the financial obligations of the student named in this application, and that I will be responsible in the event of default.

Date .....

Sponsor’s signature .....

In case of Educational loan, please give details.....

**PART 5 – PROFESSIONAL EXPERIENCE**

List in chronological order (the most current first), all professional employment positions held during the last seven years

Position Held	Dates	Company Name	Location	Name and Title of Immediate Supervisor	Telephone number (including area code of Supervisor)

**PART 6 – ACCOMMODATION AND TRANSPORTATION SERVICE**

a) Please indicate if you wish **College/University** to find **temporary accommodation on your behalf**. (tick which is applicable)

YES                       NO

If your answer above is YES please indicate your preferred choice of accommodation

Hotel                       Shared room                       One or two bedroom apartment on my own

Shared Apartment                       Single room                       Other

b) Please indicate if you wish **College/University** to arrange airport pick-up and transfer from the airport to Nicosia/Larnaca/Limassol/Pafos (the location of the **College/University**) on your behalf (tick which is applicable):

YES                       NO

If your answer is NO please provide the following: Complete names (native) of the person who will pick you up, where he/she is studying or working, the full postal address and telephone number:

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**PART 7 -REFERENCES**

In support of your application, you are required, to submit one or two letters of Recommendation that could be required preferably from your latest Principal / School Counsellor / Senior Teacher or Employer. This recommendation will facilitate the decision of the Office of Admissions.

- a) Name ..... Family Name .....  
 Postal Address ..... Telephone .....  
 e-mail ..... Relationship to Student: .....
- b) Name ..... Family Name .....  
 Postal Address ..... Telephone .....  
 e-mail ..... Relationship to Student: .....

**PART 8 –APPLICANT’S STATEMENT**

- a) I certify that the information given on this application is complete and accurate to the best of my knowledge. I hereby apply for admission and, if accepted and enrolled, agree to comply with the regulations of **College/University**.

Name and Signature .....  
 Date .....

- b) Sponsor’s Acceptance.

Name and Signature .....  
 Date .....

<b>FOR OFFICIAL USE ONLY</b>	Transfer Credit No						
	<b>PCN</b>						
Application Received on ..... by ..... Accepted Program ..... degree / diploma programme /English ..... / ..... Semester/Year Admission Status: Freshman standing ..... Or ..... Adv. Stand. with ..... TC from ..... ..... Conditional. Admisson ..... CTL or other ..... CTL MPE ..... Other (provisional) ..... Admission rejected for ..... Letter of Admis. Sent on Date ..... by ..... Appl. Fee Rec. on ..... Rec.No ..... Housing Depos. Rec. on ..... Rec. No ..... Deposit Rec. on ..... Rec.No ..... Immigr. Depos. Rec. on ..... Rec. No ..... Down Pay. Rec. on ..... Rec.No ..... Immigr. Notified on ..... by .....							