

Dear Prospective Applicant,

Thank you for your interest in the Cyprus School of Molecular Medicine (CSMM), a school of the Cyprus Institute of Neurology and Genetics (CING)!

1. In order to submit an application, please create an online account completing the fields provided in the “For new members only”:

https://extranet.cing.ac.cy/easyconsole.cfm?page=member_login_form

2. Using the credentials provided for Step 1 (username & password) above, you can log in to the “Existing Member” area:

https://extranet.cing.ac.cy/easyconsole.cfm?page=member_login_form

3. You will then be able to access the online application form. Please go through all 11 stages and submit all necessary documents in order to submit a complete application form.

All documents listed below must be uploaded in the online application form in the dedicated fields provided:

- CV
- ID or Passport (for International Students)
- Recent passport photo
- High School Leaving Certificate
- BSc Degree(s) or verification of studies
- Recent BSc Academic Transcript (s)
- MSc/PhD Degree(s) or verification of studies (if any)
- Recent MSc/PhD Academic Transcript (s) (if any)
- English Language Certificate. CSMM accepts any of the accredited tests e.g. TOEFL, **IELTS (minimum overall score: 6)**, G.C.E., Proficiency (min passing grade). For those candidates who have graduated from an English-speaking University, there is no need to submit an English Language Certificate
- The contact information of 2 referees
- Any other supporting documents



4. Pay the online Application Fee (€40/selected program): this is the last step on your online application form. The system will guide you to the JCC Gateway and with the use of a valid credit card; you can finalize your payment. **Please note that the application fee is mandatory for all applicants. Applications not accompanied by fee payment will be considered incomplete.**

Useful Notes:

- Fields stated with red * on the online application form are mandatory and cannot be missed.
- You can save your application form anytime and access it again before the final submission.
- All supporting documents apart from the digital photograph must be uploaded in PDF format ONLY! The recent passport photograph must be uploaded in JPEG format ONLY.
- Be very careful when you complete the dates' fields; follow the instructions provided in the online application form. All dates must be submitted in the following format to avoid any errors in the system: **DD/MM/YYYY**.
- It is the responsibility of the applicant to make sure that 2 recommendation letters will be submitted to the CSMM on time. You must follow up with your referees until all recommendation letters are submitted. As soon as you submit your application, automated messages will be sent to your referees in order to submit an online recommendation letter. You will be able to monitor and keep track of the process from your application account. You will also be able to send online reminders to your referees or even change a referee who is not responding. **You must make sure that 2 recommendation letters will be submitted to the Education Office within a few days after the submission of your application.**
- You can apply to up to four (4) different MSc Programs by completing only one online application form. Please note that there is an application fee (€40 for every selected program; for example if you wish to apply to 2 MSc Programs, at the end of the application form, you will be requested to pay €80).
- If you wish to apply for more than one PhD Program, you must follow all 4 steps described above in order to access a new application form. Please note that there is an application fee (€40) for every selected program
- For technical assistance, you may contact the CSMM IT Support Officer at csmm@cing.ac.cy or/and +357 22392834/830

