



THE CYPRUS INSTITUTE OF  
NEUROLOGY & GENETICS

## Guidelines for the Online Application

Dear Prospective Applicant,

Thank you for your interest in the Cyprus Institute of Neurology and Genetics (CING).

### READY TO MAKE YOUR APPLICATION?

- If you already have an account, login [here](#), with your username and password.
- If you need to create an account, fill the form [here](#) and then login to access the online application form.
- If you are an existing CING student applying for further studies, you must create a new account.

### DOCUMENTS NEEDED FOR THE ONLINE 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. CING 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. However, all VISA applicants must present a valid English language certificate even if they have graduated from an English-speaking university, so that the Cyprus Migration Authorities can process their VISA application.
- The contact information of 2 referees
- Any other supporting documents

## 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. If you face any difficulties using the JCC gateway, contact with the Education Office to get alternative options for your payment.

### 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. **(Please save your Login details for future use)**
- 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.
- Your name and surname should be as listed on your ID/Passport
- 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 online references will be submitted to the CING on time. You must follow up with your referees until all references are submitted. As soon as you submit your application, automated messages will be sent to your referees in order to submit an online reference. 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 online references will be submitted to the Education Office within a few days after the submission of your application.**
- You can apply to up to five (5) 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.
- **MSc Candidates who wish to be considered/apply for an MSc Upon Entry scholarship, must write a personal statement in the space provided in the online application form. The personal statement must be 1-2 pages long and must highlight how and why their background, experience and skills are exemplary and describe what motivates them to proceed in this field.**
- For technical assistance, you may contact the Education Office at [education@cing.ac.cy](mailto:education@cing.ac.cy) or/and +357 22392840/ +357 22392841/ +35722392842 /+35722392844