



THE CYPRUS INSTITUTE OF
NEUROLOGY & GENETICS

INTERNATIONAL STUDENTS **VISA GUIDE**

STUDENT VISA REQUIREMENTS

Dear Student,

We would like to welcome you to the Cyprus Institute of Neurology & Genetics (CING).

This handbook has been prepared to provide guidance and support to all International Students with regards to entry and residence permit procedures.

All non-EU students who apply to the CING require a visa to enter Cyprus. Provided that all the required documents and payments have been received, the Education Office will submit the student's application form and required documents to the Migration Authorities for evaluation.

All required documents and steps which need to be followed are listed below:

- 1) The payment for the registration and the entry visa fees, for the amount of €140 should be made via JCC SMART, through the CING website.

(Your Application will not be processed without this non-refundable fee)

- 2) Two Duly certified copies of passport or other travel document, valid for:

- at least the expected duration of studies,
- at least two years.

- 3) Proof of financial ability to cover tuition fees and living expenses which can be in the form of:

- Duly Certified Original Bank Statement. The statement must show the financial records of all your transactions, including the final balance. This should be a recent statement (issued during the month of your application) clearly indicating that the amount of €20,000 is available, and
- Duly Certified Original bank letter from a Banking Institution of the student's country of residence, with validity of six months, indicating the student's ability to cover €20,000 towards tuition fees and living expenses, or
- Attested bank letter, with validity of six months, stating that the student's sponsor has the ability to support €20,000 towards the student's tuition fees and living expenses. The Sponsor may be the student's legal guardian(s), an Employer or a Corporation. The letter must clearly state the relationship between sponsor and student, and must be accompanied by the student's birth certificate.

Important Information:

If the student is granted a full scholarship, then the amount required as proof of financial ability is reduced to €12,000 which should be a sufficient amount to cover for the cost of the student's living expenses for a year in Cyprus.

- 4) A confirmation letter of scholarship issued by the awarding institution (required only for students that have been awarded a scholarship).
- 5) Duly Certified Original Certificate of a clear Criminal Record from the country of origin (if the third-country national is residing in a country other than the country of origin, the certificate may be issued from the country of residence) with official translation in Greek or English. A public/governmental authority must issue the Certificate.
- 6) Duly Certified Original Medical Examinations. Students must undergo blood tests (for HIV/AIDS, Hepatitis B, C, Syphilis) and a chest X-ray report for Tuberculosis. These tests must be conducted in the student's country of origin. Medical examinations are considered valid for a four-month period.
- 7) Acceptance Letter from the CING, stating that the student has been accepted to register to a programme of studies, stating its duration.
- 8) Duly certified copies of academic and other qualifications such as school leaving certificate, Bachelor Degree and University Transcripts and Master's Degree and University Transcripts if applicable.
- 9) A signed declaration from prospective students, verifying their intention to study at Higher Education Institutions in Cyprus and confirming that they have no intentions of applying for political asylum seeker status from the Republic of Cyprus
- 10) All non-EU students are required to provide proof of proficiency in the English Language that can be demonstrated through the following certificates:
 - *IELTS (Academic Test) – (Minimum overall score: 6)*
 - *TOEFL iBT*
 - *Anglia Exams Intermediate Level (CEFR B1)*
 - *Cambridge IGSE – English as a Second Language*
 - *Cambridge IGSE – English as First Language*
 - *Cambridge GSE – English A Level*
 - *Cambridge GSE – AS Level English Language*

As soon as all attested documents are received they will be forwarded to the Migration Department. When the entry permit visa (blue slip) is ready, it will be scanned and emailed to the student.

This is the document necessary for traveling to Cyprus. The Cyprus airport security/authorities will accept the scanned coloured version. The original will be kept by the Education Office.

Attestation of Documents (IMPORTANT):

All the above documents must be officially translated to English. In cases where translations are necessary, these must be done by an approved translator and attested by the relevant authorities in the applicant's country.

Please note that the APOSTILLE stamp does not need to be translated.

- The attestation process differs between countries that have signed the Hague Convention of 1961 (Apostille) and those that have not. The Attested documents must be in English.
- Students applying from countries that have signed the Hague Convention of 1961 (Apostille) must have the APOSTILLE stamp.

Students must have their documents attested by the designated, competent government authority which is authorized to affix the Apostille on their documents. The Ministry of Justice or Ministry of Foreign Affairs is usually the government body that issues the Apostille.

- Students applying from Russia and Serbia: Based on bilateral agreements between Cyprus and Russia and between Cyprus and Serbia, students from these countries are exempt from the above procedures, provided all their documents are officially signed and stamped by the issuing authority.

Students applying from countries where there is an [accredited diplomatic/consular authority of the Republic of Cyprus](#) in that country, the chain of diplomatic certification is as follows:

Diplomatic certification of Admissions documents:

Document	Stamps needed from the following authorities	Number of documents required
Copies of a valid passport or other travel document which covers the duration of the intended course of study or at least for two years.	<ol style="list-style-type: none">1. Ministry of Foreign Affairs2. Embassy/Consulate of the Republic of Cyprus	2 Copies with original stamps on . You will need to make two copies of your passport and get each copy attested. You then send it to us with all original stamps on.
Original Certificate of a clear Criminal Record from the country of origin (if the third-country national is residing in a country other than the country of origin, the certificate may be issued from the country of residence) with official translation in Greek or English. A public/governmental authority must issue the Certificate	<ol style="list-style-type: none">1. Police Authorities2. Ministry of Foreign Affairs3. Embassy/Consulate of the Republic of Cyprus	1 Original Document

Document	Stamps needed from the following authorities	Number of documents required
<p>Original Medical Examinations. Blood tests (for HIV/AIDS, Hepatitis B, C, Syphilis) and a chest X-ray report for Tuberculosis from the country of origin.</p> <p>(Medical examinations are considered valid for a four-month period).</p>	<ol style="list-style-type: none"> 1. Ministry of Health 2. Ministry of Foreign Affairs 3. Embassy/ Consulate of the Republic of Cyprus 	<p>1 Original Document for:</p> <p>blood tests and chest x-ray report</p>
<p>You must provide proof of financial ability to cover tuition fees and living expenses which can be in the form of:</p> <p>Original Bank Statement. The statement must show the financial records of all your transactions, including the final balance. This should be a recent statement (issued during the month of your application) clearly indicating that the amount of €20,000 is available.</p> <p>Original bank letter from a Banking Institution of the student's country of residence, with validity of six months, indicating the student's ability to cover €20,000 towards tuition fees and living expenses, or</p> <p>Original bank letter, with validity of six months, stating that the student's sponsor has the ability to support €20,000 towards the student's tuition fees and living expenses. The Sponsor may be the student's legal guardian(s), an Employer or a Corporation. The letter must clearly state the relationship between sponsor and student.</p>	<ol style="list-style-type: none"> 1. In this case a Notary Public, a public officer who attests or certifies non-public documents can verified as authentic, can attest all documents provided by the Bank. 2. Ministry of Foreign Affairs 3. Embassy/Consulate of the Republic of Cyprus 	<p>1 Original Document for:</p> <p>Bank Statement</p> <p>Bank Confirmation Letter</p> <p>Or, if needed</p> <p>Sponsor's letter</p>
<p>Copies of academic certificates:</p> <ol style="list-style-type: none"> 1. BSc/MSc degree 2. Academic Transcript(s) 3. High School leaving Certificate 	<ol style="list-style-type: none"> 1. Ministry of Foreign Affairs 2. Embassy/Consulate of the Republic of Cyprus 	<p>2 Copies of each Document submitted with original stamps on.</p> <p>You will need to make copies of all your academic certificates and get each copy attested. You then send the documents to the Education Office with all original stamps on.</p>
<p>All non-EU students are required to provide proof of proficiency in the English Language that can be demonstrated through the following certificates:</p> <p>IELTS (Academic Test) – Minimum overall score: 6</p> <p>TOEFL iBT</p> <p>Anglia Exams Intermediate Level (CEFR B1)</p> <p>Cambridge IGSE – English as a Second Language</p>	<ol style="list-style-type: none"> 1. Ministry of Foreign Affairs 2. Embassy/Consulate of the Republic of Cyprus 	<p>Verification of authenticity can be done by us for the following English Language Certificates:</p> <p>IELTS and TOEFL iBT</p> <p>Anything else submitted must be copied and attested. We need 1 Copy of each Document submitted with original stamps on.</p>

Document	Stamps needed from the following authorities	Number of documents required
Cambridge IGSE – English as First Language Cambridge GSE – English A Level Cambridge GSE – AS Level English Language It is mandatory for all International students to present a valid English language certificate even if they have graduated from an English-speaking university, so that the Cyprus Migration Authorities can process your VISA application.		
A signed declaration from prospective students, verifying their intention to study at Higher Education Institutions in Cyprus and confirming that they have no intentions of applying for political asylum seeker status from the Republic of Cyprus.	No attestation needed The Education office will be providing this letter to be signed by the student.	1 <u>Original</u> Document

All of the above required documents (originals or copies with original stamps on) must be sent by post to the CING at the following address:

Attention: The Education Office

The Cyprus Institute of Neurology & Genetics
6 Iroon Avenue, 2371 Ayios Dhometios, Nicosia | PO Box 23462, 1683, Nicosia
Tel.: +357-22392840 / 841 / 844

It is advised that the documents should be sent by a Courier Service to ensure that they will be safely delivered to the Education Office at the very latest by 23rd of July.

As soon as all attested documents are received the Education Office will submit your application to the Migration Department. When the entry permit visa (blue slip) is ready, it will be scanned and emailed to the student.

This is the document necessary for traveling to Cyprus. The Cyprus airport security/authorities will accept the scanned coloured version. The original will be kept by the Education Office.

Upon arrival in Cyprus

Non-EU students are required to show the following to the Immigration Authorities at Larnaca or Paphos Airport which are the only legal point of entry into the Country and are situated in the area under the effective control of the Government of the Republic of Cyprus. Entry into the territory of the Republic of Cyprus via any other port or airport in which the Government of the Republic does not exercise effective control is illegal.

- 1) Original Passport
- 2) Copy of your Entry Visa (Blue Slip)
- 3) The acceptance letter from the CING
- 4) €2000 in cash

Please note that within seven days of your arrival, you should submit the documents listed below so that the Education Office can arrange for an appointment with the Migration authorities in order to submit the application for issuing your Temporary Residence Permit Card. At the Migration Department you will be asked to provide your biometric information (fingerprints and photo) as part of your visa application.

- 1) **Copy** of the passport's or other travel document's page with a stamp that shows the last arrival in Cyprus.
- 2) **Original** medical examinations for Hepatitis B and C, AIDS/HIV, Syphilis and report of chest X-ray for Tuberculosis from a public or private hospital of Cyprus stamped by a doctor. Upon arrival to Cyprus these tests must be repeated.
- 3) Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).
- 4) **Copy** of rental agreement.
- 5) Local CY Bank Account Statement confirming that the student has got the ability to pay for both tuition fees and living expenses. Students must open a Bank Account at a CY based Banking Institution and deposit sufficient funds to cover for their expenses for the duration of their intended stay until they can return to their home country or country of residence.
- 6) Personal Bank guarantee. The amount you have to pay varies according to the country of origin from 350 Euros up to 850 Euros. (More information can be provided by the Education Office). Bank expenses may occur from opening a CY Bank account which can amount to approximately 100 Euros.

MORE INFORMATION AND GUIDANCE CAN BE PROVIDED BY THE CYPRUS CIVIL REGISTRY & MIGRATION DEPARTMENT

(tel.: +357 22-308630, e-mail: migration@crmd.moi.gov.cy)



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