



THE CYPRUS INSTITUTE OF
NEUROLOGY & GENETICS

**USEFUL INFORMATION FOR
INTERNATIONAL STUDENTS**



STUDENT VISA AND REQUIREMENTS

Congratulations on your acceptance to the Cyprus Institute of Neurology & Genetics and welcome to the CING Academic Community! This handbook is prepared to provide useful Information and answer questions about the Student Visa and requirements.

The Education Office can provide additional guidance if needed.

Every student should be in possession of the relevant permit issued by the Cyprus Civil Archive and Migration Department. The student visa is issued towards an application from a specific educational institution. As a result of this in the event that an international student decides to move from one educational institution to another, within Cyprus, he/she must then obtain a new residence permit.

Visas are not required for European Union (E.U.) students.

International students from non EU countries need a student visa for entry to Cyprus. Student visas are issued only to full-time international students. A full-time student is one who is registered for a minimum of 30 credits in a semester. Student visas can be issued either by an Embassy/ High Commission/ Consulate of the Republic of Cyprus in the candidate's home country or by the Cyprus Civil Archive and Migration Authorities.

Nationals of countries where an Embassy / Consulate of the Republic of Cyprus is available in residency should submit to the CSMM Education Office **(the latest by 23rd of July)** the following documents in order to obtain, on their behalf, a preliminary approval for them to be interviewed at the Embassy / Consulate of the Republic of Cyprus, in their home country (detailed information concerning Cyprus's Embassies and High Commissions abroad can be obtained from the Ministry of Foreign Affairs): **(Refer to "Attestation/Certification process of documents" section)**

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.

Correspondence address:

Attention: Maria Lagou

The Cyprus Institute of Neurology & Genetics

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Tel.: +357 - 22 392842

VISA APPLICATION / ENTRY PERMIT TO CYPRUS

- Duly certified copy of a valid passport or other travel document which covers the duration of the intended course of study or at least for two years
- Duly Certified copy of Criminal Record from the police authorities in the student's country translated into English or Greek.
- Duly Certified Original medical Certificate attesting to good health including blood tests (for HIV/AIDS, Hepatitis B, C, Tuberculosis, Syphilis). The Medical Certificate should not have been issued earlier than four months from the date of application for a visa.
- Acceptance letter or Verification from the Cyprus School of Molecular Medicine, with full description of the intended program of study and its duration.
- Duly Certified copy of a confirmation letter from a bank in the student's country that the student or his/her guardians are able to cover living expenses in Cyprus, tuition fees and repatriation expenses or documented proof of a scholarship awarded by an institution in their country. Minimum amount of €8000 must be clearly stated on the attested Bank Report.
- The student must proceed with €3000 prepayment towards his/her tuition fees. If for any reason, an entry permit to Cyprus is not granted, a full refund will be provided. A payment receipt must be submitted to the Education Office by the deadline.
- Duly Certified Copies of academic qualifications (BSc degree, Academic Transcript, MSc degree).
- Duly Certified copy of an English Language Certificate. The CSMM accepts any of the accredited tests e.g. TOEFL, IELTS (min. overall score: 6), G.C.E., Proficiency (min passing grade). 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 to process their 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
- Visa fees of €85.43 to be deposited to the CSMM bank account (see details below). The CSMM will take responsibility for delivering payment to the Cyprus Authorities.



THE ORIGINAL DOCUMENTS (LISTED ABOVE) MUST BE PRESENTED DURING THE VISA INTERVIEW.

All visa interviews are scheduled to take place at the various Embassies of the Republic of Cyprus. You will be notified of the exact date and time in due course. **True certified copies** of all of the above documents must be submitted to the Education Office.

ATTESTATION/CERTIFICATION PROCESS OF DOCUMENTS

Students are required to attest/certify the following documents by the appropriate/relevant authorities in their home country:

Academic documents

(Ministry of Foreign Affairs and then Embassy/Consulate of the Republic of Cyprus)

Police clearance certificate

(Police Authorities, then, Ministry of Foreign Affairs and finally by the Embassy/Consulate of the Republic of Cyprus)

Passport

(Ministry of Foreign Affairs and then Embassy/ Consulate of the Republic of Cyprus)

Health Certificate

(Ministry of Health, then, Ministry of Foreign Affairs and finally by the Embassy/Consulate of the Republic of Cyprus)

Bank Report

(Notary Public, verification of signature by an appropriate Official in your country of residence, then, Ministry of Foreign Affairs and finally by the Embassy/Consulate of the Republic of Cyprus)

The attestation process differs between countries that have signed the Hague Convention, 1961 (Apostille) and those who have not. Attested documents must be in English; in cases where translations are necessary, these must be done by an approved translator and attested by the relevant authorities in home country.

Students must have their documents attested/certified by the designated, competent government authority which is authorised to affix the Apostille on their documents. **Students must submit all the above documents to the Embassy/Consulate of the Republic of Cyprus in their home countries for attestation/certification purposes the latest by the 10th of July.**

The Ministry of Justice or Ministry of Foreign Affairs is usually the government body that issues the Apostille.

ARRIVING IN CYPRUS

Upon arrival in Cyprus, the following documents must be presented by the Student at the Airport:

- All original (signed and stamped) documents
- Passport
- Entry Permit issued by the Embassy/Consulate of the Republic of Cyprus
- The amount of \$2.600 or €2.000 in cash

Students must report to the Education Office on the first working day after their arrival in order to register and proceed with the remaining formalities needed for the issue of a temporary residence permit.

APPLICATION FOR TEMPORARY RESIDENCE PERMIT:

REQUIRED DOCUMENTS FOR THE ISSUE OF RESIDENCE PERMIT, **WITHIN A PERIOD OF 10 DAYS** FROM THE DATE OF ENTRY INTO THE REPUBLIC OF CYPRUS

- Two (2) certified passport-size photographs
- Certified copy of a valid passport or other travel document which covers the duration of the intended course of study or at least for two years
- Proof of comprehensive health insurance in the Republic of Cyprus.
- Original medical examinations for Hepatitis B and C, AIDS/HIV, Syphilis and report of chest X-ray for Tuberculosis from Cyprus stamped and signed by a doctor with validity of four months.
- Creation and verification of a Bank Account in a local Bank (with a balance of €5.000 at least)
- Personal Bank guarantee. The amount varies between countries starting from 350 Euros up to 850 Euros. More information can be provided by the Education Office. Bank expenses may occur amounting to additional 100 Euros.
- Payment of €34.17 for application fees

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

(tel.: +357 22 308 630, e-mail: migration@crmd.moi.gov.cy, [website](#))



LEGAL POINTS OF ENTRY

The legal ports of entry into the Republic of Cyprus are the airports of Larnaka (Larnaca) and Pafos (Paphos) and the ports of Larnaka (Larnaca), Lemesos (Limassol), Latsi and Pafos (Paphos), which 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.

CING BANK ACCOUNT INFORMATION

BY BANK TRANSFER

BANK NAME:	HELLENIC BANK LTD, LEDRA BRANCH (139), NICOSIA, CYPRUS
SWIFT CODE:	HEBACY2N
ACCOUNT NAME:	THE CYPRUS FOUNDATION OF MUSCULAR DYSTROPHY RESEARCH
IBAN:	CY81 0050 0139 0001 3915 0646 0100

It is important that the name of applicant as well as the initials "CING - VISA FEES" appear on the deposit details.

Please make sure that you keep a copy of your payment receipt for future reference and always submit to the education office.

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