

ONLINE APPLICATION SYSTEM OF THE UNIVERSITY OF CYPRUS

FREQUENTLY ASKED QUESTIONS (FAQs)

1. I'm entering my Username and Password but I cannot login to the system.

- Verify that at the Username field, you are entering your email account and not another name.
- Verify that you are entering your Username and Password in the English language (latin characters).

2. I have created an account, but I have not received yet any email. How long does it take in order to be sent?

The email is sent immediately after you have created your account. However, there might be few minutes delay, depending on the connection or internet provider of your email.

In case you have not received an email, one of the following may occur:

- The email you have provided may be invalid.
- The email that is sent by the University may be blocked by your email provider. In this case, please contact the Graduate School at fgs@ucy.ac.cy.

3. I forgot my password to login to the system. Can I change it?

Please click on the link "Forgot your password" which you will find below the login form in the system. The system will ask you to enter your email address. Then you will receive a new password to your e-mail account.

4. In which language should the application form be filled in?

The data entry in the application can be done in either Greek or English language. Greek speaking candidates must enter their data in Greek language.

5. Can I apply in more than one programme or more than one Department?

You can apply for as many programmes or departments you wish for, assuming that you fulfill the acceptance criteria. Before you submit your application, we advise you to consult the announcement of the places, the online postgraduate prospectus as well as the departmental prospectuses

6. What does * mean which is located in front of some fields?

These fields are mandatory to be completed.

7. Is it possible to upload any files in my application?

You can upload as many files as you wish. If the upload of a file is compulsory, e.g. certificates, degrees, transcripts etc, these files must be in **Adobe Acrobat (pdf)** format, their size cannot exceed 2MB, and the name of the file you upload must be in Latin characters.

8. Is it mandatory to upload my photo with my application?

You need to upload your photo with your application. The size of the photo should not exceed 200 KB. The dimensions of the photo must be 200 pixels wide and 300 pixels long, in a jpg form.

9. At the Education Section, where “From” and “To” is displayed, what type of information shall I enter?

In those fields, you should indicate the month and year that you have started your studies in chronological order. Those students that are expected to graduate must indicate their average grade of the last marked semester.

10. What is expected to include in the references field?

In this field you must enter the names and addresses of at least two University professors that they agree to provide a reference letter for you. It is very important to enter correctly the data of your evaluators, and particularly their professional/academic email account since the evaluations will be submitted electronically through the online application system.

11. How my evaluators will be notified?

Once you submit your application, your evaluators will be notified automatically through the system. It is advisable to ask them in advance whether they agree to give you a reference letter and make sure that you have entered their data correctly, especially their email account.

12. What happens if I entered wrong the email account of my evaluators?

If you have not submitted your application, please go back to the evaluator’s field and correct their email addresses. If you have already submitted your application, please contact the Graduate School (fgs@ucy.ac.cy).

13. When is the last date for my evaluators to submit the recommendation letters?

The closing date for submitting the recommendation letters via the electronic system of the University of Cyprus is the same as the closing date for submitting an application.

14. How I will be notified that my evaluators have submitted their recommendation letters?

The system will automatically send you an email when your evaluators have submitted their recommendation letters.

15. When does the University will request the original certificates?

All the certificates should be attached with the application in **Adobe Acrobat (pdf)** format. At a later stage, the candidates that will be preliminary selected may be required to send certified copies of specific certificates.