

**HOUSING OFFICE**

**SUMMER ACCOMMODATION IN STUDENT HALLS**

**Information for visitors**



Please note that the information provided below is accurate as of the date the document was created (see previous page). Should you need to confirm any information, please contact the Housing Office (see contact info at the end of document).

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### 1. Purpose of this document

The purpose of this document is to provide information to visitors (i.e. those who are not UCY students) interested in staying at the Student Halls of the University of Cyprus during the months of June and July.

### 2. Eligibility for summer accommodation

During the months of June and July the Student Halls of the University of Cyprus may be used to accommodate the following:

- Full-time UCY students who wish to extend their stay beyond the end of the academic year.
- Groups and individuals who visit Cyprus during the months of June and July for the purpose of:
  - short-term research or study at the University of Cyprus, or
  - participating in a conference or other activity organized by the University of Cyprus.

### 3. Student Halls

The Student Halls complex, located on the new campus in Aglandja (Athalassa area), consists of 12 residential buildings with a total of 208 single rooms. On each floor there are 8-12 rooms sharing a kitchen.

For a virtual 3D tour of the Student Halls [click here](#). [Students Halls on Google Maps](#)

*Note: The UCY Student Halls should not be confused with UC Hall. The latter is a private dormitory located right across the campus main entrance and is not affiliated in any way with the University of Cyprus.*

### 4. Types of rooms and charges

There are **two** types of rooms:

- Type A - single rooms with private bathroom
- Type B - single rooms with shared bathrooms (2 bathrooms and 2 WC for every 8 rooms)

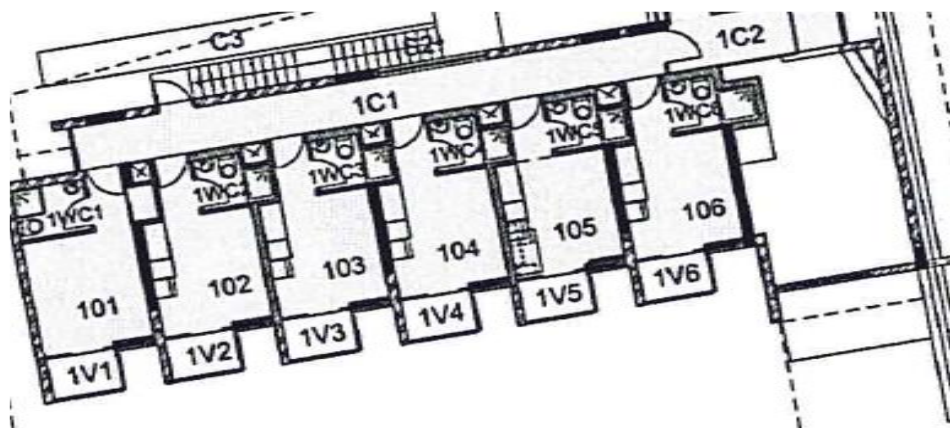
The overwhelming majority of rooms are with shared bathrooms (Type B) and that is the type of room that is almost always provided. The charge is €20 per night, but for stays longer than 10 nights the daily charge starts to decrease after the 10<sup>th</sup> night (the charge for one month is €267).

In rare cases and upon availability, single rooms with private bathroom (Type A) may be provided. Their cost is €25 per night, but for stays longer than 10 nights the daily charge starts to decrease after the 10<sup>th</sup> night (the charge for one month is €317).

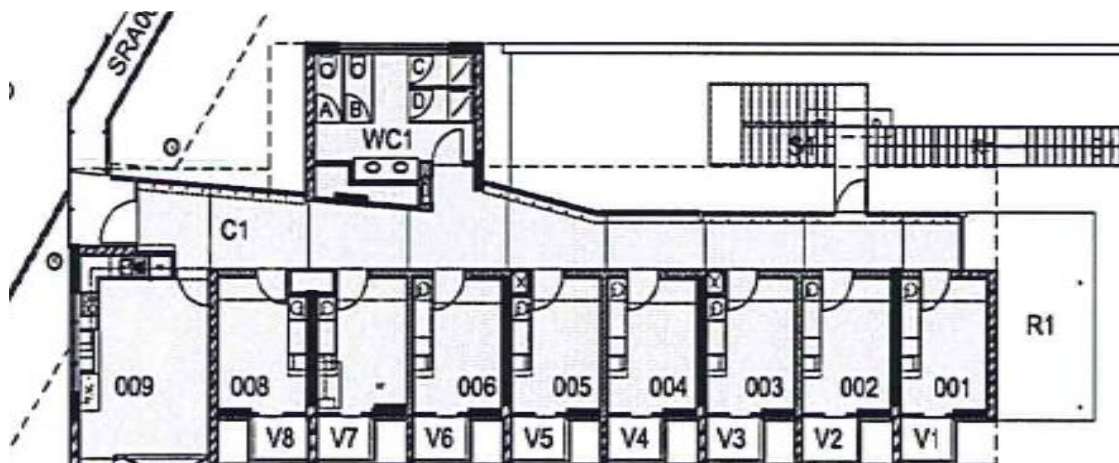
The price includes linen provision and cleaning services for common areas only.

Below, you may view the architectural plan of our buildings according to the type of rooms.

#### Type A rooms



#### Type B rooms



### 5. Room equipment

Each room is equipped with the following:

Item description	Room type	
	A	B
Single bed, mattress, protective mattress cover, pillow	✓	✓
Desk	✓	✓
Desk chair	✓	✓
Desk trash bin	✓	✓
Bookshelves (two)	✓	✓
Desk lamp	✓	✓
Indoor/balcony chair	✓	✓
Closet	✓	✓
En suite bathroom with WC, basin and shower	✓	X
WC trash bin	✓	X
WC brush	✓	X
Closet with installed basin	X	✓
Mirror	X	✓
Roof fan	X	✓
Air conditioning unit	✓	✓
Central heating	✓	✓
Window shade	✓	✓
TV stand	✓	✓

## 6. Facilities / Services

**Linen provision.** The Housing Office provides all summer guests with linen: one pair of bed sheets and one pillowcase. Guests are responsible for laundering their own bed linen.

**Cleaning.** All common areas and shared bathroom facilities are cleaned daily. Guests are responsible for maintaining their own room clean.

**Laundry.** Guests may use the laundry room located in Building 13. Washing machines and dryers are coin-operated.

**Telephone service.** There is a telephone service available in each floor corridor for UCY extension numbers and for emergency calls only. Residents may receive incoming calls. The country code for Cyprus is +357. For someone to call you there from abroad they must dial +3572289[4-digit extension no.].

**Internet.** All guests have free Wi-Fi access in their rooms and common areas (more details can be given upon arrival at the Residents Information Center).

**Maintenance.** For maintenance and other accommodation problems residents may contact the Residents Service Centre at 22893001/22892164 (for emergencies during after hours, call 96100038 or 22893002).

**Food.** Student Halls are self-catering. Residents and guests are responsible for the provision and/or preparation of their meals. The University of Cyprus operates cafeterias serving the University community. More information [here](#) .

**Bus service.** A public bus service is provided at regular hours from Monday to Sunday except on public holidays. You may view the schedule on [Cyprus Public Transport](#). You may be also interested to check out [Intercity Buses](#), [Airport Shuttle](#) and [Cyprus by Bus](#).

**Parking.** A parking area is available at the Student Halls.

**Security Services.** For any emergency or assistance needed during after hours (15:00-08:00, plus weekends and public holidays), residents should contact the Security Officer at tel. **96100038** or **22893002**.

**Resident Service Center.** The Resident Service Center of the Housing Office is located at the Student Halls in building 13. The Center is available to provide assistance to guests Monday-Friday, 07:30-14:30 (tel. 22893001/22892164).

## 7. Application procedure

Interested parties must submit the application form for visitors found on the [summer accommodation page](#). Please note that there are two types of forms, one for groups and one for individuals. If you are participating as member of a group, you should not apply – the group coordinator will take care of that.

The last day to submit an application is May 31<sup>st</sup>, however you are strongly advised to submit it as early as possible, given that there is very low availability of rooms and usually quite high demand. It is possible that we cannot serve you even if you apply months or even a year ahead, especially if you intent to stay for a long period.

You will receive a response from the Housing Office within 10 working days. If your application is accepted (i.e. you are eligible and there is availability of rooms), the Housing Office will inform you about the next steps.

## 8. Payment

### Groups

The group leader / contact person must:

(a) arrange for the payment of the total amount on behalf of the applying entity (transaction Reference/Details: *Summer Accom. – [program title or acronym]*)

or

(b) arrange for the payments by the group members (transaction Reference/Details: *Summer – [program acronym] – [individual's full name]*)

If individual payments are made by the group members, the group leader / contact person must collect all payment receipts and send them by email *in one batch* to the Housing Office ([housing@ucy.ac.cy](mailto:housing@ucy.ac.cy)).

### Individuals

The total amount for the total period of stay must be paid and proof payment must be sent to the Housing Office by email ([housing@ucy.ac.cy](mailto:housing@ucy.ac.cy)).

All payments for both group and individual reservations must be made and proof of payments must be sent to the Housing Office at least 15 days prior to arrival of the guest(s). If the group leader / contact person or the individual fails to do so, the Housing Office reserves the right to cancel the reservation without notifying the interested parties.

Payments should be made to the following bank account:

Beneficiary	UNIVERSITY OF CYPRUS
Bank name	BANK OF CYPRUS
Account no.	0128-05-023773
IBAN no.	CY05002001280000000502377300
SWIFT code	BCYPCY2N
Reference/Details	(see instructions above)



*Note: Bank transaction charges and commissions should be paid by the applicant (select "OUR"[i.e. the applicant]/"Ordering customer" for charges). The University of Cyprus must not be charged by your bank for the transaction (do not select "BEN"/"Beneficiary customer" or "SHA"/"Shared").*

## 9. Cancellation and refund policy

Cancellations must be made by the group leader / contact person (group reservations) or the person who applied (individual reservations) in writing ([housing@ucy.ac.cy](mailto:housing@ucy.ac.cy)).

For cancellations made 15 or more days prior to the arrival of the guest(s), 70% of the full amount already paid will be refunded to the account from which the payment was made.

No refund is given in the following cases:

- Cancellation is made within 14 days prior to the arrival of the guest(s).
- The visitor(s) does/do not arrive at the Student Halls (no-show).
- The applicant or any visitor changes their plans (e.g. wishes to or will depart earlier) after the payment.

## 10. Travelling to Cyprus

If flying by plane (which is usually the case for travelers to Cyprus), the international airports of Larnaka and Pafos are the only legal points of entry to the Republic of Cyprus. Travelers entering Cyprus from illegal points of entry (such as Ercan Airport) are not accepted for entry to the Republic of Cyprus.

Upon arrival to Cyprus, there are practically two options to get to Nicosia (where the University of Cyprus is located) by means of public transportation:

- (a) You can take a taxi (from Larnaka Int. Airport the fare is approx. €50, from Paphos Int. Airport the fare is approx. €120) and get directly from the airport to the [Student Halls](#),  
or
- (b) You can take the [airport shuttle](#) (from Larnaka Int. Airport the fare is €8, from Paphos Int. Airport the student fare is €10 and the regular €15) and get to the Shuttle Bus Station in Nicosia. Please note that this bus does not go directly to the University Campus. The bus terminal of Kapnos Airport shuttle is at Kyrenias Avenue, which is located only 5 min away from the University of Cyprus-New campus. There is no bus stop there, but there is a taxi rank. Therefore, you can take a taxi from Kyrenias Avenue to come to the [Student Halls](#). Directions [here](#) .

*Note: If giving instructions to a driver, make sure that the University of Cyprus be not confused with the University of Nicosia. The latter is a private institution located at the western part of the city and is not affiliated in any way with the University of Cyprus.*

## 11. Check in procedure

Upon arrival guests should contact the Resident Service Center at the Student Halls in order to sign the Guest Arrival Card and pick up their room keys.

Arrivals at [Student Halls](#) normally take place during office hours, that is Monday-Friday, 07:30-14:30. Any guests planning to arrive outside office hours should inform the Housing Office (via their group coordinator, if participating in a group). Guests may contact the Resident Service Center at the phone number 22893001/2164, during office hours. If you arrive during after hours and need any assistance, call the Security Guard at 96100038 or 22893002.

## 12. Further information

Should you need any further information regarding accommodation, please do not hesitate to contact the Housing Office:

<b>Housing Office</b>	
Tel.	(+357) 22892166
Email	<a href="mailto:housing@ucy.ac.cy">housing@ucy.ac.cy</a>
Location	Council-Senate Building "Anastasios G. Leventis" (Ground Floor) University of Cyprus (New campus)
<b>Student Halls</b>	
Tel.	(+357) 22893001 / 22892164
Email	<a href="mailto:studenthalls@ucy.ac.cy">studenthalls@ucy.ac.cy</a>
Location	University of Cyprus (New campus) 1 Panepistimiou Avenue 2109 Aglandja (see on <a href="#">Google Maps</a> )