

## EXPRESS SERVICES OFFICE

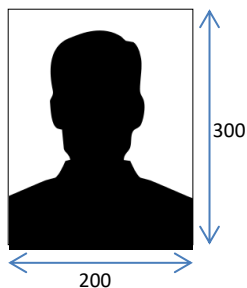
### INSTRUCTIONS FOR ACADEMIC / ADMINISTRATIVE STAFF FOR THE ISSUANCE OF THE UNIVERSITY CARD

According to the policy of the University of Cyprus, the issuance of the University card is compulsory for all staff. Among other applications, the new University card will allow access to controlled areas for beneficiaries, borrowing books from the library, use of photocopy machines etc.

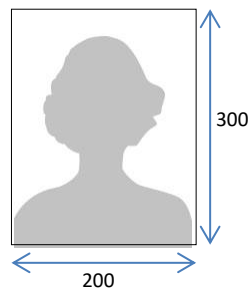
**You are kindly requested to follow the instructions below:**

**A prerequisite for issuing the University card is to have a UCY electronic account.**

1. On the first day of your duty at University of Cyprus, you need to follow the Self-Login process to get an Employee Number and then create an account. With the creation of the account, you will be given automatic access to submit an online application for the issuance of your university card. Instructions are available at the following link:  
[http://www.ucy.ac.cy/expressservices/documents/UCYcard/Englishversion\\_Self\\_Login\\_Procedure\\_23.11.2018.pdf](http://www.ucy.ac.cy/expressservices/documents/UCYcard/Englishversion_Self_Login_Procedure_23.11.2018.pdf)
2. Through the electronic link [www.ucy.ac.cy/ucycard](http://www.ucy.ac.cy/ucycard), check and confirm your personal information. You should also upload your personal photo (passport type, dimensions 200X300 Pixels).



Picture 1



Picture 2

The following link can be used as an auxiliary tool for the customization of your photos:

<http://www.picsize.com/>

3. Once you submit and confirm your personal details, please check the “status of page” to see whether your application was submitted successfully.

Within 2 working days **you must check again the “status” of your application** ([www.ucy.ac.cy/ucycard](http://www.ucy.ac.cy/ucycard)) which should be referred to the following message: **"Your card is processed for printing"**. If the status of your electronic application ([www.ucy.ac.cy/ucycard](http://www.ucy.ac.cy/ucycard)) does not indicate that **"Your card is processed for printing"**, it means that your application was

not submitted successfully. This means that there is a problem with your application and it will appear in the status on top of the page. In this case you should verify that all your personal details have been inserted, as well as your photo (200X300 pixels) so it can be accepted by the administrator.

4. Once you have confirmed that your card is processed for printing and after a period of 5 working days you should reconnect to the link [www.ucy.ac.cy/ucycard](http://www.ucy.ac.cy/ucycard) to check whether your card is ready for pickup.
  - If you verify that your card is “ready for collection”, please proceed to the Express Services Office to collect it - Social Activities Centre Block 7, Office Number 014.
  - In the case that (1 week after the electronic confirmation of your personal details) your card is not ready, please contact by email [express@ucy.ac.cy](mailto:express@ucy.ac.cy) giving full details (name, department, identity card number and phone number) to inquire about the status of your card.

If you are unable to successfully complete the online request of your personal information, then please contact the Express office by email [express@ucy.ac.cy](mailto:express@ucy.ac.cy).

#### **In the case you have lost your University card**

In case you lose your University card please advise immediately by sending an electronic message to [athosc@ucy.ac.cy](mailto:athosc@ucy.ac.cy) also copying (Cc) the Express Services Office [express@ucy.ac.cy](mailto:express@ucy.ac.cy) informing us about the loss of your card including full personal details (name, department, identity card and phone number).

The amount of €15 must be paid for the re issuance of a new card, to the Express Services Office.

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**Days and times of University card collection, here:**  
<https://www.ucy.ac.cy/expressservices/en/contact-us>

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*For any info or clarification needed, please contact us:*

#### **Express Services Office**

Express Line: 22 89 5555

Email: [express@ucy.ac.cy](mailto:express@ucy.ac.cy)

Fax: 22 89 5480

Social Activities Centre Block 7, Office Number 014