

## EXPRESS SERVICES OFFICE

### INSTRUCTIONS FOR THE STUDENTS OF THE SCHOOL FOR GREEK LANGUAGE - ISSUANCE OF THE UNIVERSITY STUDENT'S CARD

According to the policy of the University of Cyprus, the issuance of the student's card is compulsory for all students. 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.

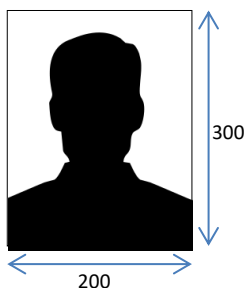
**All students are kindly asked to follow the instructions below:**

**A prerequisite for issuing the university card is to have a UCY electronic account and course registration**

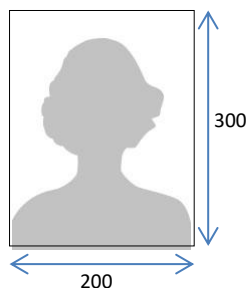
Please note that before proceeding for the UCY card electronic application, you must first create an electronic account and enroll to lessons. Once you do that, please pay the amount of €10.00 to the Express Services Office. A copy of the receipt must be submitted to the School for Greek Language and then you must follow below directions:

Please note that the School for Greek Language will group receipts into one folder and UCY cards will be issued for a period of six months (expiry date will be printed on the UCY card). By the end of your studies or in case of withdrawal from the program, please return your card to the School for Greek Language.

1. 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/>

2. Once you submit and confirm your personal details, please check the status of page whether your application was submitted successfully.
3. 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 14.
  - 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 student card**

In case you lose your student 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) and the School of Greek language [smgreek@ucy.ac.cy](mailto:smgreek@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 €10 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>

**BY THE END OF YOUR STUDIES OR IN CASE OF WITHDRAWAL FROM THE PROGRAM,  
PLEASE RETURN YOUR CARD TO THE SCHOOL OF GREEK LANGUAGE.**

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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