



ONLINE APPLICATION SYSTEM OF THE UNIVERSITY OF CYPRUS

FREQUENTLY ASKED QUESTIONS (FAQs)

1. I am interested in applying for a postgraduate programme place in a Master's degree/Doctoral programme at the University of Cyprus. How can I access the application system of the University of Cyprus?

To access the application system of the University of Cyprus and start the application process, you need to create a new account.

- If you are a new candidate, you should press "Login" and then "Create a New Account".
- If you are already an existing student at the University of Cyprus in another degree programme, you should also press "Login" and then "Create a New Account".

2. I have created an account, how can I login to the application system of the University of Cyprus?

To be able to login to the application system of the University of Cyprus, you must enter the "Username (Email)" and the "Password" sent to you via email. The "Username (Email)" is the email address which you must use until the completion of the submission of your application and the announcement of the results.

Since we will often need to contact you by email, please provide a valid email address.

3. I am entering my Username and Password, but I cannot login to the system.

- Verify that at the "Username" field, you are entering your email address as you entered it when creating your account and not any other name.
- Verify that you use Latin characters to enter your "Username" and "Password".

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

As soon as you create an account, you will receive an email. However, there might be a few minutes delay, depending on the internet connection or your

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

- The email you have provided may be invalid.
- The email sent by the University of Cyprus may have been blocked by the provider of your email address. In this case, please contact the Graduate School, email: fgs@ucy.ac.cy or tel.: +357 22894044.

5. I have forgotten my password to login to the system. Can I change it?

Please click on the "Forgot your password" link that you will find under the login form. The system will ask you to enter your email address. Then you will receive a new password to your email account.

6. In which language should I complete my application?

The application system is bilingual, in Greek and English language. Greek speaking candidates must enter their data in Greek language.

7. Can I apply to more than one degree programme and to more than one Department?

You can apply to as many degree programmes or academic Departments as you wish, since you meet the individual admission criteria of each programme. Before you submit your application, we advise you to consult the announcement of the places, the postgraduate prospectus as well as the departmental prospectuses. However, if you are offered more than one place, you must choose and accept only one place in a degree programme.

8. What does * mean in front of some application fields?

These fields are mandatory to be completed.

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

Yes, 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.

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

Yes, you will need to upload your photo along with your application. The size of the Photo should not exceed 200 KB. The dimensions of the photo should be 200 pixels wide and 300 pixels high and should be in JPG format.

11. At the "From" and "To" fields of the Education Section of the application, what exactly should I include?

In these fields, you should indicate the month and year of your studies in chronological order. Candidates who are expected to graduate are required to indicate their average grade of the last marked semester.

12. In the reference letters section what exactly should I include?

In this section you must enter the names and addresses of at least two University professors who have agreed to send letters of recommendation and support your candidacy. It is very important to enter correctly the data of your evaluators, and particularly their professional/academic email address since the reference letters are submitted electronically by them through the online application system.

13. How my evaluators will be notified?

Once you submit your application, your evaluators will be automatically notified 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 address.

14. What happens if I entered the email address of my evaluators incorrectly?

If you have not submitted your application, please go back to the reference letters field and correct their email addresses. If you have already submitted your application, please contact the Graduate School, email: fgs@ucy.ac.cy or tel.: +357 22894044.

15. Until when should the reference letters from my evaluators be submitted?

The last date for submitting the recommendation letters via the electronic system of the University of Cyprus is usually one week after the submission of applications.

16. How can I 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.

17. I have started to complete my application, but I wish to temporarily discontinue the process. Can I save the data I have already entered and continue later with the application process?

Yes, you can save the information you have completed at any stage of the application process you wish to temporarily stop completing and come back at a later stage to complete the application process.

18. I have completed all the application fields, and my application is complete. How do I make sure my application has been submitted?

Once you submit your application, you will receive an automated message through the system confirming the successful submission of your application.

19. Can I go back and change any of the information and data I filled in, in my application once submitted?

After submitting the application, you cannot return and change the details and data of the application.

20. How will I be informed about the status of my application, once submitted?

After submitting the application, you can monitor its status through the application system.

21. Will the University of Cyprus request the presentation of my original certificates?

All the certificates should be attached with your 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 documents.