Πανεπιστήμιο
Κύπρου

EXPRESS SERVICES OFFICE

INSTRUCTIONS FOR STUDENTS FOR THE ISSUE OF THE UNIVERSITY STUDENT CARD

According to the policy of the University of Cyprus, the issue 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.
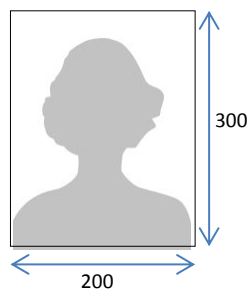
All students are kindly asked to follow the instructions below:

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

1. Through the electronic link www.ucy.ac.cy/ucycard, check and confirm your personal information. You should also upload your personal photo (passport type, dimensions 200X300 Pixels).
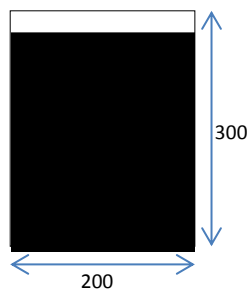
300	300
200	200
Picture 1	Picture 2

Note that students who have come to the University for course registration during the 1st, 2nd and 3rd allocation and were photographed, your photo will be uploaded automatically to your personal electronic application. When confirming the data, you have the choice either to accept the inserted photograph or to add a different one.

For students that have difficulties to upload their own personal photo, a Photo Station will be functioning at the Social Activities Building (ΚΟΔ 6) Room 003A as from September 5, 2016 and until October 5, 2016 between 09:30 - 14:00. Your photo will be automatically uploaded to your personal file.

Please note that once you have completed the above step, in order to process your card for printing, you need to reconnect to the following link: www.ucy.ac.cy/ucycard and confirm your personal information.

2. Once you submit and confirm your personal details, Please check the status of page whether your application was submitted successfully.

Within 2 working days **you must check again the status of your application** (**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) 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.

3. 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 to check whether your card is ready for pickup.

ATTENTION: For new incoming students for academic year 2016/2017, the student cards will be processed for printing as from 21st September 2016.

- If you verify that your card is on the "List of Printed Cards'', please go to the Express Services Office to receive it - Social Activities Centre Block 7, Office Number 16 - daily from Monday to Friday between the hours of 09:00 a.m. and 13:00 p.m.

- 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 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.

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 also copying (Cc) the Express Services Office 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 €10 must be paid for the re issuance of a new card. Please go to the Financial Services Department, Anastasios Leventis Building, Office 317. Please send your proof of payment (either in electronic form to express@ucy.ac.cy or deliver the proof of payment by hand to the Express Services Office) in order to submit a new electronic application for the issuance of your card.

For any info or clarification needed, please contact us:

Express Services Office

Express Line: 22 89 5555
Email: express@ucy.ac.cy
Fax: 22 89 5480
Social Activities Centre Block 7, Office Number 16 & 17

Officer
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