

ENTRY PERMIT REGULATIONS FOR NON-EU ERASMUS STUDENTS WHO STUDY IN EU COUNTRIES

{Please check the next highlighted title on this page if you are an International Erasmus student (Non-EU student studying in a Non-EU country)}

Please ensure you read the following instructions carefully, as they contain important information

1. Students who hold a valid permit issued by a first Member State, other than Cyprus, and who are covered by a Union or multilateral program that comprises mobility measures or by an agreement between two or more higher education institutions, shall be entitled to enter and stay in order to carry out part of their studies in a higher education institution in Cyprus for a period up to 360 days.
2. Cyprus requires the higher education institution in the first Member State, to notify the competent authorities of the first Member State and of Cyprus of the intention of the student to carry out part of the studies in the higher education institution in Cyprus. In this case the notification takes place either:
 - (a) at the time of the application in the first Member State, where the mobility to Cyprus is already envisaged at that stage or
 - (b) after the student was admitted to the first Member State, as soon as the intended mobility to Cyprus is known.
3. In case that Cyprus does not object to the mobility of the student to its territory within 30 days from having received the complete notification, the mobility of the student to Cyprus, to carry out part of the studies, shall be allowed at any moment within the period of validity of the permit.
4. The notification shall include the valid travel document and the valid permit issued by the first Member State covering the total period of the mobility.
5. The notification shall include the transmission of the following documents and information:
 - (a) evidence that the student carries out part of the studies in Cyprus in the framework of a Union or multilateral program that comprises mobility measures or of an agreement between two or more higher education institutions and evidence that the student has been accepted by a higher education institution in Cyprus,
 - (b) the planned duration and dates of the mobility
 - (c) evidence that the student has health insurance for all the risks normally covered for Cypriot nationals
 - (d) evidence that during the stay the student will have sufficient resources to cover subsistence costs without having recourse to Cyprus social assistance system, study costs, as well as the travel costs to the first Member State
 - (e) evidence that the fees charged by the higher education institution have been paid, where applicable.

All supporting documents and information shall be submitted in Greek or English language.

6. Based on the notification referred above, Cyprus may object to the mobility of the student to its territory within 30 days from having received the complete notification where the conditions of the law are not met or the maximum duration of stay referred to in paragraph 1 has been reached.

7. Students who are considered to pose a threat to public policy, public security or public health shall not be allowed to enter or to stay on the territory of Cyprus as a second member state.

8. The competent authority, without delay, informs the competent authorities of the first Member State and the education institution in the first Member State, in writing about its objection to the mobility. Where Cyprus objects to the mobility, the student shall not be allowed to carry out part of the studies in the higher education institution in Cyprus.

9. If your application is not rejected within 30 days you can proceed with the mobility, without any further steps.

WHERE TO SUBMIT THE APPLICATION FORM AND THE SUPPORTING DOCUMENTS

The notification is submitted to the Civil Registry and Migration Department:

- at the central offices of the Civil Registry and Migration Department or by e-mail at EDU-Mobility@crmd.moi.gov.cy and pkarydis@md.mip.gov.cy.
- by post at the address Makariou Av., no 90, Postal Code 1074, Nicosia, Cyprus. The notification is submitted together with the necessary accompanying documents. The host entity of the first Member State may also submit any other information it considers necessary. The Civil Registry and Migration Department, within thirty (30) days from reception of the notification, shall inform the host entity of the first Member State for any objections, in writing. The information will be sent at the address stated in Part II. **For more information please visit the [Migration Department relevant website](#).**

IMPORTANT: The higher education institution in the first Member State should forward the email at the International Students and Staff Office (internationalsupport@ucy.ac.cy) to be able to assist, if necessary.

Below you can find the Notification/ Application Form for the Mobility and the list of Supporting Documents:

[Application Form](#)

[LIST SUPPORTING DOCUMENTS STUDENT'S MOBILITY](#)

TEMPORARY RESIDENCE PERMIT REGULATIONS FOR NON-EU ERASMUS STUDENTS STUDING IN EU COUNTRIES

Please contact us at the following email internationalsupport@ucy.ac.cy for information regarding the next steps of acquiring the Temporary Residence Permit.

ENTRY PERMIT REGULATIONS FOR NON-EU ERASMUS STUDENTS WHO STUDY IN NON-EU COUNTRIES

All non-EU students applying to the UCY are required an Entry Permit visa to enter the Republic of Cyprus. Provided that all the required documents and payments have been received, the University will submit the student's application to the Migration Authorities for evaluation.

The student should submit the application form [MEDUMEDUM2](#), (**please fill in only your personal details in Part I – page 2. It is not necessary to sign**) along with [the supporting documents](#) at the International Students and Staff Office of the University of Cyprus.

Please note that document number 7 from the list of supporting documents will be prepared by the International Students and Staff Office:

Bank Guarantee either from the student or from the Higher Education Institution for repatriation expenses.

The payment for the registration and the entry visa fees, for the amount of €140 (if you already have an Alien Registration Certificate in Cyprus the amount is €70) should be made via JCC SMART, through the website <https://www.jccsmart.com/businesses/9356296> (Application will not be processed without this non-refundable fee).

Please be aware that in case your country is not a member of the Hague Convention, your documents will have to be attested at the Ministry of Exterior in Cyprus too. We will arrange the attestation and inform you regarding the exact amount which you will have to pay, after we check all the attested documents.

IMPORTANT – ATTESTATION OF DOCUMENTS:

Some supporting documents must be officially translated (if necessary) to English and attested by the relevant authorities in the applicant's country. The translated document should be attested.

Documents to be attested:

1. **Copy** of valid passport (only the page with the personal data) or other travel document
2. Evidence that during the stay the student will have sufficient resources to cover subsistence costs without having recourse to Cyprus social assistance system, study costs, as well as the travel costs or a certificate for granting a scholarship by the Organization granting it. Bank account statement (attested) unless if all the expenses are covered by the Erasmus programme, in which case we need a verification from the Erasmus Office.
3. Original Certificate of a clear Criminal Record from the country of origin (if the third-country national is residing in a country other than the country of origin, the certificate may be issued from the country of residence).
4. Original medical examinations for Hepatitis B and C, AIDS/HIV, Syphilis and report of chest X-ray for Tuberculosis from the country of origin.

Please note that the APOSTILLE stamp does not need to be translated.

- The attestation process differs between countries that have signed the Hague Convention of 1961 (Apostille) and those that have not. The Attested documents must be in English.
- Students applying from countries that have signed the Hague Convention of 1961 (Apostille) **must have the APOSTILLE stamp. If any document doesn't have the APOSTILLE stamp the application will be rejected. Double certification from the Ministry of Exterior and the Embassy/Consulate of Cyprus in the country will NOT be accepted for documents issued in the member states.**

Students must have their documents attested by the designated, competent government authority which is authorized to affix the Apostille on their documents. The Ministry of Justice or Ministry of Foreign Affairs is usually the government body that issues the Apostille.

- Students applying from countries that have not signed the Hague Convention of 1961 (Apostille) but have a Cyprus Representation in their home country must have all their documents attested by the Ministry of Foreign Affairs in their home country and then further attested by the Cyprus Embassy, High Commission or Consulate.
- Students applying from Russia and Serbia: Based on bilateral agreements between Cyprus and Russia and between Cyprus and Serbia, students from these countries are exempt from the above procedures, provided all their documents are officially signed and stamped by the issuing authority.

{Also detailed information about the attestation can be found on the [Deputy Ministry of Migration and International Protection](#)}.

All the required documents (originals and one duplicate) must be sent to the University of Cyprus at the address below:

International Students and Staff Office

International Relations Service

University House "Anastasios G. Leventis"

UNIVERSITY OF CYPRUS

1 Panepistimiou Avenue

2109 Aglantzia, Nicosia

P.O. Box 20537, 1678 Nicosia, Cyprus

AT THE AIRPORT CONTROL

Note: As soon as we receive your Entry Permit Visa (*from the day we submit the application it usually takes approximately 4 weeks*), we will scan it and e-mail it to you. You can use the scanned document at the airport control to enter the Republic. Please contact the

Embassy of Cyprus in your country to confirm whether it's required to receive a verification stamp from them before you travel to Cyprus. The original Entry Permit will be included in your application for Temporary Residence Permit.

Upon your arrival in Cyprus, you must present the following documents to the Immigration Authorities at Larnaca or Paphos Airport:

- 1) Original Passport
- 2) Copy of your Entry Permit Visa to Cyprus (Blue Slip)
- 3) The acceptance letter from the University
- 4) €2000 in cash (**this is not required if the student is granted a full scholarship or a 50% scholarship and above**)

TEMPORARY RESIDENCE PERMIT REGULATIONS FOR NON-EU ERASMUS STUDENTS COMING FROM NON-EU UNIVERSITIES

Within 7-10 days from the date of entry into the Republic of Cyprus, the non-EU student should submit the "after arrival" documents at the International Students and Staff Office.

IMPORTANT

Once the requested documents are ready, you should visit the **International Students and Staff Office (ISSO)** to stamp the documents, and arrange for you an appointment with the Migration Department to provide them with your biometrics.

You can visit the Migration Department **only after an appointment**, arranged between the University of Cyprus and the Migration Department.

Required documents for the Cyprus Residence Permit card:

1. Copy of the passport's or other travel document's page with a stamp that shows the last arrival in Cyprus.
2. Original Entry Permit (Blue slip).
3. Original medical examinations for Hepatitis B and C, HIV and Syphilis as well as Chest X-Ray (testing for Tuberculosis). Upon arrival in Cyprus, each student must undergo these medical examinations.
4. Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A). Valid for one year (unless the duration of your stay in Cyprus is less)
5. Confirmation from a bank in the Republic of Cyprus that the student has deposited a satisfactory amount to cover living expenses and tuition fees for the period that the residence permit is applied for (minimum balance €800).
6. Copy of the Rental Agreement/contract *certified by the President of a Community Council (your landlord will be able to tell you where you can find the Community Council Area President)* or title deed. Valid for one year (unless the duration of your stay in

Cyprus is less).

Please note that the Rental Agreement must be also signed by two Cypriot witnesses (ID and Telephone number required). This is needed by the Cyprus Banks, for the purpose of opening a bank account in Cyprus.

7. €55 fee for the Application Form (paid at the Migration Department).

Important Notes:

- The ISSO will inform you when your Temporary Residence Permit card is ready (the procedure takes approximately 4 months). You can find out whether your application has been examined after 3-4 months by following the instructions at the [SMS Notifications' website](#).
- Your Temporary Residence Permit will be automatically cancelled if you stay abroad for a period of more than three months. The ISSO must be informed in order to apply for your re-entry permit.
- Please do not make any money transactions in the northern occupied part of Cyprus. This is considered illegal practice and the Migration department will reject your application. You should also avoid using the airport in the northern part of Cyprus as it is an illegal point of entry.
- Please provide the ISSO with your contact details in Cyprus (telephone, address and email) and also with **the receipt** you will get from the Migration office after the appointment.

RENEWAL OF VISA/TEMPORARY RESIDENCE PERMIT REGULATIONS FOR NON-EU STUDENTS

Your Temporary Residence Permit lasts for one year, so it is very important to renew your temporary residence permit every year until the end of your studies.

Please see below the required documents in order to get your Renewal Temporary Residence Permit:

1. Application form [MEDU2/MEDUM2](#), duly completed and signed (by the student and the ISSO).
2. Copy of your passport, valid for at least 2 years or with a validity that covers at least the duration of the intended stay.
3. Copy of valid residence permit.
4. Original Transcripts for all Semesters (until the time of submission of the application).
5. Confirmation statement from a bank in the Republic of Cyprus, confirming that the student has deposited a satisfactory amount of currency to cover living expenses and tuition fees for the period that the residence permit is applied for (minimum balance €800).

6. Bank Guarantee either from the student or from University of Cyprus for repatriation expenses (is issued by the ISSO).
7. Copy of the Rental Agreement contract or title deed. Valid for one year unless the duration of your stay is less.
8. Copy of the certificate or contract of a private health insurance which states that you are covered in respect of all risks within the Republic of Cyprus.
9. €55 fee for the application form. Valid for one year unless the duration of your stay is less.
10. Acceptance letter from the University of Cyprus, mentioning that the third-country national has been accepted to follow a different program of studies in case that the application is submitted for the change of program/institution.
11. Change of program or institution form (where applicable).
- 12.

MEDICAL EXAMINATIONS

Regarding the medical examinations which the international non-EU Erasmus students coming from a non-EU Country are obliged to undergo, you can schedule a visit any laboratory. You can find online information about laboratories in Nicosia at the following link [Nicosia Labs \(cypruslabs.com\)](http://NicosiaLabs.com). For your convenience, ask the laboratory you will contact if they can provide both, blood tests and X-Ray
(ex. Aretaeio Private Hospital – 22200300,
Hippocrateon Private Hospital – 22502000
Apollonion Private Hospital – 22469000
Nicosia Polyclinic – 22780780).

BANK INFORMATION

Non-EU Erasmus students coming from non-EU Universities must open a bank account to acquire the Temporary Residence Permit. You can contact any bank you wish in Cyprus.

Key Banking Options at/near UCY:

- **[Bank of Cyprus](#)**: Located within the Commercial Centre – Information office
- **[Eurobank Limited](#)**: Located within the Commercial Centre - Branch
- **ATM Access**: The Commercial Centre also hosts other amenities, facilitating 24/7 services.

CIVIL REGISTRY AND MIGRATION DEPARTMENT

Contact Details

Mailing Address:

Cyprus Civil Registry and Migration Department, 90 Arch. Makariou Avenue, 1077

E-mail: migration@crmd.moi.gov.cy

Telephone: 22308630

Website: [Homepage - Migration Department - Gov.cy](#)

OTHER USEFUL CONTACTS

[Certifying officers in Cyprus – catalogue in GR](#)

[Certifying officers in Nicosia - ENG](#)

[Taxi services Nicosia](#)

CYPRUS PUBLIC TRANSPORT

Contact Information

Call Center:1416

Email: contactus@publictransport.com.cy

Website: <https://www.publictransport.com.cy/routes/page/routes-and-timetables>

INTERNATIONAL STUDENTS AND STAFF OFFICE (ISSO)

Tel: 22894050

Email: internationalsupport@ucy.ac.cy

For any information or questions, you can arrange an appointment with the International Students and Staff Office.

Website: www.ucy.ac.cy/internationalsupport/

Postal Address:

International Students and Staff Office

International Relations Service

University House “Anastasios G. Leventis”

UNIVERSITY OF CYPRUS

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