



# AMERICAN COLLEGE

2 & 3 Omirou Avenue, Eleftheria Square, P.O.Box 22425, 1521 Nicosia, Cyprus, Tel: +357 - 22 66 11 22, Fax: +357 - 22 66 54 58, E-mail: college@ac.ac.cy Website: www.ac.ac.cy

## ADMISSION, VISA AND FINANCIAL PROCEDURES 2010-2011

For Middle East Countries

### STEP 1 - APPLICATION FOR ADMISSION

Applicants wishing to apply for admission should send the following to the Office of Admissions (**the fourth (4<sup>th</sup>) requirement applies only for MBA applicants and the sixth (6<sup>th</sup>) only for minors (i.e. students under 18 years old)**):

1. Completed **Application for Admission Form**.
2. **Application Fee of €150 (includes the Migration Application Fee of €85) which is non-refundable.**
3. Photocopies of attested **Senior High School Graduation Certificate and Mark Sheet**. If the photocopies of the School Certificate and Mark Sheet are issued in a language other than English then an English translation must be attached to the attested copies of the Certificate and Mark Sheet.
4. Photocopies of attested **Bachelor Degree Certificate and Mark Sheet**. If the photocopies of the Bachelor Degree Certificate and Mark Sheet are issued in a language other than English then an English translation must be attached to the attested copies of the Certificate and Mark Sheet.
5. Photocopy of **attested Medical Examinations report issued no more than 4 months before the date classes commence** which proves that the student is free from HIV, Hepatitis B and C, Syphilis and Tuberculosis.
6. If the student is under 18 years old at the commencement of his/her studies, you need to provide a photocopy of **attested Parental Consent** stating that the parents allow their son/daughter to live in Cyprus by himself/herself for the duration of the studies.
7. Photocopy of **attested Non-Criminal Record Certificate** issued by the local police or Ministry of Home Affairs, stating that the applicant has no criminal record. The Certificate must not be issued more than 6 months before the date classes commence. In case there is a validity or expiry date written on it, then the Certificate should be valid until the date the classes commence.
8. Photocopy of **attested Bank Letter** stating that the student's sponsor has sufficient funds to finance the student's stay and studies in Cyprus. The student's name, sponsor's name and their relationship should appear clearly on the letter. The sponsor can only be the father or mother of the applicant. This must have been issued no more than six (6) months before the date classes commence for the semester/session applying for. If neither the Passport nor the Police Character Letter state the relationship between the student and the sponsor then a **Certificate of Relationship** issued by the Police or other official authorities stating the relationship between the student and the sponsor must accompany the bank letter.
9. **Two passport size photographs** with the applicant's name written at the back.
10. **Photocopy of Passport** valid for at least two years from the commencement of classes.

#### How to attest the documents

All governmental documents to be attested (Passport, School Certificates and Non-Criminal Record Certificate) should receive a diplomatic attestation i.e. firstly be certified by the Ministry of Foreign Affairs and then by the Cyprus Embassy, Consulate or High Commission at the student's home country. For countries which signed the Hague Convention, students should get an apostille certification of their documents and there is no need to visit the Embassy, Consulate or High Com. Non-governmental documents should receive the following attestations: The Medical Examinations Report should firstly be attested by a notary public then by the Ministry of Foreign Affairs and then by a Cyprus Embassy, Consulate or High Com. The Bank Letter should firstly be attested by a notary public and then by the Cyprus Embassy, Consulate or High Com.

As soon as the Office of Admissions receives all the above and provided that the applicant satisfies the admission entry requirements, the Office of Admissions will send a Certificate of Admission along with an Acceptance of Admissions Offer form to the applicant.

### STEP 2 - PAYMENT

The student should complete the **Acceptance of Admissions Offer form** and send it to the College. In addition, the student should forward a payment to the college after he/she receives the Certificate of Admission according to the following table:

Advance Payment for	Tuition Fees	Visa Deposit	Total
	Euro	Euro	Euro
<b>1 Semester Undergraduate Program</b>	2.250	500	<b>2.750</b>
<b>2 Semesters Undergraduate Program (50% discount INCLUDED)</b>	2.250	500	<b>2.750</b>
<b>1 Summer Semester Program</b>	2.025	500	<b>2.525</b>
<b>1 Summer Semester FREE + 2 Semester Under. Program (30% discount on 3<sup>rd</sup> semester amount)</b>	3.825	500	<b>4.325</b>
<b>1 Semester MBA Program</b>	2.400	500	<b>2.900</b>
<b>2 Semesters MBA Program (5% discount on whole amount applies)</b>	4.560	500	<b>5.060</b>
<b>Complete MBA Program (6.5% discount on whole amount applies)</b>	6.285	500	<b>6.785</b>

Payments to the college should be made in accordance with the guidelines in the *How to make a Payment* section shown overleaf. **Payments to the college can be made in Euro according to the columns above.** If the actual amount received by the College is less than the particular amount, due to bank or other charges, final adjustment of fees will be done upon registration. All students should forward to the college **at least €3.200 which is the minimum amount accepted by the Migration Department in Cyprus.** Students who forward to the college a smaller amount than €3.200 will not be eligible to apply for a visa.

### STEP 3 – APPLY FOR A VISA TO THE CYPRUS EMBASSY, CONSULATE OR HIGH COMMISSION

All international students who have been accepted at Americanos College will need a student entry visa to enter Cyprus. After receiving a total payment according to the above table, the college will deposit the student's documents to the Migration department. The Office of Admissions will then give students the go-ahead to visit the Cyprus Embassy/Consulate/High Commission in order to apply for their visa. When applying for a visa, students should take with them the following (**the second (2<sup>nd</sup>) requirement applies only for MBA applicants and the fifth (5<sup>th</sup>) only for minors (i.e. students under 18 years old)**):

1. **Original and Attested Senior High School Graduation Certificate and Mark Sheet.** Certificates should not have been covered by lamination.
2. **Original and Attested Bachelor Degree Certificate and Mark Sheet.** Certificates should not have been covered by lamination.
3. **Attested original Non-Criminal Record Certificate** issued by the local police or Ministry of Home Affairs (for Indian nationals this must be issued by the Passport Office), stating that the applicant has no criminal record. For the validity of the Certificate please see point 7 of Step 1.
4. **Attested Original Bank Letter** stating that the student's sponsor has sufficient funds to finance the student's stay and studies in Cyprus. The student's name, sponsor's name and their relationship should appear clearly on the letter. The sponsor can only be the father or mother of the applicant. This must have been issued no more than six (6) months before the date classes commence for the semester/session applying for. If neither the Passport nor the Police Character Letter state the relationship between the student and the sponsor then a **Certificate of Relationship** issued by the Police or other official authorities stating the relationship between the student and the sponsor must accompany the bank letter.
5. **Attested parental consent** for the accommodation of their son/daughter in Cyprus if he/she will be less than 18 y.o. at the commencement of their studies.
6. **Original Medical Examinations** issued no more than 4 months before the date classes commence which prove that the student is free from HIV, Hepatitis B and C, Syphilis and Tuberculosis.
7. **Copy** of the **Certificate of Admission** issued by the college.
8. **Passport and attested photocopy** of it valid for at least two years from the commencement of classes.



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9. **Original Swift Transfer Receipt issued by the Bank / Western Union / Money Gram.**

10. **Copy of the receipt** for the payment of tuition fees and visa deposit sent by the college of at least **€3.200**

11. Two photographs.

**All the documents required in STEP 3 should be stamped by the Cyprus Embassy/Consulate/High Commission and will be needed upon arrival in Cyprus. International students should not travel to Cyprus before they receive their entry visa.**

## STEP 4 - ARRIVAL IN CYPRUS

Upon his/her arrival at Larnaca Airport in Cyprus the student will have to present to the immigration officer at the passport control desk the following:

1. **At least € 2.000** in the form of cash or traveler's cheques.
2. **Certificate of Admission** (issued by the college).
3. **Receipt** issued by the Bank / Western Union / Money Gram that they have sent to the college a minimum of €3.200
4. **Entry visa** (given at the Cyprus Embassy/Consulate/High Commission).
5. **An open-date return air ticket** valid for one year.
6. **All the documents that were presented at the Cyprus Embassy/Consulate/High Commission which bear the stamp of the visa officers.**

The student will be given a temporary resident permit (visa) for 10 days at Larnaca Airport. The temporary resident permit will be extended after the student's registration with Americanos College.

All students once they arrive in Cyprus are examined for HIV, Hepatitis B and C, Syphilis and Tuberculosis. If a student is found to be HIV-positive and/or positively diagnosed with Syphilis and/or active-tuberculosis and/or Hepatitis B or C carrier then he/she will be deported from Cyprus.

## COLLEGE FEES AND ESTIMATES OF OTHER EXPENSES

	Euro	Euro
<b>Tuition fees</b>		
1 Semester (15 credits – equivalent to 5 courses) Undergraduate Program		2.250
2 Semesters (30 credits – equivalent to 10 courses) Undergraduate Program (30% discount on second semester amount applies)		3.825
1 Semester Summer Program		2.025
1 Semester Summer FREE + 2 Semester Program (30% discount on third semester amount applies)		3.825
1 Semester (15 credits – equivalent to 5 courses) MBA		2.400
2 Semesters (30 credits – equivalent to 10 courses) MBA – (5% discount on whole amount applies)		4.560
Complete MBA (42 credits – equivalent to 14 courses) – (6.5% discount on whole amount applies)		6.285
<b>Other fees *</b>		
Registration fee (per semester/session)	25	
Technology fee (per semester/session)	35	
Annual Medical Insurance fee (per calendar year)	170	
Medical Examination fee (HIV, Hepatitis B and C, Syphilis and Chest X-Ray for Tuberculosis - payable once)	40	
Student Activities fee	17	
Immigration Service fee	105	
Laboratory / Book fees (average of 2)	70	
Total of other fees		462

## ESTIMATES OF OTHER EXPENSES

Accommodation in private apartments (for 8 months)	1.860
Food (for 8 months)	1.880
Books and Stationery (for 8 months)	345

\* All other fees shown above, a total of Euro 462, are payable upon registration with the College. Students may be asked to pay one or more laboratory / book fees according to their program of study. The laboratory / book fee is Euro 35.

The above prices are subject to change without any prior notice.

## VISA DEPOSIT

The visa deposit is refunded (subject to a 10% deduction for bank and administration charges) to the student when he/she:

1. returns to his/her country within two months from the date he/she was last a registered student;
2. has no financial or other obligations to the college;
3. has no valid temporary resident permit (TRP) in his/her possession; and
4. has claimed his/her visa deposit refund within six months from the date he/she was last a registered student.

## REFUND POLICY

Once the student makes a payment for the tuition fees and visa deposit to the College, a refund is only made if the entry visa to Cyprus is denied.

## HOW TO MAKE A PAYMENT

Payments received should clearly mention student's name, passport no. and student no. There are two ways a student can make a payment to Americanos College:

1. **by swift transfer.** Students should transfer the amount to the following account:

Americanos College	National Bank of Greece (Cyprus) Ltd – Eleftherias Sq. Branch
IBAN: CY78 0060 0521 0000 0052 1339 0865	Omiron & Evagorou Avenue, P.O.Box 21330, 1506 Nicosia, Cyprus
BIC: ETHNCY2N521	Bank Telephone: +357-22674640, Bank Facsimile: +357-22670014

2. **by Western Union or Money Gram,** payable to the Director of International Office Mr. Tasos Anastasiou (ID No. 524713) (Tel: +357-22661122).

Cash payments to the College are not acceptable. Payments to the College should only be made by one of the above ways since students need to present evidence of their payment at Larnaca airport.

## IMPORTANT DATES

	Fall Semester 2010	Spring Semester 2011	Summer Semester 2011
<b>Application Deadline</b>	3 August	3 December	12 April
<b>Registration into courses commences</b>	27 September	31 January	6 June
<b>Commencement of classes</b>	4 October	7 February	13 June

\* During Summer English Session Intensive English Language Courses (25 hours per week for 10 weeks) as well as academic courses are offered to newly admitted students.