



# AMERICAN COLLEGE

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## ADMISSION, VISA AND FINANCIAL PROCEDURES 2011-2012

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 5<sup>th</sup> only applies for minors i.e. students under the age of 18)

1. Completed **Application for Admission Form**.
2. **Application Fee of €150 (includes the Migration Application Fee of €5) which is non-refundable.**
3. **Photocopies of attested Secondary and Senior Secondary High School Graduation Certificates and Mark Sheets.**
4. **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.
5. 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.
6. **Photocopy of attested 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. 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.
7. **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.
8. **Photocopy of attested Bank Statement** showing that the student's sponsor maintains a balance of at least €7,000. This statement must be issued no earlier than one month prior to the application deadline.
9. **Two passport size photographs** with the applicant's name written at the back.
10. **Attested Photocopy of Passport** valid for at least two years from the commencement of classes.

#### Postgraduate applicants

Additionally to the above, postgraduate applicants should send to the Office of Admissions the following:

11. **Photocopies of attested Bachelor Degree Certificate and Mark Sheet.**
12. **Two references using the College reference form.** The references should be from people who can comment thoughtfully on the applicant's abilities. This may include current and/or former instructors, employers, and other associates.

#### How to attest the documents

All government 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. 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 the Cyprus Embassy, Consulate or High Com. The Bank Letter and Bank statement should firstly be attested by a notary public and then by the Cyprus Embassy, Consulate or High Com.

If any of the above documents is issued in a language other than English then an attested English translation must be attached to it. These attestations should be done in the same way as explained in the 'How to attest the documents' section.

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 (10% discount on whole amount applies)</b>	2.430	500	<b>2.930</b>
<b>2 Semesters MBA Program (10% discount on whole amount applies)</b>	4.860	500	<b>5.360</b>
<b>Complete MBA Program (10% disc. on whole amount applies)</b>	7.290	500	<b>7.790</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 The American 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 School Graduation Certificates and Mark Sheets.** 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 6 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.

