INTERNATIONAL STUDENTS

APPLICATION GUIDE & VISA PROCEDURE (A3)

ALEXANDER COLLEGE
CYPRUS

APPLIES TO APPLICANTS FROM THE FOLLOWING COUNTRIES:

Andorra
Bahamas
Cambodia
Cape Verde
Georgia
Kazakhstan
Lesotho
Malaysia
Maldives
Mali
Myanmar
Rwanda
Samoa
Tajikistan
Tunisia
Yemen

A3

A3

APPLICATION GUIDE & VISA PROCEDURE

FOR APPLICANTS FROM COUNTRIES FOR WHICH A CYPRUS EMBASSY/HIGH COMMISSION LOCATED IN ANOTHER COUNTRY IS ACCREDITED TO THEIR HOME COUNTRY:

Andorra | Bahamas | Cambodia | Cape Verde | Georgia | Kazakhstan | Lesotho | Malaysia | Maldives | Mali | Myanmar | Rwanda | Samoa | Tajikistan | Tunisia | Yemen

1. Initial Application

To apply for admission, please scan and submit the following documents by email to **admissions@alexander.ac.cy**

Please note: All documents must be translated to English

a. Copy of **completed Application Form**.
b. Copy of **Passport.** Only the pages which clearly show your photo, name, signature, date of birth, passport number, issue date and expiry date. Your passport must be valid for at least 2 years from the start of your studies.
c. Copy of **Secondary and Senior Secondary high school graduation certificates and transcripts** with a minimum of 50% overall average mark on Senior Secondary transcript.
d. Copy of **Bachelor's Degree and transcript** with a minimum overall mark of 40% (applies only to postgraduate applicants e.g. MBA).
e. Copy of any of the following valid **English language certificates**: Password Test Plus: min. '5.5' | IELTS: min. '5.0' | PEARSON PTE Academic: min. '58' | TOEFL IBT: min. '71' | IB English B Standard Level (SL): min. '5' | IB English B High Level (HL): min. '4' | IB English Literature SL & HL: min. '4' | Cambridge IGSCE or GCSE English as a Second Language: min. 'D' | Cambridge IGSCE or GCSE English as a First Language: min. 'E' | Cambridge GCE English A Levels: min. 'D' | Cambridge GCE AS Level English Language: min. 'C' | Anglia Examination: min. 'Intermediate' | Michigan Language Assessment: min. 'ECCE (52)' | SAT Evidence-Based Reading and Writing (EBRW): min. '530' | PEARSON PTE Academic: min. '58' | Common European Framework of Reference for Languages (CEFR): 'B1'.

Once the Office of Admissions receives the above documents, your application for admission will be processed. If your application is approved, you will be issued a **Certificate of Acceptance**.

2. Submitting your Documents

Once you have your **Certificate of Acceptance** you must send the following to the College via courier service (e.g. DHL, FedEx) to the Office of Admissions. (We recommend that you scan and email your documents to **admissions@alexander.ac.cy** prior to sending them via courier so that we can confirm that everything is complete and correct.)

Please Note: Application Deadlines are subject to constant change. Before you submit the following documents, please contact the College for the most up-to-date **Application Deadline** for the semester you wish to commence studies.

a. **Attested copies of Secondary and Senior Secondary high school graduation certificates** and transcripts with a minimum of 50% overall average mark on your Senior Secondary transcript.

b. **Attested copy of Bachelor Degree Certificate** and transcript (applies only to postgraduate applicants). **Please note:** If you are unable to attest the copies of your academic documents then you will need to send the attested original documents.
c. **Attested original Medical Report** from a governmental hospital issued no more than 4 months before the application deadline confirming that you are negative for Tuberculosis, Hepatitis B and C, Syphilis and HIV/AIDS. All original medical examination results must be included and the contact details of the medical centre must be visible on the report.
d. **Attested original No-Criminal Record Certificate** issued by your local police or Ministry of Home Affairs stating that you do not have a criminal record (Must be issued no more than 6 months before the start of your studies and must still be valid at the time of the start of your studies).
e. **Attested original Bank Letter** stating that your sponsor has sufficient funds to finance your studies and your stay in Cyprus. The Bank letter must be issued no more than 6 months before the application deadline and must clearly show your name, your sponsor's name and your relationship with your sponsor. (Sponsors can only be your father, your mother or a first degree relative). The contact details of the bank that issued the letter must also be visible. **Please note:** If your Passport or No-Criminal Record Certificate does not state the relationship between you and your sponsor then an additional fully attested official document which confirms your relationship with your sponsor, must also be included with the bank letter (e.g. **Certificate of Relationship** or an **Affidavit** issued by Police or other official authority)
f. **Attested original Bank Statement** confirming that your sponsor maintains a balance of at least €7.000 or the equivalent amount in your local currency. This statement must be issued no earlier than one month before the application deadline.
g. **One passport size photograph** with your name clearly written on the back.
h. **Attested copy of Passport** only the pages which clearly shows your photo, name, signature, date of birth, passport number, issue date and expiry date. Your passport must be valid for at least 2 years from the start of your studies.
i. **Original signed Certificate of Acceptance** sent to you by the College

Important Instructions – Attestation/Translation of your Documents

- The required documents listed in Section 2 (a, b, c, d, e, f, h) should be attested by the Ministry of Foreign Affairs in your home country and then by the Cyprus Embassy in the country which is responsible for (accredited to) your home country. (To find out which Cyprus Embassy is responsible for (accredited to) your country, you can contact our Admissions Department or visit the Cyprus Ministry of Foreign Affairs website: **www.mfa.gov.cy**, then select "Cyprus Diplomatic Missions Abroad" and then click on your country.)

- The bank letter and bank statement (mentioned in section 2) needs to be attested by a notary public prior to the above attestations (please note: every page of the bank statement needs to be fully attested, not just the last page).

- Students from countries which have joined the Apostille Convention (for more information visit the website: www.hcch.net/en/instruments/conventions/specialised-sections/apostille), should get an Apostille certification of their documents (there is no need to visit the Cyprus Embassy, Consulate or High Commission).

- If any of the required documents are issued in a language other than English then an attested original English language official translation must be attached (the contact details of the translator must be shown). The translation must be attested in the same way as explained above.

- Keep in mind that your documents may take up to 5 business days to arrive via courier service, depending on the country from which your documents are sent.

3. Payment and Student Visa

Once the College receives your full set of attested documents, you will be notified to transfer the following fees via bank transfer, in order for your student visa to be issued:

a. **€150.00 -** Application fee (this fee is non-refundable and is not included in your tuition fees)
b. **€4000.00** – the required minimum amount (part of your tuition fees)

Once the College receives the above payments, your visa application will be submitted to the Cyprus Migration Department where your student visa will be issued (if approved).

Bank Details

Account Name:	ALEXANDER COLLEGE EDUCATION LTD.
Account Number:	314-01-864864-02
IBAN Number:	CY11 0050 0314 0003 1401 8648 6402
Swift:	HEBACY2N
Bank:	HELLENIC BANK
Branch:	LARNACA

Contact Details

Alexander College, 2 Artas Street, Aradippou 7102, Larnaca, Cyprus
T: (+357) 24532373, F: (+357) 24532365

Email: admissions@alexander.ac.cy
Website: www.alexander.ac.cy