



CYPRUS
INSTITUTE
of **MARKETING**
THE CYPRUS
BUSINESS SCHOOL

P.O. BOX 25288, TEL: 22-778475, FAX NO: 22-779331, NICOSIA, CYPRUS

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STUDIES IN CYPRUS

SIC 155

Dear Applicant,

Thank you for your interest in pursuing your studies in Cyprus.

The next step is to send a **completed application form, with all of your academic credentials and references** PLUS a non-refundable application fee for Euro 150.

You should also attach the following documents (Originals are not required but attested copies):

- a) An **attested** copy of valid passport. The passport should have a minimum validity of two (2) years.
- b) An **attested** copy of your High School Leaving Certificate and mark sheet (in English) attested by the Ministry of Foreign Affairs and High Commission of Cyprus in each country. In the case of students who have applied for a Master's Program, an attested copy of their Bachelor's Degree and transcript for each year of study (in English).
- c) A recent certificate of good conduct issued by the police of the country of origin or residence. The good conduct certificate should be original and be issued less than six (6) months prior to the beginning of the semester for which the student is applying. The names and titles of the persons issuing and certifying the document should be clearly stated. If the document is not in English, official translation must also be presented.
- d) Health Certificate (in English) for HIV, Hepatitis B, Hepatitis C, Syphilis and chest X-ray (for tuberculosis).

The Health Certificate must clearly indicate the following tests:

- Hepatitis B (HBV or HBsAg or HBS)
 - Hepatitis C (HCV or Anti-HCV)
 - AIDS (HIV)
- e) - Syphilis (VDRL-RPR). The health certificates should be obtained less than four (4) months prior to the visa interview. It should clearly state the name and address of the testing center, as well as the name of the doctor. The certificate should be attested first by a Government Doctor and then by the Embassy or Consulate.

- f) An **attested** bank letter (in English) Letter from the Bank, not older than 6 months old, confirming that you have adequate funds to support you during the 12 months you will be in Cyprus. The Bank Certificate should be attested first by a Notary Public and then by the Embassy or Consulate (**see Appendix A**)
- g) Proof of Full Fees Payment (**see Appendix B for Bank Details**) i.e. Receipt by the Institute and Swift Confirmation.
Note: Funds for payment of fees must be transferred from country of residence and not from within Cyprus
- h) Bank Statement with a minimum available fund of 7,000 Euro.
- i) Four recent, good quality passport-size photos. Please print your name clearly on the reverse side of each photograph.
- j) If the applicant is under 18 years old, he/she will be required to provide a certified letter of parental approval for travelling abroad and residency in Cyprus. The document needs to be translated either into English or Greek, and attested accordingly.

Proper Certification

1. Documents from countries which have signed the Hague Convention 1961 must be 'APOSTILLED'.
2. Documents from countries which have NOT signed the Hague Convention 1961 must be:
 - a. Sealed from the Ministry of Foreign Affairs
 - b. Certified by Cyprus Diplomatic Mission
3. Health Certificates must be certified by the Ministry of Health Officer and then by the Cyprus Consul
4. The Bank Reference Letter & Statement must be Certified by the Ministry of Health Officer and then by the Cyprus Consul
5. Photocopies of Passports from Pakistan & Egypt must be certified by the Cyprus Consul

The Institute will then attach the following documents:

- k) Acceptance letter. The letter should state clearly to which Program of Study the applicant has been accepted and its duration; a short description of the program should also be included.
- l) M58 Form.

Once the Immigration authorities in Cyprus approve your application you will be asked to attend an Interview at the Cyprus' Embassy in your country at the end of September and if successful you will be issued a temporary VISA to come to Cyprus at the beginning of October. Once in Cyprus you will undergo another procedure with the support of the Institute in order to obtain a one-year VISA.

The Annual Tuition Fees are as follows:

CIM Undergraduate Programmes: 5200 Euro p.a.
UWL Bachelor Programmes: 6500 Euro p.a.
CIM MSc in HRM & CS: 7000 Euro
CIM MBA & MBA with Shipping: 7500 Euro
UWL LLM Programme: 7000 Euro

Tuition fees are payable in advance PRIOR to your arrival in Cyprus to enable us file an application for a VISA. Fees cannot be refunded after the issue of the VISA or your arrival in Cyprus.

Upon arrival in Cyprus you should have with you a minimum of Euro 3,500

Looking forward to receiving your application soon

APPENDIX A

Sample Bank Reference letter

On bank letterhead paper

Date (not older than 3 months)

To Whom It May Concern

This is to certify that(full name of parent or sponsor) living at (address details), who is a father/mother/sponsor of(full name of student), is having a saving account(bank account number) in our bank.

It is further certified that(full name of parent or sponsor) is our trustworthy customer and is having sufficient funds to cover the tuition and living expenses of their son/daughter (full name of student) for his/her studies at The Cyprus Institute of Marketing, Cyprus.

Signature of authorised bank officer
Full name and title details of bank officer
Official bank stamp

APPENDIX B

Bank details for payment of fees

ACCOUNT NAME: THECYPIOM LTD

BANK: HELLENIC BANK

BRANCH: AYIOS DOMETIOS (125)

ACCOUNT NUMBER: 125-01-001793-01

SWIFT CODE: HEBACY2N

IBAN: CY66-0050-0125-0001-2501-0017-9301