



## ADMISSION PROCEDURE 2023-2024

For European Union applicants

### STEP 1 - APPLYING FOR ADMISSION

Applicants wishing to apply for admission should send copies of the following to the Office of Admissions by email (admissions@ac.ac.cy) and should forward a payment of the non-refundable application for admission fee to the College according to the Tuition & Other Fees leaflet.

1. Copy of completed **Application for Admission Form**.
2. **Copy of a Valid Passport** (only the page(s) that shows your photo, personal details and signature).
3. Copy of **High School Graduation Certificate and Mark Sheet**.
4. Copy of **Bachelor Degree Certificate and Mark Sheet** (applicable only for postgraduate applicants e.g. MBA).
5. **Two references** (from current and/or former lecturers, employers, and other associates) using the College reference form (applicable only for postgraduate applicants e.g. MBA).

As soon as the Office of Admissions receives the documents above and the application for admission fee and provided that the applicant satisfies the admission requirements, the Office of Admissions will send to the applicant a Certificate of Admission along with an Acceptance of Terms and Conditions of Study form.

### STEP 2 – SENDING THE NECESSARY DOCUMENTS

After the applicant receives the Certificate of Admission he/she should send the following via registered post or courier service (e.g. DHL, FedEx) to the Office of Admissions. Prior to sending the following via registered post or courier service, we recommend that you scan and email them to admissions@ac.ac.cy so that we can confirm that everything is completed correctly before sending them via registered post or courier.

1. **Original** completed **Application for Admission Form**.
2. **Attested copy of High School Graduation Certificate and Mark Sheet**.
3. **Attested copy of the Bachelor Degree Certificate and Mark Sheet** (applicable only for postgraduate applicants e.g. MBA).
4. **Original two references** (from current and/or former lecturers, employers, and other associates) using the College reference form (applicable only for postgraduate applicants e.g. MBA).
5. **One passport size photograph** with the applicant's name written on the back.
6. Original completed and signed **Acceptance of Terms and Conditions of Study form**.

### Attestation of documents and documents issued in a language other than English

Documents should be attested by a notary public / certifying officer at the student's home country. 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.

As soon as the College receives all required documents above (correctly completed and attested), it will notify the applicant that his/her documents are in order and that his/her admission is confirmed. Have in mind that the above may need (depending on the country from which they are sent) a number of working days to arrive via registered post or a courier service.

### STEP 3 - PAYMENT

Once the student has been notified by the College that his/her documents are in order and that his/her admission is confirmed the student should forward a payment to the College according to the Tuition & Other Fees leaflet.

### IMPORTANT DATES

	<b>Fall Semester 2023</b>	<b>Spring Semester 2024</b>	<b>Summer Semester 2024</b>
<b>Application Deadline</b>	31 August 2023	31 December 2023	15 May 2024
<b>Enrollment in courses commences</b>	2 October 2023	5 February 2024	10 June 2024
<b>Commencement of classes</b>	9 October 2023	12 February 2024	17 June 2024