American College

Physical Address: 3 Omirou Avenue, 1097 Nicosia, Cyprus | Mailing Address: P.O. Box 22425, 1521 Nicosia, Cyprus | Tel.: +357 22368000 | Fax: +357 22368001 | Email: info@ac.ac.cy | Website: www.ac.ac.cy

ADMISSION AND VISA PROCEDURES 2025-2026

For applicants from Russia & Serbia

STEP 1 - APPLYING FOR ADMISSION

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

1. <u>Copy</u> of completed **Application for Admission Form**.
2. **Copy of Passport** (only the page(s) that shows photo, personal details and signature) valid for at least two years from the commencement of classes. All applicants must be at least 18 years of age at the time of commencement of classes.
3. <u>Copy</u> of **Secondary and Senior Secondary High School Graduation Certificates and Mark Sheets** (<u>with a minimum of 50% overall average mark at Senior Secondary</u>).
4. <u>Copy</u> of **Bachelor Degree Certificate and Mark Sheet** (applicable only for postgraduate applicants e.g. MBA). Postgraduate applicants do not need to have the minimum of 50% at Senior Secondary as long as they have a minimum of 40% overall average mark at their Bachelor Degree.
5. <u>Copy</u> of a valid **English Language Certificate**. Minimum score for entry in programs of study: IELTS 5, Pearson PTE 58, TOEFL iBT 71 and Password Skills Plus Test 5.5. Minimum score for entry in the English language foundation program: IELTS 4, Pearson PTE 43, TOEFL iBT 42 and Password Skills Plus Test 4.
6. **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 DOCUMENTS REQUIRED FOR VISA APPLICATION

After the applicant receives the Certificate of Admission he/she should send the following via courier service (e.g. DHL, FedEx) to the Office of Admissions. Prior to sending the following via 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 courier.

1. **Attested copies of Secondary and Senior Secondary High School Graduation Certificates and Mark Sheets** (<u>with a minimum of 50% overall average mark at Senior Secondary</u>).
2. **Attested copies of the Bachelor Degree Certificate and Mark Sheet** (applicable only for postgraduate applicants e.g. MBA). Postgraduate applicants do not need to have the minimum of 50% at Senior Secondary as long as they have a minimum of 40% overall average mark at their Bachelor Degree.
3. **Attested copies of the English Language Certificate** as per the details in STEP 1, point 5.
4. **Attested original Medical Examinations report** <u>issued no more than 4 months before the application deadline</u> which proves that the student is free from Tuberculosis, Hepatitis B and C, Syphilis and HIV/AIDS. All original medical examination results must be attached. Medical examinations can <u>only</u> be done by a governmental medical center (e.g. government hospital). The contact details of the medical center that issued the report must be shown on the report.
5. **Attested original No-Criminal Record Certificate** issued by the local police or Ministry of Home Affairs stating that the applicant has no criminal record. The Certificate must be issued no more than 6 months before the application deadline. In case there is a validity or expiry date written on it, the Certificate should be valid until the date classes commence.
6. **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 <u>only</u> be the father, mother or a first degree relative of the applicant. This must be issued <u>no more than six (6) months</u> before the application deadline. If neither the Passport nor the No-Criminal Record Certificate state the relationship between the student and the sponsor, then a <u>Family Registration Certificate (FRC)</u> stating the relationship between the student and the sponsor must accompany the bank letter. Please note, this document must also be fully attested. The contact details of the bank that issued the letter must be clearly shown on the letter.
7. **Attested original Bank Statement** showing that the student's sponsor maintains a balance of at least €7.000 or the equivalent amount in local currency. This statement must be issued no earlier than one month before the application deadline.
8. **Attested copy of Passport** (only the page(s) that shows photo, personal details and signature) valid for at least two years from the commencement of classes.
9. Original completed and signed **Acceptance of Terms and Conditions of Study form**.
10. Original completed and signed **Declaration form**.

Attestation of documents and documents issued in a language other than English
Documents should be attested by a notary public 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 apply to the Cyprus Migration Department for the student's visa. Have in mind that the above may need (depending on the country from which they are sent) 4 to 5 working days to arrive via a courier service.

STEP 3 - PAYMENT AND SENDING OF VISA

Once requested, the student should forward a payment to the College <u>according to the Tuition & Other Fees leaflet</u>, to enable the visa to be issued. As soon as his/her visa is issued, the College sends to the student a copy of his/her paper visa.

IMPORTANT DATES

	Fall Semester 2025	Spring Semester 2026	Summer Semester 2026
Application Deadline	15 September 2025	15 January 2026	15 May 2026
Enrollment in courses commences	29 September 2025	2 February 2026	8 June 2026
Commencement of semester	6 October 2025	9 February 2026	15 June 2026

*All application deadlines are subject to change without prior notice. Please contact the College for the up to date application deadlines.