



ADMISSION AND VISA PROCEDURES 2025-2026

Applicants from Apostille third countries

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 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. Copy of **Secondary and Senior Secondary High School Graduation Certificates and Mark Sheets** (with a minimum of 50% overall average mark in Senior Secondary).
4. Copy of **Bachelor Degree Certificate and Mark Sheet** (applicable only for postgraduate applicants). Postgraduate applicants do not need to have the minimum of 50% in Senior Secondary, provided they have a minimum of 40% overall average mark in their three-year Bachelor Degree.
5. Copy of **English Language Certificate**. Minimum score for entry in programs of study: IELTS 5, Pearson PTE 58 and Password Skills Plus Test 5.5. Minimum score for entry in the English language foundation program: IELTS 4, Pearson PTE 43 and Password Skills Plus Test 4. Must be valid at least *after* classes commence.
6. **Two references** (from current and/or former lecturers, employers, and other associates) using the College reference form (applicable only for postgraduate applicants).

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 make clear and scanned copies of the below documents and send them via email to the Office of Admissions for checking. Once the admissions department confirms that all are correct, then the applicant must send all necessary documents via a courier service (e.g. DHL, FedEx) to the Office of Admissions. Have in mind that the courier (depending on the country from which they are sent) may need 4 to 5 working days to arrive.

1. **Apostilled copies of Secondary and Senior Secondary High School Graduation Certificates and Mark Sheets**. Additionally, all pages must carry a notary stamp showing the name and signature of the notary public officer, and a “true copy of the original” stamp. In case the original academic documents will be submitted, then the “true copy of the original stamp” is not needed.
2. **Apostilled copies of the Bachelor Degree Certificate and Mark Sheet** (applicable only for postgraduate applicants). Additionally, all pages must carry a notary stamp showing the name and signature of the notary public officer, and a “true copy of the original” stamp. In case the original academic documents will be submitted, then the “true copy of the original stamp” is not needed.
3. **Apostilled copies of the English Language Certificate**. If apostille cannot be done, then the English Language Certificate must carry a notary stamp.
4. **Apostilled original Medical Examinations report** issued no more than 4 months before the application deadline 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 only 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. **Apostilled 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. Online No-Criminal Record Certificates without signatures are not accepted.
6. **Apostilled and notarized original Bank Letter** stating that the student or the student’s sponsor have sufficient funds to finance the student’s stay and studies in Cyprus. The student’s name and/or sponsor’s name should appear clearly on the letter. The sponsor can only be the father, mother or a first degree relative of the applicant. **The bank letter** must be issued no more than six (6) months before the application deadline. The contact details of the bank that issued the letter must be clearly shown on the letter. If neither the Passport nor the No-Criminal Record Certificate state the relationship between



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- the student and the sponsor, then a Family Registration Certificate (FRC) stating the relationship between the student and the sponsor must accompany the bank letter. Please note, this document (FRC) must also be apostilled and notarized.
7. **Apostilled and notarized original Bank Statement** showing a balance of at least €7.000 or the equivalent amount in local currency. This statement must be issued no earlier than one month (1) before the application deadline. Please limit the bank statement between 1-3 pages.
 8. **Apostilled copy of Passport** (only the page(s) that shows photo, personal details and signature). Additionally, all pages must carry a notary stamp showing the name and signature of the notary public officer, and a “true copy of the original” stamp.
 9. Original completed and signed **Acceptance of Terms and Conditions of Study form**.
 10. Original completed and signed **Declaration form**.

All documents must carry original apostille sticker and original stamps.

Documents issued in a language other than English

If any of the required documents are issued in a language other than English, then an apostilled and notarized original English language official translation must be attached (the contact details of the translator must be shown).

STEP 3 - PAYMENT AND SENDING OF VISA

The student should forward a payment to the College according to the Tuition & Other Fees leaflet, to enable the visa to be issued.

As soon as the College receives all required documents above (correctly completed and apostilled) as well as the payment of fees, it will apply to the Cyprus Migration Department for the student’s visa.

Once the student’s visa is issued, the College sends to the student or his/her representative a copy of the 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.