



Application Procedure 2023-2024

List of documents needed to ensure 100% successful visa! (With their necessary attestations as elaborated below)

1. Copy of Passport.
2. Copy of Academic Documents.
3. Police Clearance Certificate.
4. Bank Certificate/Letter.
5. Bank Statement.
6. Medical Certificate.

In order for the college to assess the student's acceptance at our college we need to receive:

1. Copy of Passport.
2. Copy of Academic documents. Secondary & Higher Secondary School Certificates along with the final Mark sheets. Students must have a High school leaving mark at least 50% and above and the English Language Certificate. For Master Applicants we need a Bachelor Degree and Transcripts.

Once a student has received the letter of acceptance, please ensure he/she continues to prepare the additional documents in order to ensure the application procedure will complete successfully and on time.

1. **Copy of Passport -Minimum Validity 2 Years.** Attested by Notary Public, the Ministry of Foreign Affairs and Embassy/ Consulate of Cyprus.
2. **Copy of Academic Documents –** Secondary & Higher Secondary School Certificates along with the final Mark sheets. Students must have a High school leaving mark at least 50% and above and **PROOF OF ENGLISH (please see last page).** For Master Applicants we need a Bachelor Degree, Transcripts and **PROOF OF ENGLISH.** Attested by Notary Public, the Ministry of Foreign Affairs and Embassy/ Consulate of Cyprus.
3. **Police Certificate –Minimum Validity 6 months.** Highlighting that the student has no criminal record. Attested by Notary Public, the Ministry of Foreign Affairs and Embassy/ Consulate of Cyprus.
4. **Bank Certificate/Letter – Minimum Validity 6 months.** The bank certificate must clearly state that the student's sponsor has sufficient funds to finance the students stay and studies in Cyprus. (Minimum €7000) The bank certificate should be issued on students or fathers or mothers name. In case when the sponsor is a third person, please submit Court Affidavit stating the relationship between sponsor and student.
5. **Bank statement - Minimum Validity 1 month .**This needs to be a print out from the bank clearly showing that the sponsor has the minimum amount of Euro 7000 in his/her bank account. It is essential to mention that this **amount should be in the account for at least 1 month and should be left as the last document to be issued! All Pages must have Attestations.** Attested by Notary Public, the Ministry of Foreign Affairs and Embassy/ Consulate of Cyprus.

- 6 **Medical Certificate - Minimum Validity 4 months.** Blood test results for HIV, Syphilis, Hepatitis B and Hepatitis C and Chest X-rays report (Tuberculosis). **From a Government Hospital/ Doctor. Due to COVID-19 an extra medical report might be needed.**

It is essential to mention that any document that is not in English language should be translated into English.

- Once the aforementioned documents have been complete with the necessary attestations you need to send us **the originals by DHL** to our office so that we can process the students file.
College Address: 51-53 Aeschylou Str.1011 Nicosia, Cyprus. Tel: +357-22376438
- **The** visa will be issued in Cyprus, thus the **NEW regulation** from the government states that the students need to transfer the minimum 4000 Euro into the college account* as soon as the application has been submitted. ****You can see the details of the account on your invoice. YOU NEED TO TRANSFER THE AMOUNT OF 4000 EURO TO SECURE YOUR SEAT. APPLICATIONS WITHOUT PAYMENTS WILL NOT BE PROCESSED.***
- If your country does not have an Embassy or a Consulate then you will need to send your documents to a nearby country that does. We have connections in all countries to assist you and will guide you through this!
- Once the student obtains his / her visa the college will ask for student's to prepare for students departure for Cyprus.

IMPORTANT NOTES TO KEEP IN MIND:

Non-Governmental Documents (i.e. bank verification letter and bank statement) must include the name and contact information of the issuing authority (i.e. bank contact details, medical laboratory details, etc.), and must be **attested by Notary Public** otherwise they will **NOT** be accepted by the Migration Department.

All documents must be **officially translated into English** by an approved translator and must be attested by the proper authorities as original documents. We must receive both original attested documents and official attested translations.

IMPORTANT DATES:

- Last day of submitting original documents to the college is the 20th of June 2023.
- Last day of Arrival in Cyprus is the 15th of September 2023.

Upon Arrival.

- Original/Copy of Documents.
- € 2000 euro cash in Hand minimum
- Receipt of Payment of Tuition fees.



College Fee Structure (for all courses except M.B.A)


Description	Euro
Application Fees (not refundable)	100
Tuition Fees	4700
Other Expenses	700
TOTAL	5500

College Fee Structure for M.B.A Course


Description	Euro
Application Fees (not refundable)	100
Tuition Fees	5700
Other Expenses	700
TOTAL	6500

If you require further details regarding the above, please feel free to contact us at:

international@cdacollege.ac.cy or on 00357-22376438 or on WhatsApp on 96610316

 **Nicosia:** P.O.Box 21972, CY-1515
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 **Paphos:** P.O.Box 6250, CY-8060
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 **Larnaca:** P.O.Box 40426, CY-6304
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English Language Certificates

<u>English Language Examination</u>	<u>Minimum Acceptable Grade</u>	<u>Validity</u>
IGCSE	At least D	Not applicable
IELTS	At least 5.0	2 years
TOEFL iBT	At least 70	2 years
Password Plus Test	At least 5.5	
Anglia Examinations	At least Intermediate	
Michigan Language Assessment (Proficiency of Michigan)	At least ECCE (52)	
Cambridge GCE AS Level English Language	At least C	
University of Cambridge Exams	At least PET - Preliminary English Test	