

APPLICATION GUIDELINES

The Distance Learning Unit will not process any application unless all required documents are submitted as listed below. This application will become part of your permanent record at the University of Nicosia. It should be completed and submitted with all necessary documents to:

University of Nicosia
Distance Learning Unit
46 Makedonitissas Ave., CY-2417
P.O. Box 24005, CY -1700 , Nicosia, Cyprus

or by email at DL.admissions@unic.ac.cy

For further inquiries or information, please contact the Distance Learning Unit:

Tel: +357 22367300, E-Mail: DL.admissions@unic.ac.cy
or visit unic.ac.cy/DL

Please submit the following:

1. **Application Form**
Completed Application Form.
You may find the application form at the Distance Learning Unit or from the website unic.ac.cy/DL.
The application fee is €60 and is non-refundable.
2. **Academic Records (attested) and official translations where necessary**
 - a. Undergraduate Applicants – Attested Secondary High School Leaving Certificate
 - b. Postgraduate Applicants – Attested Bachelors degree and transcripts

3. **Curriculum Vitae**
Applicable for all applications.
4. **Personal Statement**
Applicable for all applications.
Brief description of goals, personal interests and experiences.
5. **Other Qualifications**
Any other official or certified certificates or examination results.
6. **Evidence of English Language Proficiency**
In order to meet the English Language criteria one of the following should be met:
 - Completion of Bachelor degree where English was the Language of Instruction
 - TOEFL with minimum grade 550 or IBT 61-78
 - GCE O' Level English Language with minimum grade C or IELTS with minimum grade 5.5
 - Proficiency (Cambridge, Michigan)

For any other documents you may need for your application, you will be informed.

ADMISSION POLICY STATEMENT

The University adheres to a policy of non-discrimination in admitting students without reference to race, colour, religion, gender, age, handicap or national origin. Admission to the University is granted under different categories depending on student qualifications and educational objectives. The University admissions policy relies on the student's past records, including high school grades.

CHECKLIST

Check the following to ensure that all required documents/fees are submitted with your Application Form:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | High School Leaving Certificate and Marksheet |
| <input type="checkbox"/> | University Degree(s) |
| <input type="checkbox"/> | Transcript(s) |
| <input type="checkbox"/> | GCE/IGCSE/TOEFL/IELTS |
| <input type="checkbox"/> | CV |
| <input type="checkbox"/> | Personal Statement |
| <input type="checkbox"/> | Two Recommendation Letters |
| <input type="checkbox"/> | Research Proposal |
| <input type="checkbox"/> | Portfolio |
| <input type="checkbox"/> | Two photos (passport size) |
| <input type="checkbox"/> | Copy of Passport |
| <input type="checkbox"/> | Other |
| <input type="checkbox"/> | Application Fee (non refundable) |
| <input type="checkbox"/> | Transfer Evaluation Fee (where applicable) |



UNIVERSITY of NICOSIA

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APPLICATION FOR ADMISSIONS DISTANCE LEARNING PROGRAMMES

University Inquiry ID (for office use only)

Please read the guidelines on the back page and complete all the sections.

1. PERSONAL INFORMATION

Last/Family Name		First/Given Name		Father's Name	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Home Address					No.
<input type="text"/>					<input type="text"/>
Postal Code	City/Town		Country		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Telephone Number (Home)			Mobile		
<input type="text"/>			<input type="text"/>		
E-mail					
<input type="text"/>					
Date of Birth		Day	Month	Year	Nationality
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National ID Number/Passport Number		<input type="text"/>			
<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> I do not wish to state	

2. SEMESTER FOR WHICH YOU ARE APPLYING

<input type="checkbox"/> Fall (Sep.- Jan.)	<input type="checkbox"/> Spring (Feb. - May)	Year <input type="text"/>
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3. PROGRAMME FOR WHICH YOU ARE APPLYING

First Choice	Second Choice
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bachelors	<input type="checkbox"/> Masters

Please list the names of other universities/colleges you are transferring from:
(Please attach your Bachelors/Masters transcript)

4. SPECIAL EDUCATIONAL NEEDS

Please specify any physical or learning disability, which may necessitate special arrangements or facilities. Providing such information will not influence the outcome of your application. Supporting documents must accompany this application.

5. EDUCATIONAL BACKGROUND

Please list, in chronological order (starting from the most recent one), secondary schools, colleges and universities you have attended, or you are currently attending. Attested Copies of certificates, diplomas, degrees, transcripts (marksheets) or any other supporting documents must accompany this application.

Name of School/Institution	Country	From	To	Qualification Received (Certificate, Degree, etc)	Average Grade	Language of Instruction

6. EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY

Please state if you have ever taken any English Language examinations (such as TOEFL, GCE/IGCSE, IELTS, Cambridge Exams, other). Copies of official results must accompany this application.

Board or Examining Body	Grade	Examination Date

7. OTHER QUALIFICATIONS

Please list any other qualifications obtained by examination (GCE, LCCI, ECDL etc.). Copies of official results must accompany this application.

Subject	Board or Examining Body	Grade	Examination Date

8. OTHER INFORMATION

Please indicate the reasons for choosing to apply to the University of Nicosia

Received information from:

- ☐ School Counselor
- ☐ University of Nicosia Alumni
- ☐ University of Nicosia Staff
- ☐ Advertisement
- ☐ Internet
- ☐ Educational Fair
- ☐ Friends
- ☐ Other (please specify)

Other reasons:

- ☐ Reputation of the University of Nicosia
- ☐ Qualifications to be acquired
- ☐ Tuition Fees
- ☐ Other (please specify)

9. REFERENCES

Suggested names of referees. Applicable only for masters programmes

First Reference

Title	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation		Relationship to the applicant
<input type="text"/>		<input type="text"/>
E-mail		Telephone number
<input type="text"/>		<input type="text"/>

Second Reference

Title	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation		Relationship to the applicant
<input type="text"/>		<input type="text"/>
E-mail		Telephone number
<input type="text"/>		<input type="text"/>

10. STUDENT DECLARATION

I confirm that the information provided on this application is complete and accurate and that I have not omitted to include anything in relation to my application. If accepted and enrolled, I agree to comply with the rules and regulations of the University of Nicosia.

I hereby acknowledge that the University of Nicosia will process my personal data pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). I further acknowledge that the personal data are necessary and adequate for the purposes of evaluating my application for admission and that University of Nicosia will retain those data in accordance with the provisions of Regulation (EU) 2016/679.

Student Name

Student Signature

Date