UNIVERSITY OF NICOSIA (UNIC)

CY NICOSIA14

FACT SHEET 2024/2025

Meet UNIC Erasmus Team…
Head of Erasmus Officer
Ms. Marianna Michael, Tel. +357 22841979 **Email: Michael.mar@unic.ac.cy**
Erasmus Institutional Coordinator-International Credit Mobility (ICM)-Staff Mobility
Mr. Anthos Shekeris, Tel. +357 22841656 **Email: Shekeris.a@unic.ac.cy**
Erasmus Officer-Student Traineeship Mobility
Ms. Stella Stylianou, Tel: +357 22841726 **Email: stylianou.st@unic.ac.cy**
Erasmus Officer-Incoming and Outgoing Study Mobility
Ms. Eleni Alexandrou, Tel: +357 22841563 **Email: Alexandrou.e@unic.ac.cy**
Inter-Institutional Agreements (IIA)
Contact Details: Tel. +357 22841979 **Email: erasmus@unic.ac.cy**

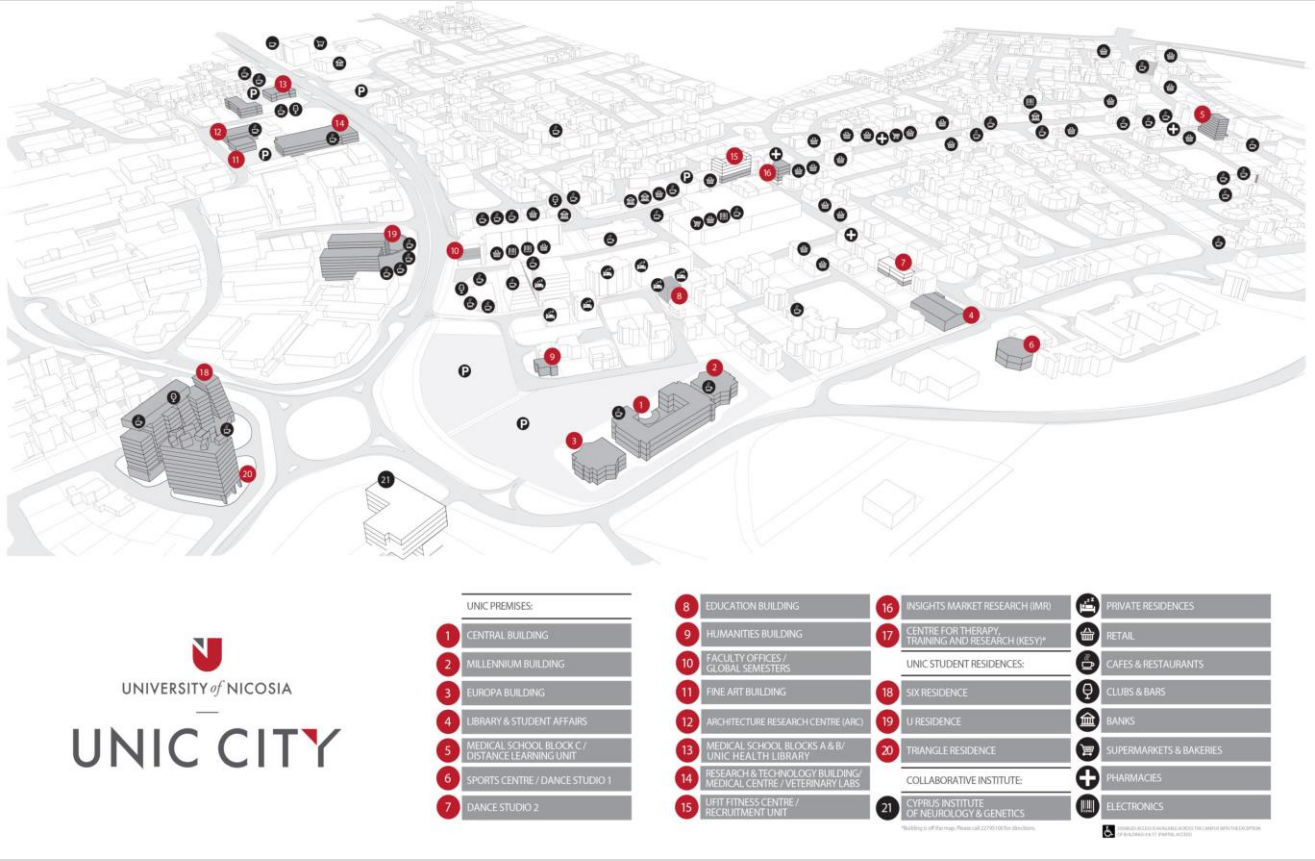
Important Dates		
	Fall Semester and/or Full Academic Year	**Spring Semester**
Nomination Deadlines	**May 15**	**October 20**
Nomination Submission	**For Nominations click HERE**	**For Nominations click HERE**
Application Deadlines	**May 30**	**October 30**
Orientation Sessions	A week prior the classes start	A week prior the classes start
Beginning of Classes	Last week of September	First week of February
Exam Period	Last two-three weeks of January	End of May until early June
Course List Announcement	2 months prior the semester starts	2 months prior the semester starts

Useful Information for Incoming Students	
Level/Courses/Programs offered for exchange students	• 1st cycle (Undergraduate/Bachelor) • 2nd cycle (Graduate/Master) • 3rd cycle (PhD)
Language Requirements	→https://www.unic.ac.cy/admission-requirements/
Online Application Procedure	→Nominated students should apply through this link: https://www.unic.ac.cy/apply/ →Information of how to complete the online application form can be found on this **Guide** ("Guide for Online Application Process") **Supporting Application Documents in detail:** 1. Official Transcript of Records/Progress Report in English (from Home institution) 2. Small photo in JPEG or PNG format 3. Official Certificate/Proof of English Language Proficiency (If no official certification is in place (i.e., IGCSE, IELTS, TOEFL, etc.), you may send us a confirmation from your Home University stating your English level). (UNIC English Requirements can be found **here**) 4. Copy of the identity page of passport or ID 5. Consent for the Personal Data Processing Form (CPD Form). The form can be found **here**. **Complete only your name/surname, ID, signature, and date. **DO NOT complete anything on "Guardian/Sponsor" part and "Authorized third party" part.** 6. Copy of European Health Insurance Card or Private Health Insurance that covers your entire mobility period at UNIC. 7. Health History Form (document can be found **here**) 8. Other Files: Provisional Online Learning Agreement (OLA)/Learning Agreement (LA). For more information, please see **here** ("OLA-LA Information Guide").

Course Information/Syllabus	**https://www.unic.ac.cy/academic-calendar/university-syllabi/**
Course Selection/Procedure	Courses are selected by the sending institution, with the help of our Director of Academic Advisor and Erasmus Officer.
Course load per semester	Maximum 30 ECTS
Language of Instruction	English, Greek
Course Lists	→Students may complete their provisional Online Learning Agreement (OLA)/Learning Agreement (LA) by choosing courses from the previous Academic Year 2023/24 **here** *The final course list for each respective semester, will be announced 2 months before the semester starts and will be sent to all accepted students via email.
VISA	**Non-EU Student coming from a Non-EU country** All non-EU students have to contact the International Admissions office at int.admissions@unic.ac.cy, the soonest, regarding the STUDENT ENTRY PERMIT application guidelines and deadlines. Non-EU students will NOT be allowed to enroll for Erasmus at UNIC if they do not apply for a student Entry permit through the International Admissions office at UNIC prior to traveling to Cyprus. Please do NOT use your Schengen visa for study purposes. **Non-EU Students coming from an EU country with an EU permit** Based on the latest information we had from our Civil Registry and Immigration Authorities, Non-EU students coming from an institution in an EU-Country who already have an EU permit, in order to get their residence permit they need to follow a procedure and submit all supporting documentation. Detailed information can be found **here** ("Information for Non-EU students coming from EU unis").

Approximate Expenses, per month in Euros	Accommodation: € 400-€700 Food: € 250 - € 350 Public Transport Prices: https://www.publictransport.com.cy/cms/page/cash-tickets Books (if needed): € 100-200 per semester /Library facilities Other: electricity, water, gas and heating may have to be paid separately, depending of the accommodation arranged. --- Total: **€ 750 - 1350 per month (prices are subject to change)**
Accommodation **Contact Person**	On campus or private accommodation Mr. Charalambos Tzyrkas - Accommodation Officer (Tzyrkas.c@unic.ac.cy), +357 22841982 Ms. Charis Iacovidou - Accommodation Officer (Iacovidou.c@unic.ac.cy)
Arrival Information	Students that may require pick-up assistance from the airport, they should send an email to Alexandrou.e@unic.ac.cy **Taxi prices:** Upon request. ≈50-60 € per ride (From Larnaca Airport), ≈100-120€ (From Paphos Airport)
Campus Facilities	Cafeteria, Restaurant (The Block) Gym (UFIT), Cinema, Library, Computer labs, Roof Restaurant at SIX Residences (The Loft).
Miscellaneous	The University organizes a number of intercultural events, lectures and useful seminars attractive to students, lecturers and staff. Students are also encouraged to become members of a wide range of societies and clubs and benefit from interesting extra-curricular activities, excursions and events.
ESN Nicosia	**Contact details:** Email: infoevents.esnnicosia@gmail.com Facebook 1: ESN Cyprus. Facebook 2: ESN Nicosia Instagram: @ESNnicosia

UNIC Campus City



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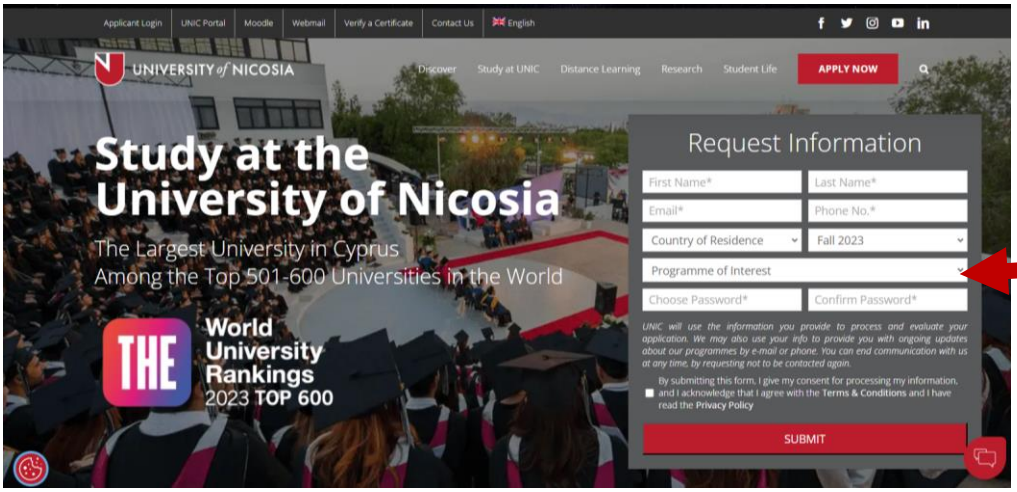
Online Application Guide for Erasmus+ Incoming Students

Step 1: Apply through this link: https://www.unic.ac.cy/apply/ (screenshot 1)

→**Programme of interest:** Select **"Erasmus".**

DO NOT select the programme of studies of which you are studying at your Home University (i.e. Business Administration), choose **"Erasmus"**!

(Screenshot 1)



Step 2: Once you complete the requested information and create a Password (step 1), please press "Submit". In a few seconds you will automatically be transferred and have access to "CRM platform" to complete the rest of your online application. (screenshot 2)

Direct link: **https://apply.unic.ac.cy/login.html**

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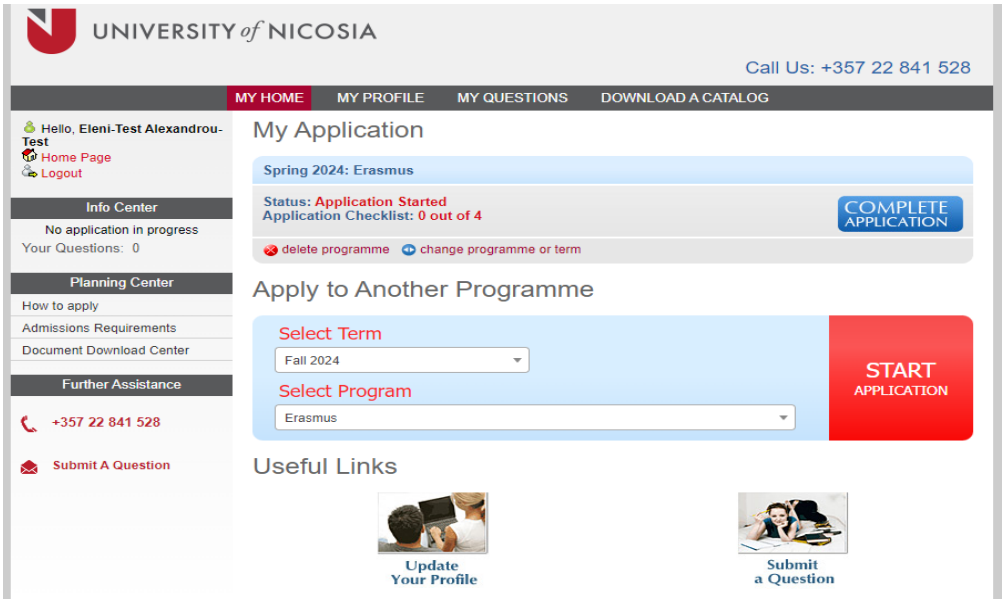
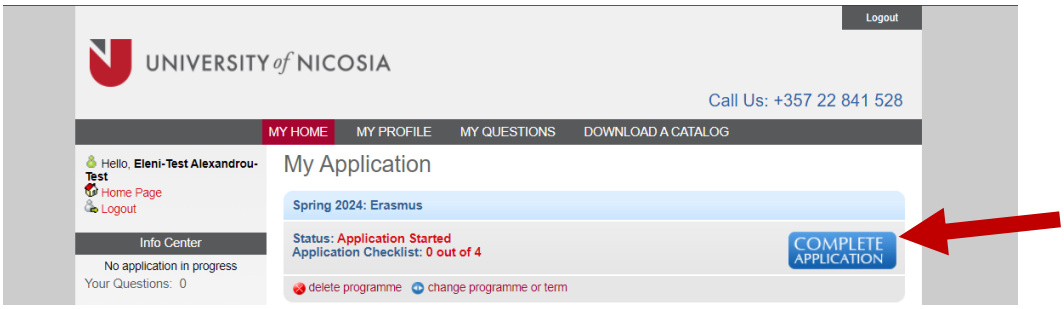
(Screenshot 2)



Step 3: Click on “Complete Application” (Screenshot 3)

(Screenshot 3)



Once you click on “Complete Application” the “Application Checklist” will appear (Screenshot 4).

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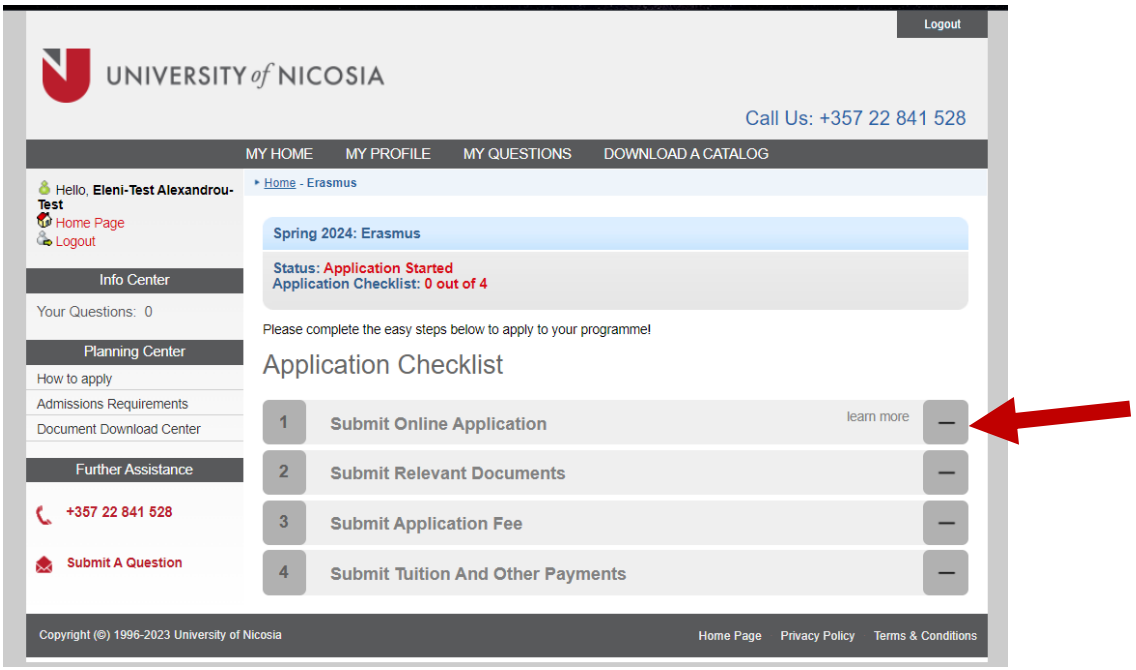
(Screenshot 4)



***Note:** As an Erasmus Incoming student, you should **ONLY complete No1 and No2** on the "Application Checklist".

No 3 and No 4 DOES NOT apply to Erasmus incoming students, therefore, please ignore it!

Step 4: Once you click "Submit Online Application" (screenshot 4) the below "Personal Information" page, will appear (Screenshot 5), which you are requested to complete.

You should **ONLY complete**: Tab 1: "Personal Information" (screenshot 5) and Tab 2: "Programme Information" (screenshot 6).

On "Personal Information" it is important to upload your photo, as it will be used to create your UNIC Student ID card later on!

***NOTE:** When writing your personal information, please use the US Keyboard and avoid accents on your names (i.e. instead of Méline, Ondřej, write Meline, Ondrej) or letters that may cause spelling mistakes or confusions on the registration system.*

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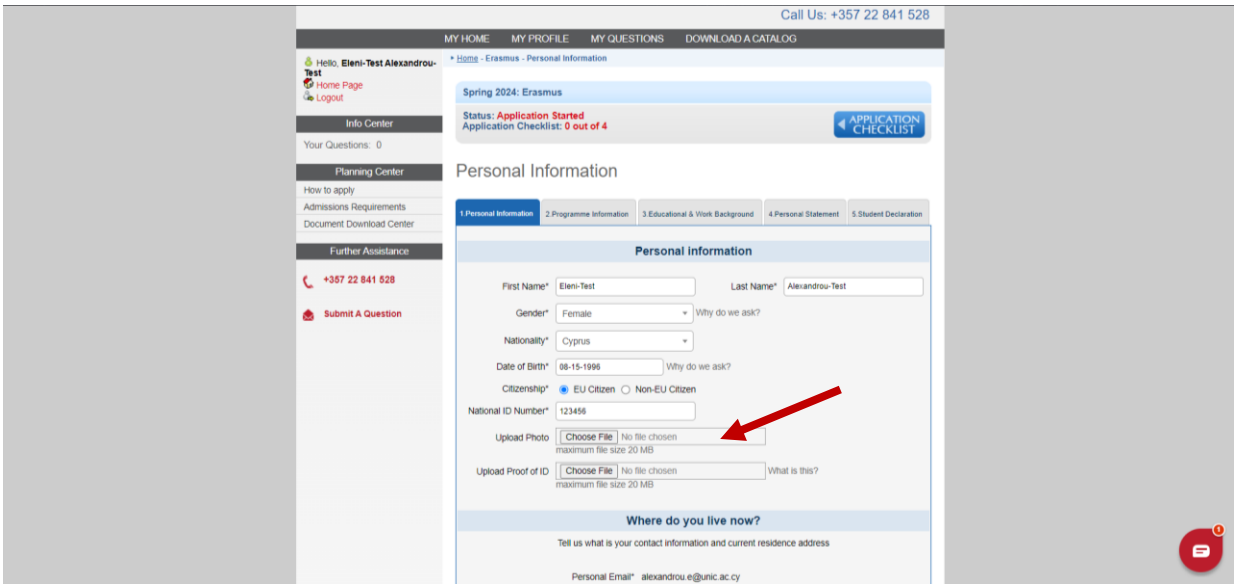
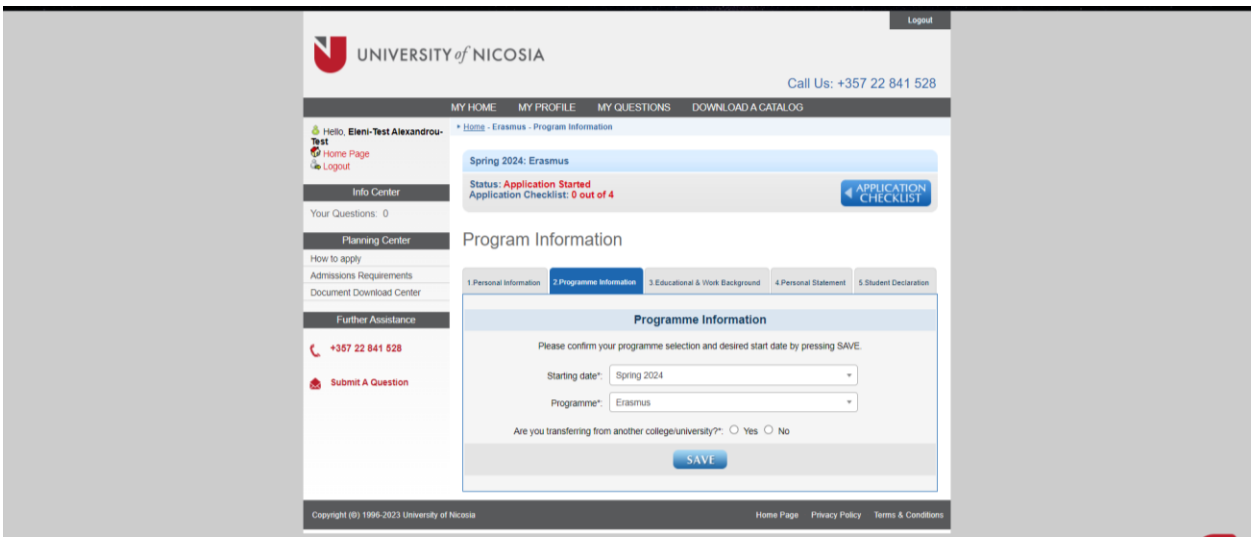
(Screenshot 5)



(Screenshot 6)



On Tab 3: “Educational & Work background” and Tab 4: “Personal Statement”, please include the information as provided to you on screenshots 7 and 8 below and then click “Save” at the end of each page.

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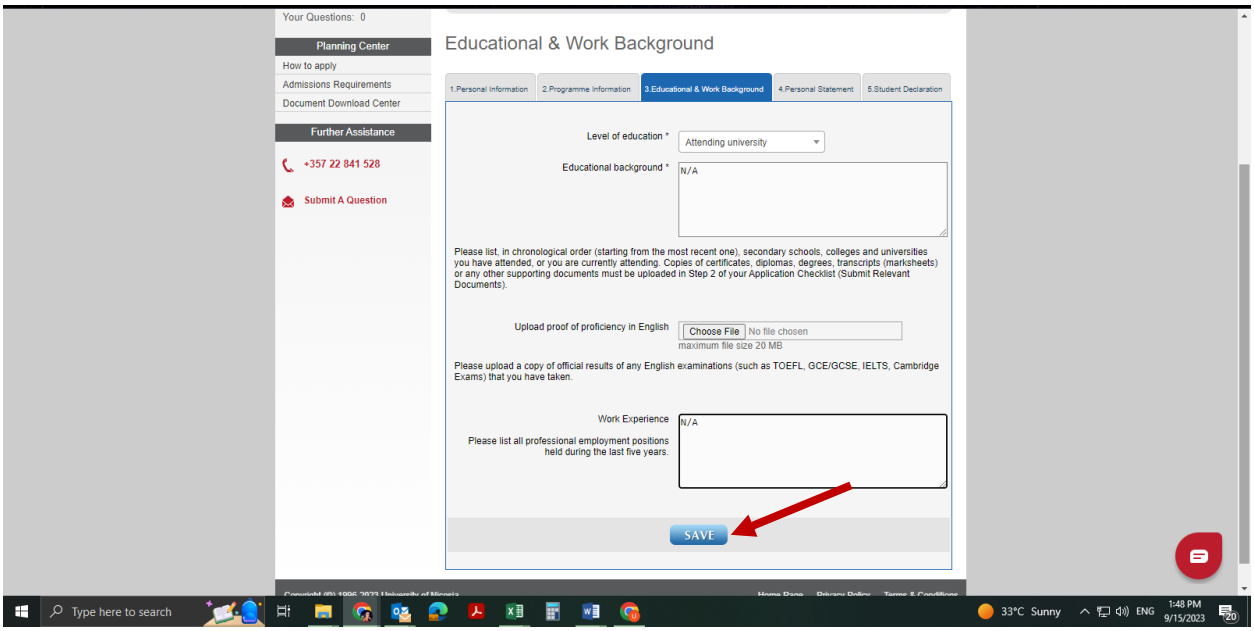
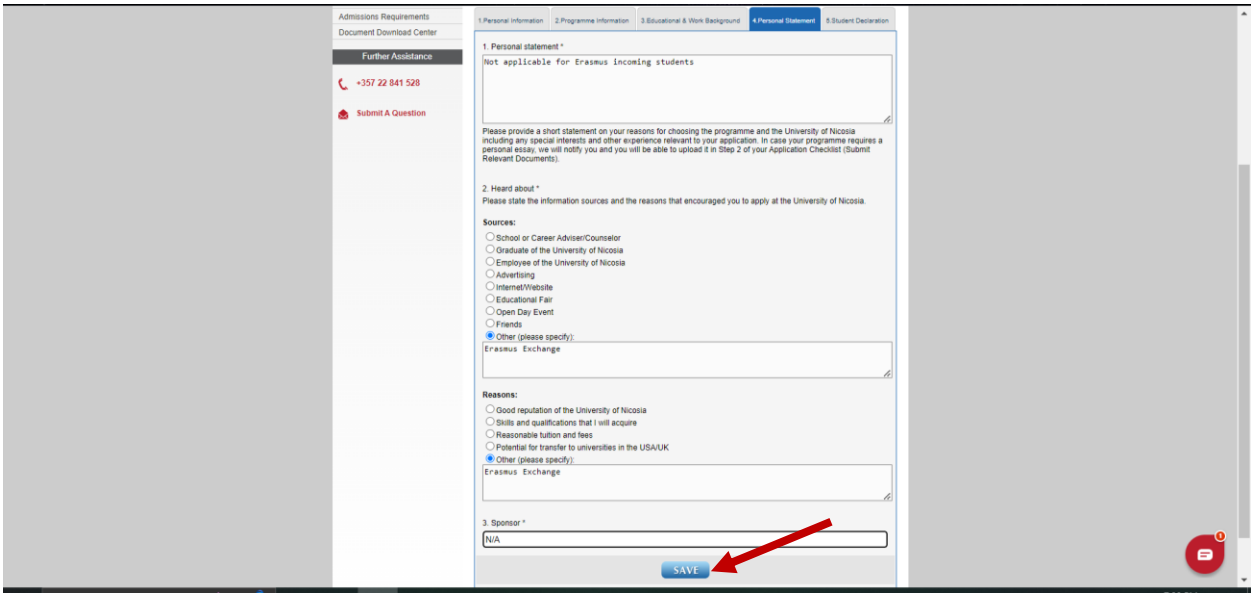
(Screenshot 7)



(Screenshot 8)



Step 5: Once you complete Tabs 1-4, you are requested to click on “Final Submission of Application” on Tab 5: “Student Declaration” as shown on screenshot 9 below:

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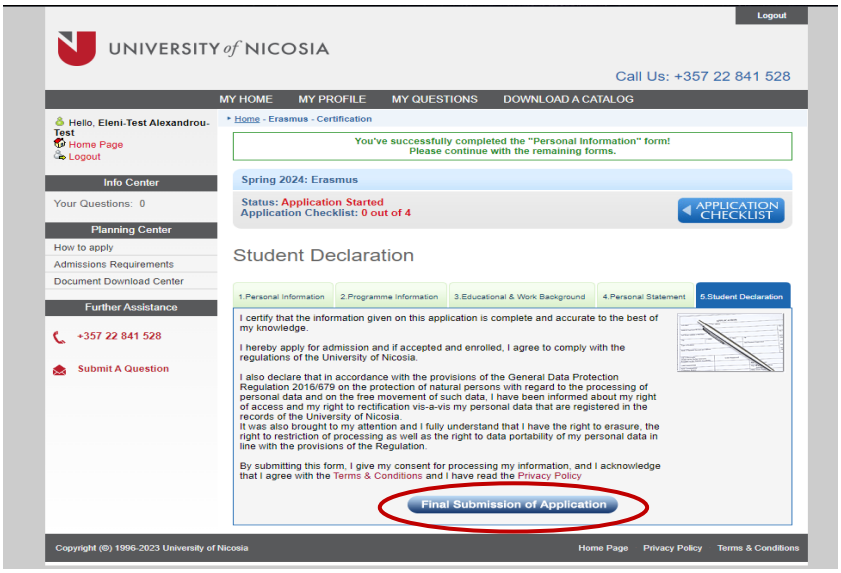
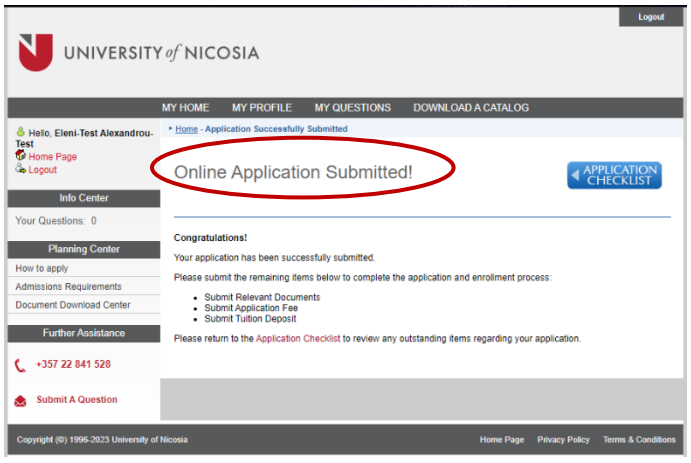
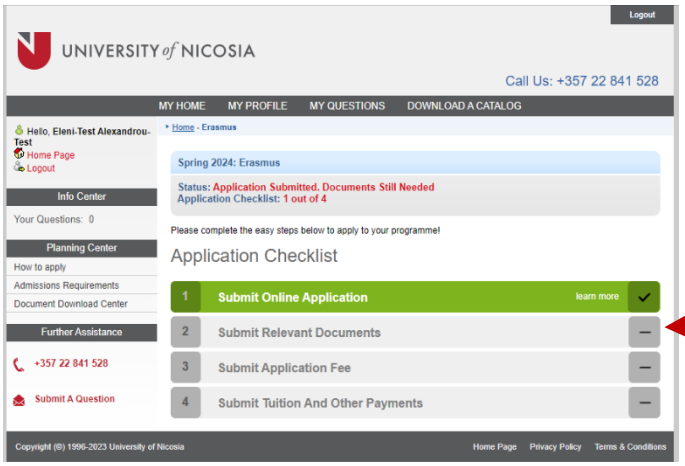
(screenshot 9)



Once you click on "Final Submission of Application" then the Online Application will be shown as Submitted. Go back to the Application Checklist to proceed with the "Relevant Documents" section, as shown below:





***Remember: <u>No 3 (Application Fee)</u>** and **<u>No 4 (Tuition and Other Payments deposit)</u>** on the <u>"Application Checklist</u>**" <u>DOES NOT apply to Erasmus incoming students</u>, please ignore it!**

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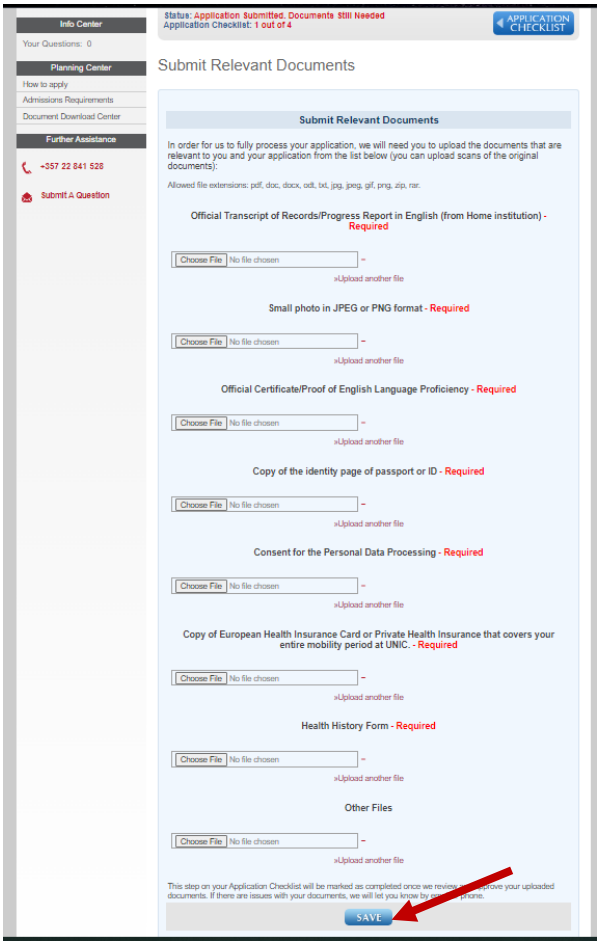
Step 6: Now you are ready to proceed with section 2 on “Application Checklist” and submit all “Relevant Documents” as shown on screenshot 10.

More information about the supporting application documents are shown on page 8.

Once you upload all required documents, then you should click “Save”.

(Screenshot 10)



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Online Application Guide for Erasmus+ Incoming Students

Supporting Application Documents details:

1. Official Transcript of Records/Progress Report in English (from Home institution)
2. Small photo in JPEG or PNG format
3. Official Certificate/Proof of English Language Proficiency (If no official certification is in place (i.e., IGCSE, IELTS, TOEFL, etc.), you may send us a confirmation from your Home University stating your English level). (UNIC English Requirements can be found **here**)
4. Copy of the identity page of passport or ID
5. Consent for the Personal Data Processing Form (CPD Form). The form can be found **here**.

Complete only your name/surname, ID, signature, and date. **DO NOT complete anything on "Guardian/Sponsor" part and "Authorized third party" part.**

6. Copy of European Health Insurance Card or Private Health Insurance that covers your entire mobility period at UNIC.
7. Health History Form (document can be found **here**)
8. Other Files: Provisional Online Learning Agreement (OLA)/Learning Agreement (LA)**.** For more information, please see **here** ("OLA-LA Information Guide")

Finally, once you submit all supporting documents, then on the "Application Checklist" sections 1 and 2 will become **"Orange".**

Once your documents will be reviewed by our Office, sections 1 and 2 will become **"Green"** and you will be notified via email, that your online application is complete. If anything is missing we will notify you via email.

****Deadlines to submit your Online Application****
→Fall Semester or/and Full Academic Year: May 30th
→Spring Semester: October 30th

***Late applications will not be accepted.**

***The Letters of Acceptance will be sent via email two-three weeks after the application deadline.**

Should you have any questions, please do not hesitate to contact Ms. Eleni Alexandrou at Alexandrou.e@unic.ac.cy

Thank you for choosing UNIC for your Erasmus+ Experience! 😊