



Post-Arrival Guide

Cyprus Maritime Academy Fall 2017

Dear Student,

WELCOME TO Cyprus, the Cyprus Maritime Academy and Intercollege!

Now that your studies are about to begin in earnest, the Administration, Faculty and Staff would like to assure you that no effort will be spared to make your years at Intercollege/Cyprus Maritime Academy a most rewarding experience.

Although the College/Academy staff are here to help you, you are expected to take an active and responsible role towards your studies: familiarize yourself with the academic regulations; exercise self-discipline; take initiatives; and demonstrate a sense of responsibility towards the other members of the academic community of The Academy (fellow-students, lecturers, and administrative staff). If there is anything that you do not understand or you need help with, please feel free to ask us at any time.

All International students must comply with Intercollege/Academy and Immigration Authority regulations once they arrive in Cyprus in order to register for courses and also apply for their Student Temporary Residence Permit.

The “Visa” that you now have is only temporary and expires within ten days from your arrival in Cyprus. This gives you ample time to complete the necessary procedures and apply for your Student Temporary Residence Permit Card.

Good luck with your studies!

The following are the steps you are required to take after your arrival in Cyprus in order to register with Intercollege/Cyprus Maritime Academy and with the Immigration Authorities of Cyprus:

DAY 1

1. Appear at the International Office (Intecollege/Cyprus Maritime Academy) at 8:00 a.m. with the following:

- 1) Original Passport
- 2) All documents (Educational and Visa-copies or originals) stamped by the Cyprus Consulate/Embassy/High Commission in your home country
- 3) 2 passport size photos
- 4) Balance of tuition fees (*if applicable*)

2. Take the English Placement Test (EPT):

- You will be informed when and where you will take the English Placement Test (EPT). Students must take the EPT in order to determine their English Language Proficiency (*if applicable*).
- You must arrive 10 minutes before the start of the EPT at the International Office and wait there for a Lecturer to collect you and take you to the Computer lab where you will complete the EPT. Make sure that you take your Inquiry Number (found on your Conditional Acceptance Letter), original passport and a pen with you.

3. Collect the following from the International Office:

- 1) Application for Immigration Registration Form (M61)
- 2) Student Request Form – to be completed and submitted later on to the Finance Office. The “Student Request Form” is completed in order to request your confirmation letter that you are an officially registered student
- 3) Government Medical Form – to be completed and taken along with the Blood Test and Chest X-Ray results to the Old Hospital in Larnaca to be certified. This can be done M-F between the hours of 8:00 – 1:00.
- 4) Name, location and working hours of the Medical Lab and X-Ray places
- 5) Map of location of Immigration Authorities
- 6) Free Sim Card, if one was not provided for you at the Larnaca Airport (*This may not always be available*).
- 7) Sample of a Housing Contract. This is only a sample and the Landlord may have a different form

4. Take your Medical Tests:

Although all students have had medical tests done in their home country, it is a Migration regulation that they take additional tests upon their arrival in Cyprus. The International Office will give you instructions of where and when to take your medical tests. The medical test fees must be paid directly to the doctor at the time of testing. You must bring your passport with you.

- 1) Blood Test – for HIV/AIDS, Syphilis, Hepatitis B & C (**EUR30**) - the blood test results will be delivered directly to the International Office and can be collected by the student on the next day

- 2) Chest X-ray – for Tuberculosis (**EUR15**) - the Chest X-ray result will be given directly to you on the day of the test.

5. Find Permanent Accommodation:

This is very important step as the earlier you find accommodation the quicker you will be able to start adjusting to your new surroundings. Once you find accommodation you will need to make a contract with the landlord and later certify the contract as this will later be requested by the Immigration Authorities.

DAY 2

1. Collect your blood test results from the International Office at 8:00 a.m.
2. Receive your EPT results from the Academics Office
3. Select your courses from the Academics Office
4. Complete your registration at the Finance Office by obtaining an official Registration Form
5. Get your Student Request Form signed by the Finance Officer
6. Submit your official Registration Form and signed Student Request Form to the International Office. The International Office will prepare your College Confirmation letter after receiving the signed Student Request Form.
7. Give one passport size photo to the Receptionist at the main Reception of the Academy so that your student I.D. card can be ordered. Ensure that your name and student number (your student number appears on your official Registration Form) are written in capital letters on the back of the photo.
8. Get your medical results certified by the Larnaca Old Hospital (*This will cost you Eur15*):
 - a. Complete the Government Medical Form given to you by the International Office and take it to the Larnaca Old Hospital with your medical results to be attested
 - b. The Larnaca Old Hospital attests medical results from Monday to Friday from 08:00 to 1:00 p.m.

DAY 3 & 4

1. Collect your Intercollege Confirmation Letter from the Reception desk.
2. Collect your Medical Insurance Letter from the Finance Office.
3. Open a Bank Account: this is in order to deposit the money brought with you. You are free to choose any bank to open your account.
 - a. You will need to have your passport, Acceptance Letter and The College Confirmation Letter with you in order to open the bank account
 - b. You will need to deposit a minimum amount of EUR1000 into your account
 - c. You will also need to request a confirmation letter from the bank that you have opened the account and a letter or booklet that shows the balance in your account

DAY 5

By now you should have secured accommodation and have obtained a certified (Notary Public) Rental Agreement from the property owner.

DAY 6

You should have been able to complete all of the above procedures and now be ready to register with the Immigration Authorities. You must appear at the International Office with the following:

DOCUMENTS REQUIRED for Immigration Registration

- Completed M61 form, plus one copy
- Academy Registration Letter
- Medical Insurance Letter
- Bank letter stating the account details and showing minimum deposit of EUR1000
- Medical reports (blood test, chest x-ray)
- Medical Form (signed by the Larnaca Hospital)
- Apartment Rental Agreement (stating postal address and attested by public notary)
- Original passport plus one copy of the detail page of the passport
- One copy of the passport page containing the visa (*if applicable*)
- Original Blue Visa issued by the Cyprus Migration Authorities (*if applicable*)
- Copies of College Receipts for tuition fees
- EUR104.17 Immigration Fee

The International Office will review the above and assist with any questions you have with the completion of the above documents.

You will then go to the Immigration Authorities in Larnaca to register. You may be given an appointment to appear on another day depending on their availability.

Upon registration with the Immigration Authorities, you will be issued an Alien Registration Card (ARC). The student must report his/her ARC number to the International Office. A Temporary Residence Permit Card will be issued at a later date.

Once a Temporary Residence Permit Card is issued by the Migration Authorities, The International Office will post a List on the bulletin board with your student I.D. number at which time you can collect the notification from the International Office. You will then appear at the Immigration Authorities in Larnaca with the Notice and your Original Passport in order to collect your Temporary Residence Permit Card. You will need to bring the card to Intercollege/Academy to copy and place in your file in order to notate the expiration date and remind you in time for the extension of it.

If you have any questions or need clarification at any stage of the procedures to be followed, please do not hesitate to contact the International Office at 24-747500.