



CYPRUS INSTITUTE  
*of* MARKETING

**THE CYPRUS  
BUSINESS SCHOOL**

## STUDIES IN CYPRUS

Dear Applicant,

Thank you for your interest in pursuing your studies in Cyprus.


The next step is to send a completed application form, with all of your academic credentials and references PLUS the non-refundable application fee.

**The last day of ALL VISA documents are required submitted in original format (through courier) to our offices is 15<sup>th</sup> of July.**

**You should also attach the following documents (Originals are not required but attested copies):**

1. An attested copy of valid passport. The passport should have a minimum validity of two (2) years.
2. A recent certificate of good conduct issued by the police of the country of origin or residence. The good conduct certificate should be original and be issued less than six (6) months prior to the beginning of the semester for which the student is applying. The names and titles of the persons issuing and certifying the document should be clearly stated. If the document is not in English, official translation must also be presented.
3. Health Certificate (in English) for HIV, Hepatitis B, Hepatitis C, Syphilis and chest X-ray (for tuberculosis).
  - a. The Health Certificate must clearly indicate the following tests:
    - i. Hepatitis B (HBV or HBsAg or HBS)
    - ii. Hepatitis C (HCV or Anti-HCV)
    - iii. AIDS (HIV)

Syphilis (VDRL-RPR). The health certificates should be obtained less than four (4) months prior to the visa interview. It should clearly state the name and address of the testing center, as well as the name of the doctor. The certificate should be attested first by a Government Doctor and then by the Embassy or Consulate.

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4. An attested copy of your High School Leaving Certificate and mark sheet (in English) attested by the Ministry of Foreign Affairs and High Commission of Cyprus in each country. In the case of students who have applied for a Master's Program, an attested copy of their Bachelor's Degree and transcript for each year of study (in English).
  5. An attested copy of English competency. According to the Ministry of Education's decision, all Overseas students must prove competency regarding the English Language in one of the following ways:
    - IGCSE (Minimum D)
    - IELTS (Minimum 5)
    - TOEFL IBT (Minimum 70)
    - Password Test (Minimum 5)
    - Anglia Examinations (Minimum Intermediate) Michigan Language Assessment (Minimum ECCE 52)
    - Cambridge GCE AS Level (Minimum C)
    - University of Cambridge Exams (Minimum PET)

*Note: In case an applicant doesn't provide the above requirement then he/she will go through an online interview by Cyprus government officials.*

6. An attested letter (in English) from the Bank, not older than 6 months old, confirming that you have adequate funds to support you during the 12 months you will be in Cyprus. The Bank Certificate should be attested first by a Notary Public and then by the Embassy or Consulate (see Appendix A). Bank Statement should confirm that the student has the financial ability to cover fees and subsistence for the full duration of his/her studies.
7. Signed letter, which will confirm that the student will not be applying for political asylum at any point of his/her studies.
8. Proof of Full Fees Payment (see Appendix B for Bank Details) i.e. Receipt by the Institute and Swift Confirmation. Proof of this payment will be valid only on presentation of the remittance receipt to a Cypriot Commercial Bank or to a Cooperative Institution and not merely by receipt from the Education Institution or in any other way. Note: Funds for payment of fees must be transferred from country of residence and not from within Cyprus.
9. €34,17 fee for the Application Form M61 and €70,00 fee for the Alien Registration document.
10. Four recent, good quality passport-size photos. Please print your name clearly on the reverse side of each photograph.



## Proper Certification

a) Documents from countries which have signed the Hague Convention 1961 must be 'APOSTILLED'.

Note: Translation for Apostille seal is not needed.

b) Documents from countries which have NOT signed the Hague Convention 1961 must be:

- Sealed from the Ministry of Foreign Affairs
- Certified by Cyprus Diplomatic Mission

c) Documents must be translated in English or Greek by the Press and Information Office (PIO) or by a certified translator, who will attest affidavit. In case the document is provided already translated from the country of origin, then this should be certified as indicated in points (1) or (2) mentioned above. In case the certified documents (apart from APOSTILLED), are translated in any other language than Greek or English, these should be translated in one of these two languages.

Note: As per bilateral agreements with Russia and Serbia documents should not be certified provided that they are properly signed and sealed by the Issuing Authority.

d) Health Certificates must be certified by the Ministry of Health Officer and then by the Cyprus Consul.

e) The Bank Reference Letter & Statement must be Certified by the Ministry of Health Officer and then by the Cyprus Consul.

f) Photocopies of Passports from Pakistan & Egypt must be certified by the Cyprus Consul


The Institute will then attach the following documents:

**11.** Acceptance letter. The letter should state clearly to which Program of Study the applicant has been accepted and its duration; a short description of the program should also be included.

**12.** M58 Form.

The (M58) applications (both original and copy) should be submitted to the Civil Registry and Migration Department along with the full name list of the applicants.

Upon arrival in Cyprus, the applicants with a Granted Visa should have: 1. Copy of the Granted Visa (where applicable); 2. Passport; 3. the amount of \$2,600 or €2,000 in cash.



The (M61) applications for the Resident's Permit submitted to the Civil Registry and Migration Department should be submitted with the below documents:

1. Duly certified copy of valid passport certified as per paragraph 3. The passport should be valid for a minimum of two years or cover the duration of the course.
2. Health Insurance Certificate covering in-patient and out-patient situations as well as the costs of transfer of the deceased, unless covered by the Institution.
3. Health Certificate (in English) for HIV, Hepatitis B, Hepatitis C, Syphilis and chest X-ray (for tuberculosis) sealed and signed by a public-sector doctor.
4. Confirmation from a Cypriot Bank Institution that the applicant has transferred via Swift Transfer or can provide proof of money transfer via WESTERN UNION/MONEYGRAM the amount of €5000 to a personal account to cover accommodation, living expenses and Tuition Fees for the period of the requested Residency Permit.
5. Bank Guarantee either from the student or from the educational institution for covering expatriation expenses.
6. 2 photos
7. Application fee of €34,17.
8. Fee Payment of €70,00 for issuing the Alien's Registration Certificate.

Notes for (M58) Applications:

1. All the certified documents should be original. Any other additional document should also be original and duly certified.
2. Payment fee should be submitted along with the documents at the Civil Registry and Migration Department.
3. An attested Confirmation Letter (in English) from a Bank Institution, not older than 6 months old along with a certified bank statement from the country of origin of the applicant. Countries which have signed the Hague Convention 1961 and can be certified with the Apostille seal, should certify only the last page of the statement. For all other countries, all pages should be certified.
4. The (M58) applications (both original and copy) should be submitted to the Civil Registry and Migration Department along with the full name list of the applicants.
5. Copy of the (M58) applications will be accepted only from Bangladesh and Pakistan nationals.
6. Upon arrival to Cyprus, foreign students should have €2,000 in cash. In any other case, the applicant will not be permitted to enter the country.



Once the Immigration authorities in Cyprus approve your application you will be asked to attend an Interview at the Cyprus' Embassy in your country at the end of September and if successful you will be issued a temporary VISA to come to Cyprus at the beginning of October. Once in Cyprus you will undergo another procedure with the support of the Institute in order to obtain a one-year VISA.

The Annual Tuition Fees can be found on our website here: <https://cima.ac.cy/tuition-fees-scholarships-payment-terms/>

Tuition fees are payable in advance PRIOR to your arrival in Cyprus to enable us file an application for a VISA. Fees cannot be refunded after the issue of the VISA or your arrival in Cyprus.

Looking forward to receiving your application soon.

CIM Admissions Office

E: [admissions@cima.ac.cy](mailto:admissions@cima.ac.cy)



**APPENDIX A**

Sample Bank Reference letter

On bank letterhead paper

Date (not older than 6 months)

To Whom It May Concern

This is to certify that .....(full name of parent or sponsor) living at ..... (address details), who is a father/mother/sponsor of .....(full name of student), is having a saving account .....(bank account number) in our bank.

It is further certified that .....(full name of parent or sponsor) is our trustworthy customer and is having sufficient funds to cover the tuition and living expenses of their son/daughter ..... (full name of student) for the full duration of his/her studies at The Cyprus Institute of Marketing, Cyprus.

Signature of authorised bank officer  
Full name and title details of bank officer  
Official bank stamp



## APPENDIX B

Bank details for payment of fees:

ACCOUNT NAME: THECYPIOM LTD  
BANK: HELLENIC BANK  
BRANCH: AYIOS DOMETIOS (125)  
ACCOUNT NUMBER: 125-01-001793-01  
SWIFT CODE: HEBACY2N  
IBAN: CY66-0050-0125-0001-2501-0017-9301

-OR-

ACCOUNT NAME: THECYPIOM LTD  
BANK: BANK OF CYPRUS  
BRANCH: EGKOMI (0111)  
ACCOUNT NUMBER: 357032908077  
SWIFT/BIC CODE: BCYPCY2N  
IBAN: CY37002001950000357032908077