



VISA PROCEDURE & CHECKLIST OF DOCUMENTS

In this document, you will find all the steps regarding the visa procedure for our Boarding students, as well as all the documents required.

1. ENTRY PERMIT

The school issues an **entry permit** for the student. The entry permit is valid for 3 months from the date of its issue. Before we book an appointment at the Migration Department, we need to have specific documents (**originals**). **An English or Greek translation is required.** Please find below the list of documents required for the entry permit of the students. The original documents will need to be sent to the school via DHL. Once the school has received the entry permit (paper form), this will be sent to the student via DHL (please state your address). Once the student has the entry permit, they can travel to Cyprus. Parents are advised not to book flight tickets, or book flexible tickets, before they receive the entry permit.

Entry Permit Documents:

- (1) Duly certified copy of passport or other travel document, with a validity of:
 - (i) at least the expected duration of the program or
 - (ii) after two yearsThe shortest period of validity of any of the above mentioned
- (2) Duly stamped parental agreement for their stay in the Republic officially translated into Greek or English.
- (3) Duly certified original medical examinations for Hepatitis B and C, AIDS/HIV, Syphilis and report of chest X-ray for Tuberculosis from the country of origin with validity of four months.

School address:

55, 1st April Avenue 5281, Paralimni, Cyprus
P.O. Box 33900, 5318, Paralimni, Cyprus
Tel: +357 23811080, Fax: +357 23730438
C/O: Mr Nicholas Zouvanis, +357 99224770

2. STUDENT VISA

Right after the student has arrived in Cyprus with the entry permit, the school will book an appointment for their **student visa**. A series of additional documents is required for the student visa, as below. Please send scanned documents to the International Office and the student can bring the original documents with them once they arrive in Cyprus. **An English or Greek translation is required.**

Student Visa Documents:

- (1) Copy of parents' marriage certificate translated into English or Greek. (Original & translation, certified by notary)
- (2) Birth Certificate of the student translated in English or Greek. (Original & translation, certified by notary)
- (3) Parental consent translated into English or Greek. (Original & translation, certified by notary)
- (4) Proof of stable or adequate income deriving from sources other than employment (i.e. parents' bank account's statement, interest from deposits, dividends, original letter from employer stamped and signed etc.)
- (5) Transfer of 350-850 euro for Bank Guarantee (refundable)

3. SCHOOL REGISTRATION

The school also requires some additional documents for the registration of the student. Please find the list of documents below. Please send scanned documents to the International Office and the student can bring the original documents with them once they arrive in Cyprus. **An English or Greek translation is required.**

School Registration Documents:

- (1) Primary School Leaving Certificate.
- (2) Most recent school progress report.
- (3) Any recent evaluation(s) regarding medical issues or learning difficulties (if applicable).
- (4) A passport photograph.
- (5) Photocopies of passports or ID cards for both parents/guardians.
- (6) Vaccinations Coverage Certificate signed by a Paediatrician and a photocopy of child's medical booklet.
- (7) Completed declaration form stating which foreign language your child wishes to study choosing from FRENCH, GERMAN or RUSSIAN (for High School Students of Years 1-3 only). The declaration form will be sent by the school.

***The school registration is considered to be valid upon:**

- Completion of all the necessary steps.
- Submission of all the necessary documents as listed above.
- Signature of the registration form by both parents/guardians (will be sent by the school).
- Payment of the tuition fees.