University of Nicosia

Erasmus Code: CY NICOSIA14

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"**, **otherwise it will be difficult to locate your application!**

Make sure to select the correct semester, which is: **"FALL 2026"**

Students that will be studying at UNIC for the whole Academic Year 2026/27, should select only "FALL 2026". Do not select both FALL 2026 and SPRING 2027.
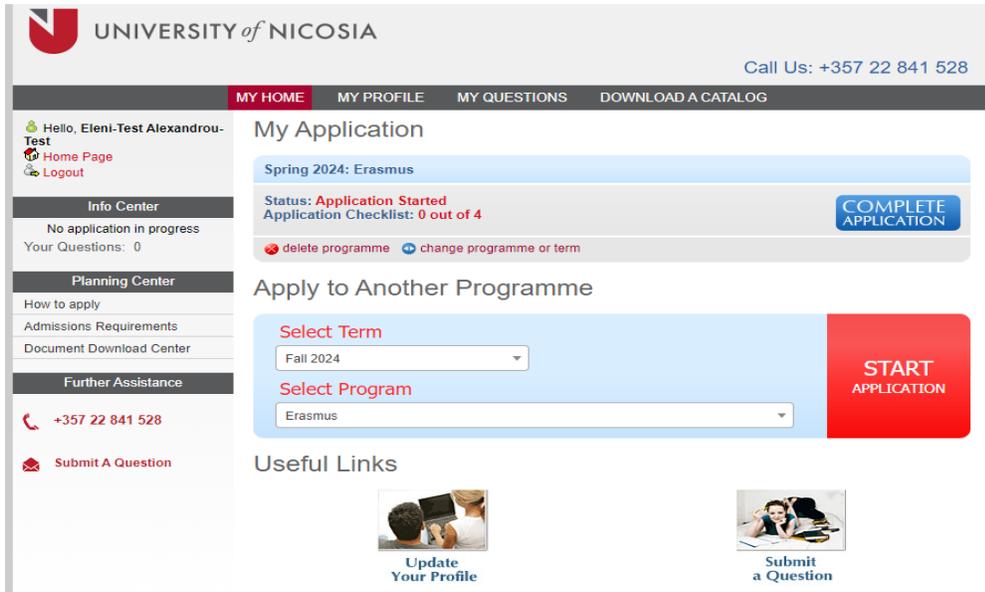
(Screenshot 1)
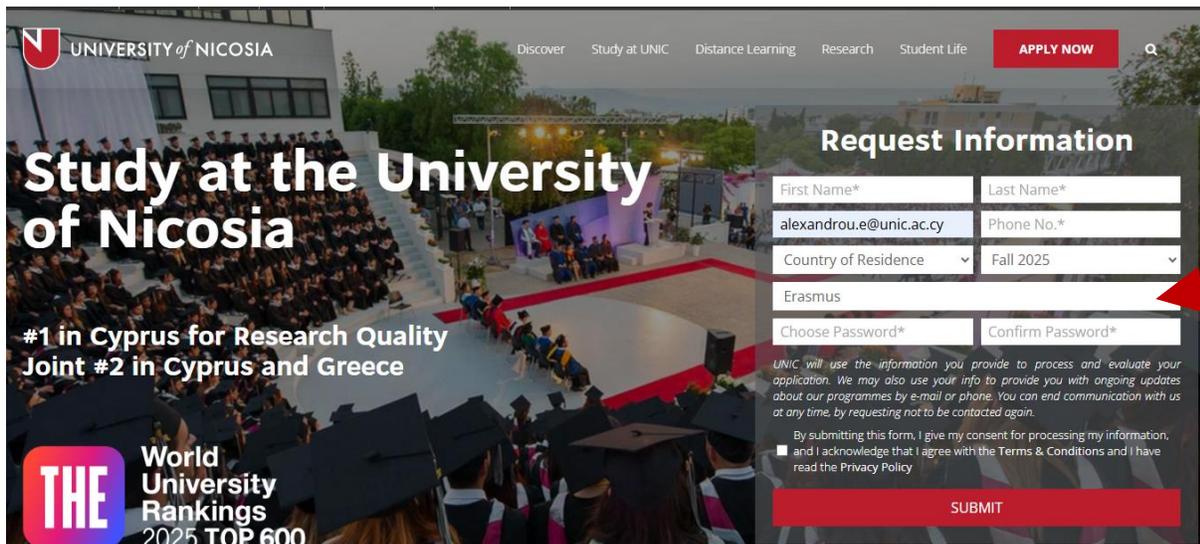
Step 2: Once you complete the requested information and create a Password (step 1), please press "Submit". In a few seconds you will automatically be transferred and have access to "CRM platform" to complete the rest of your online application. (screenshot 2)

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

(Screenshot 2-Sample)

Step 3: Click on "Complete Application" (Screenshot 3)
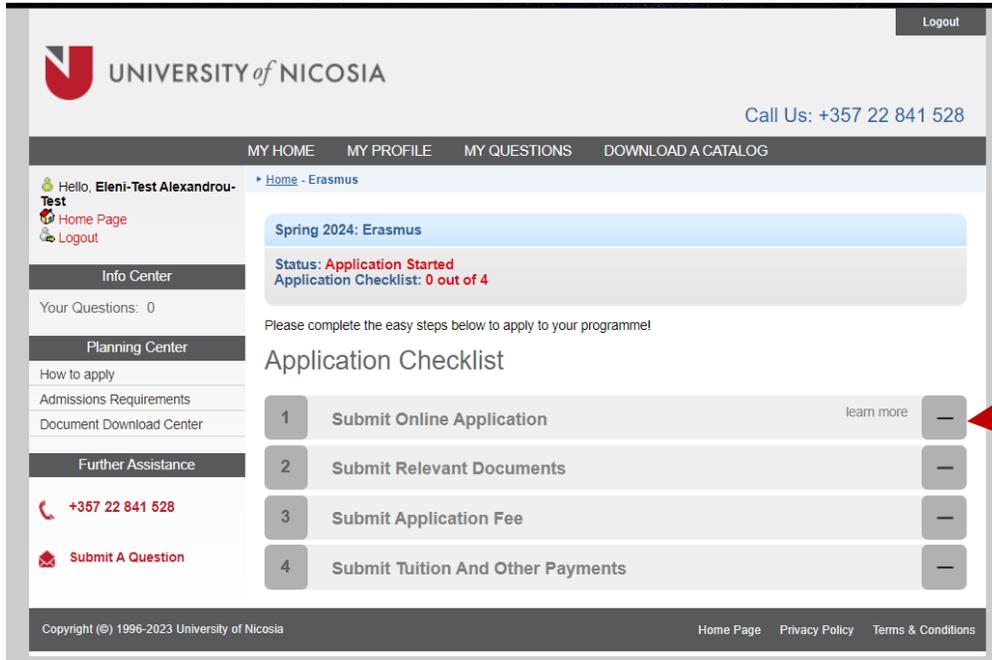
(Screenshot 3-Sample)

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

(Screenshot 4-Sample)

*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!**
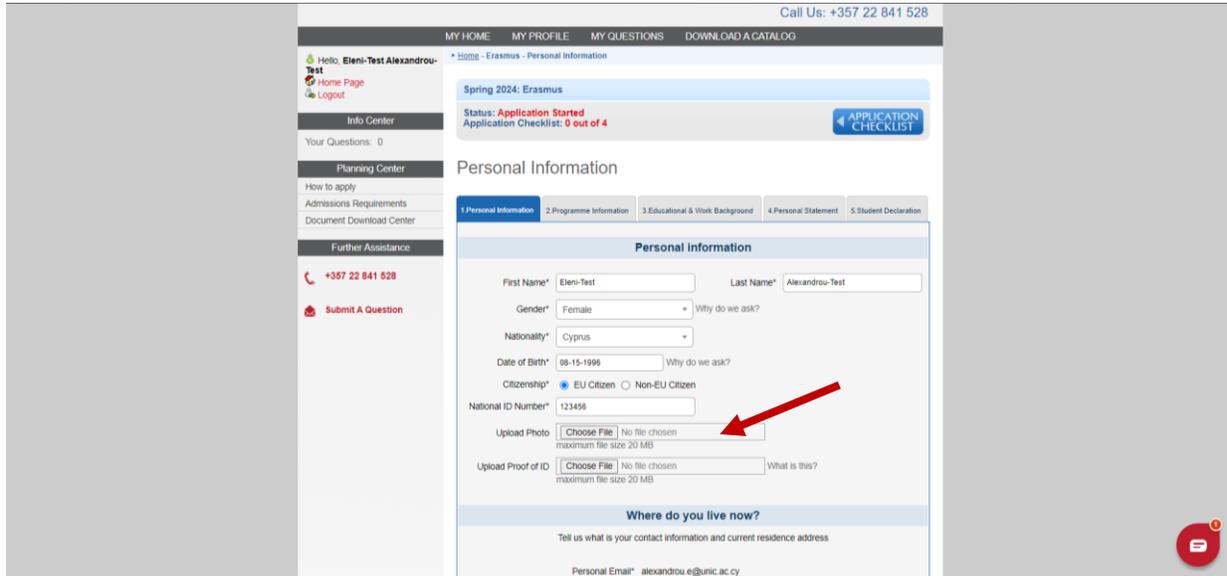
*NOTE: When writing your personal information, please use the US Keyboard and avoid accents on your names (i.e. instead of Méline, Ondřej, write Meline, Ondrej) or letters that may cause spelling mistakes or confusions on the registration system.
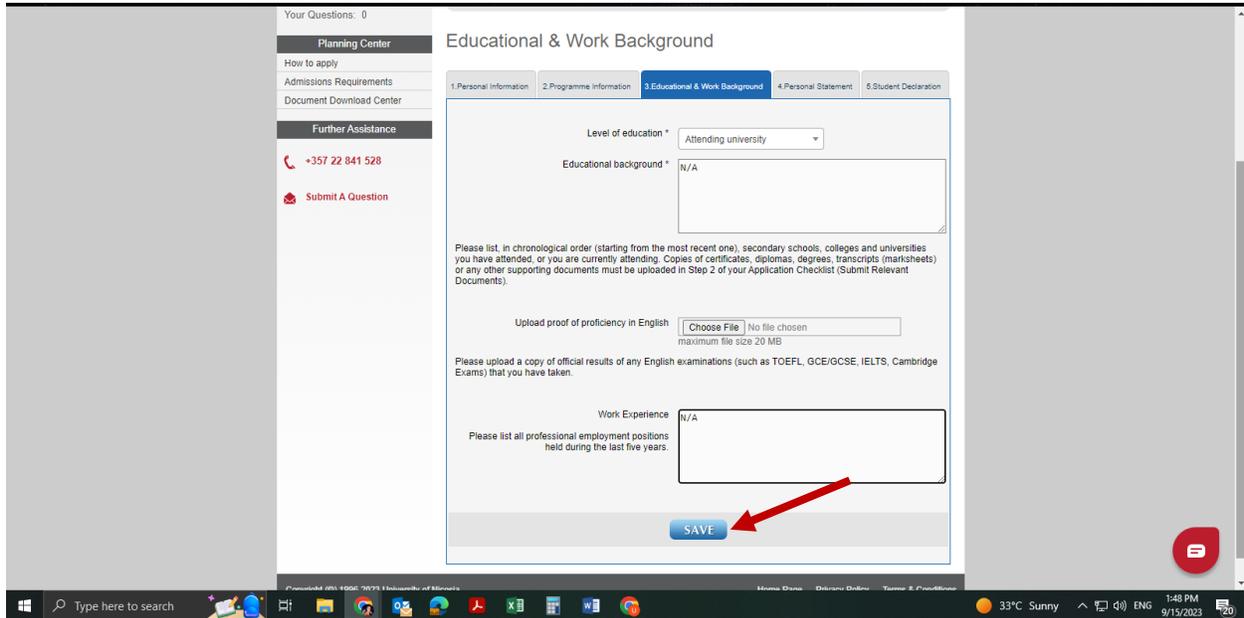
(Screenshot 5-Sample)

(Screenshot 6-Sample)

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

(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:

(screenshot 9)
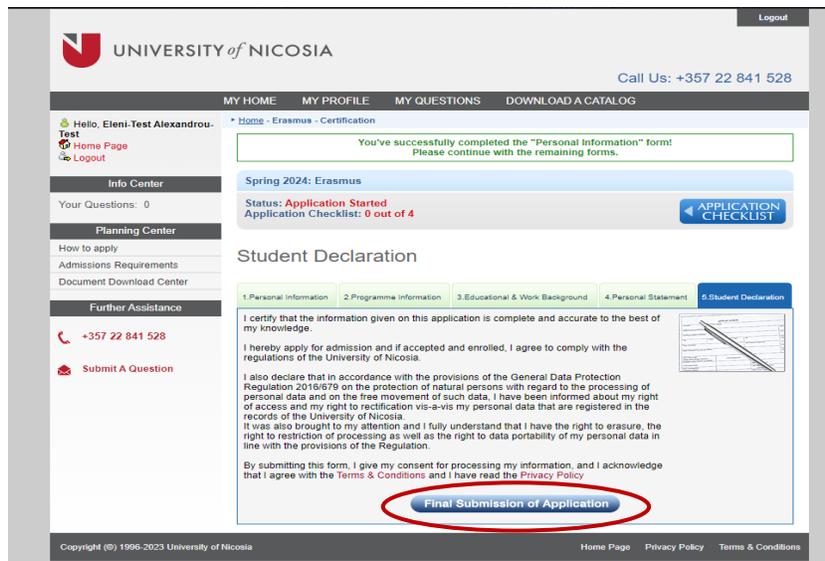
Once you click on "Final Submission of Application" then the Online Application will be shown as Submitted. Click on the "Application Checklist" to proceed with the "Relevant Documents" section, as shown below:
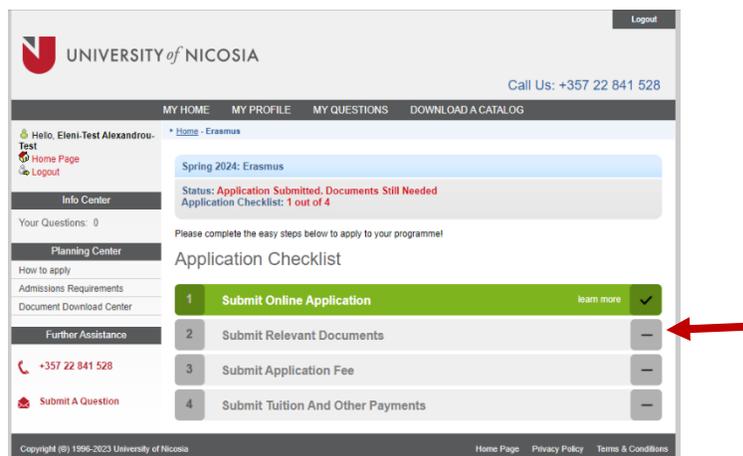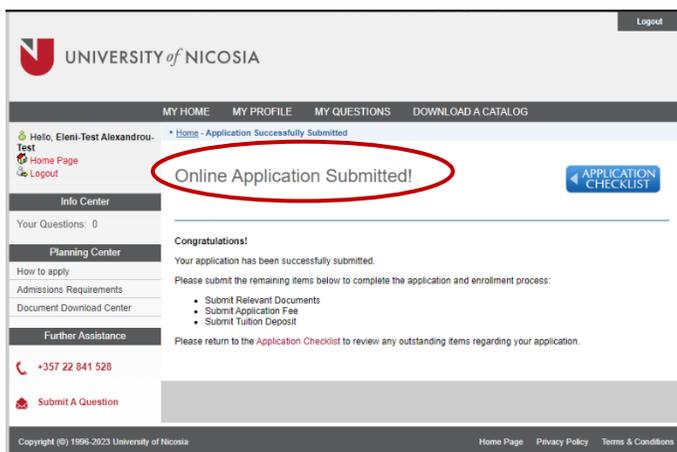
*Remember: <u>No 3 (Application Fee)</u> and <u>No 4 (Tuition and Other Payments deposit)</u> on the "Application Checklist" DOES NOT apply to Erasmus incoming students, please ignore it!

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)
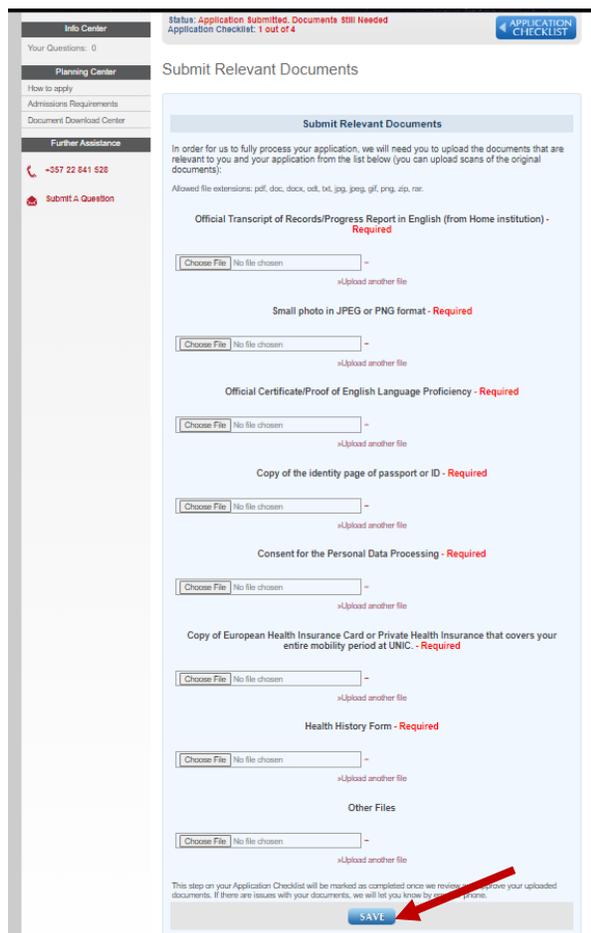
University of Nicosia

Erasmus Code: CY NICOSIA14

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). Form can be found **HERE**: *"CPD Form"*

→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**: *"HHForm"*
8. Other Files (NOT COMPULSORY): 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" **section 2** will become **"Orange".**

Once your documents will be reviewed by our Office, **section 2** will become **"Green"** and you will be notified via email, that your online application is complete.

If anything is missing from your documents, we will notify you via email and we will provide a few days after the deadline to submit the missing docs.

 The online application and supporting documents will be reviewed AFTER the application deadline

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 three-four 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

University of Nicosia

Erasmus Code: CY NICOSIA14

Online Application Guide for Erasmus+ Incoming Students

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