

Online Application Guide for Erasmus+ Incoming Students

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

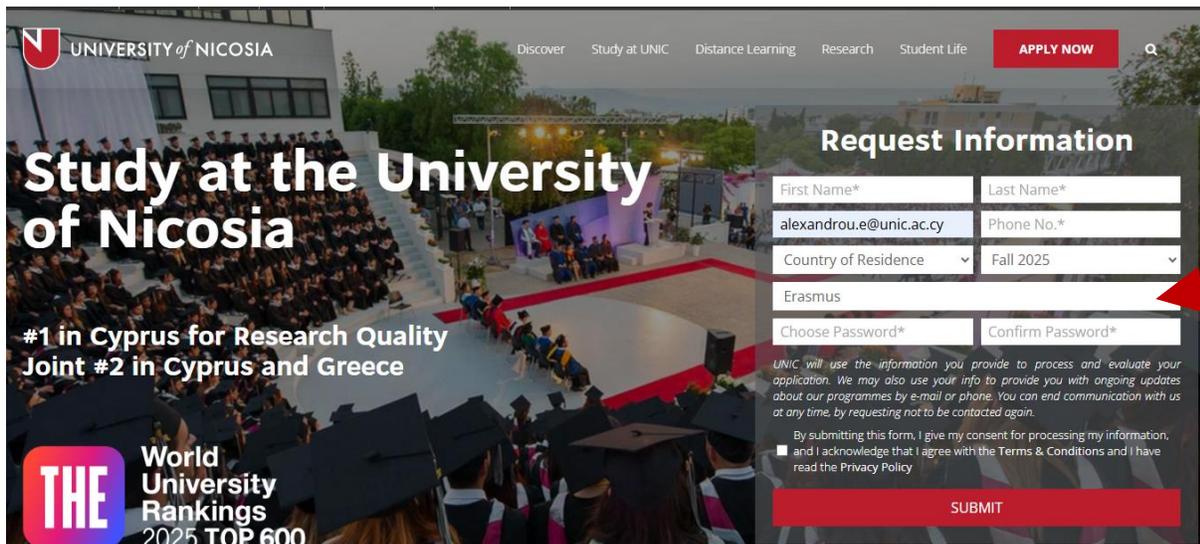
→ Programme of interest: Select **“Erasmus”**.

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)

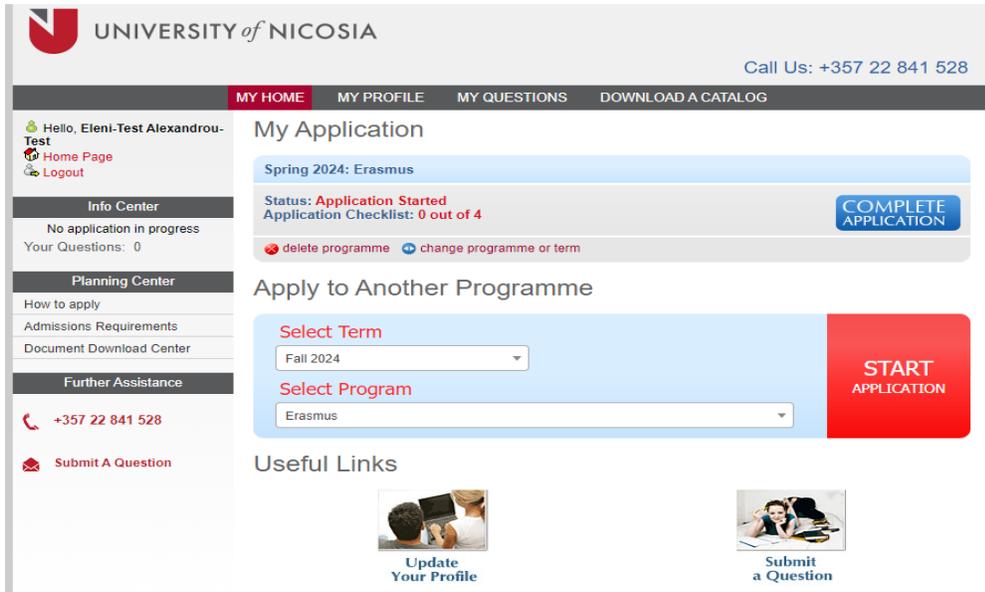


Step 2: Once you complete the requested information and create a Password (step 1), please press “Submit”. In a few seconds you will automatically be transferred and have access to “CRM platform” to complete the rest of your online application. (screenshot 2)

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

Online Application Guide for Erasmus+ Incoming Students

(Screenshot 2-Sample)



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

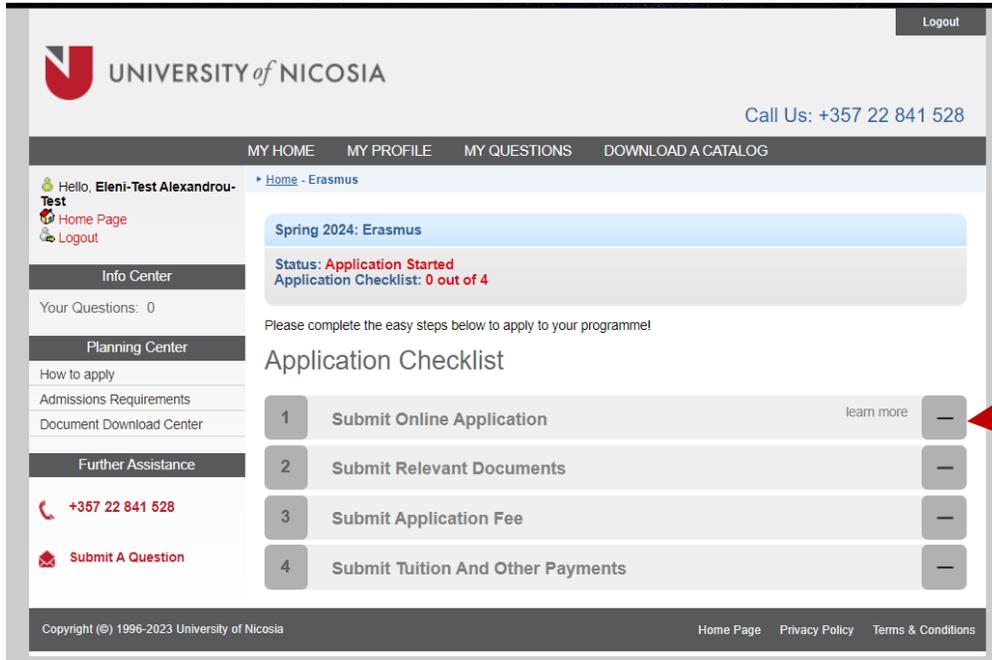
(Screenshot 3-Sample)



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

Online Application Guide for Erasmus+ Incoming Students

(Screenshot 4-Sample)



The screenshot displays the University of Nicosia's Erasmus+ application portal. At the top, there is a navigation bar with 'MY HOME', 'MY PROFILE', 'MY QUESTIONS', and 'DOWNLOAD A CATALOG'. Below this, a user profile is shown for 'Eleni-Test Alexandrou-Test' with a 'Logout' button. The main content area is titled 'Spring 2024: Erasmus' and shows the status 'Application Started' and 'Application Checklist: 0 out of 4'. A red arrow points to the first step in the 'Application Checklist': '1 Submit Online Application'. Other steps include '2 Submit Relevant Documents', '3 Submit Application Fee', and '4 Submit Tuition And Other Payments'. The footer contains copyright information and links to 'Home Page', 'Privacy Policy', and 'Terms & Conditions'.

***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!**

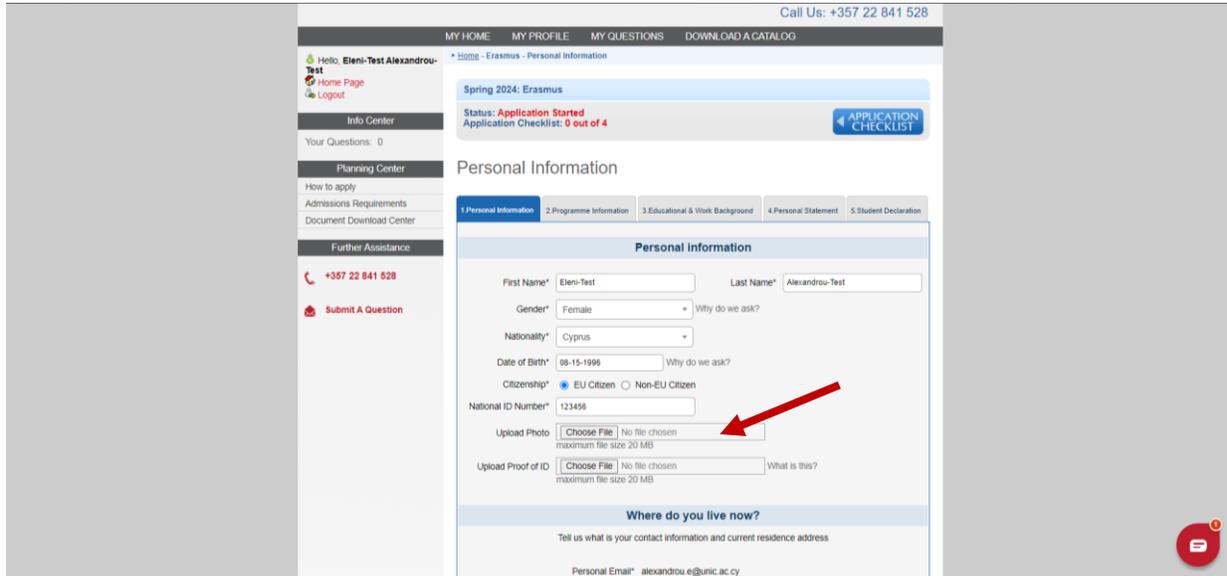
***NOTE:** When writing your personal information, **please use the US Keyboard** and **avoid accents on your names** (i.e. instead of *Méline, Ondřej*, write *Meline, Ondrej*) or letters that may cause spelling mistakes or confusions on the registration system.

University of Nicosia

Erasmus Code: CY NICOSIA14

Online Application Guide for Erasmus+ Incoming Students

(Screenshot 5-Sample)



Call Us: +357 22 841 528

MY HOME MY PROFILE MY QUESTIONS DOWNLOAD A CATALOG

Hello, Eleni-Test Alexandrou-Test
Home Page Logout

Info Center
Your Questions: 0

Planning Center
How to apply
Admissions Requirements
Document Download Center

Further Assistance
+357 22 841 528
Submit A Question

Spring 2024: Erasmus
Status: Application Started
Application Checklist: 0 out of 4 APPLICATION CHECKLIST

Personal Information

1 Personal Information 2 Programme Information 3 Educational & Work Background 4 Personal Statement 5 Student Declaration

Personal Information

First Name* Eleni-Test Last Name* Alexandrou-Test

Gender* Female Why do we ask?

Nationality* Cyprus

Date of Birth* 08-15-1996 Why do we ask?

Citizenship* EU Citizen Non-EU Citizen

National ID Number* 123456

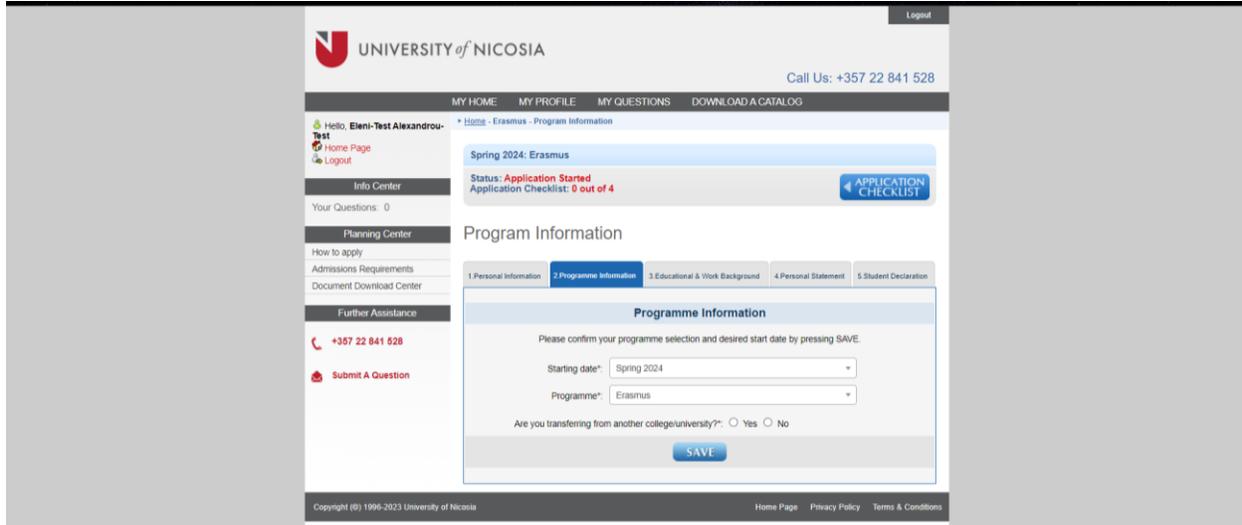
Upload Photo No file chosen
maximum file size 20 MB

Upload Proof of ID No file chosen
maximum file size 20 MB What is this?

Where do you live now?
Tell us what is your contact information and current residence address

Personal Email* alexandrou.e@unic.ac.cy

(Screenshot 6-Sample)



UNIVERSITY of NICOSIA

Call Us: +357 22 841 528

MY HOME MY PROFILE MY QUESTIONS DOWNLOAD A CATALOG

Hello, Eleni-Test Alexandrou-Test
Home Page Logout

Info Center
Your Questions: 0

Planning Center
How to apply
Admissions Requirements
Document Download Center

Further Assistance
+357 22 841 528
Submit A Question

Spring 2024: Erasmus
Status: Application Started
Application Checklist: 0 out of 4 APPLICATION CHECKLIST

Program Information

1 Personal Information 2 Programme Information 3 Educational & Work Background 4 Personal Statement 5 Student Declaration

Programme Information

Please confirm your programme selection and desired start date by pressing SAVE.

Starting date* Spring 2024

Programme* Erasmus

Are you transferring from another college/university? Yes No

SAVE

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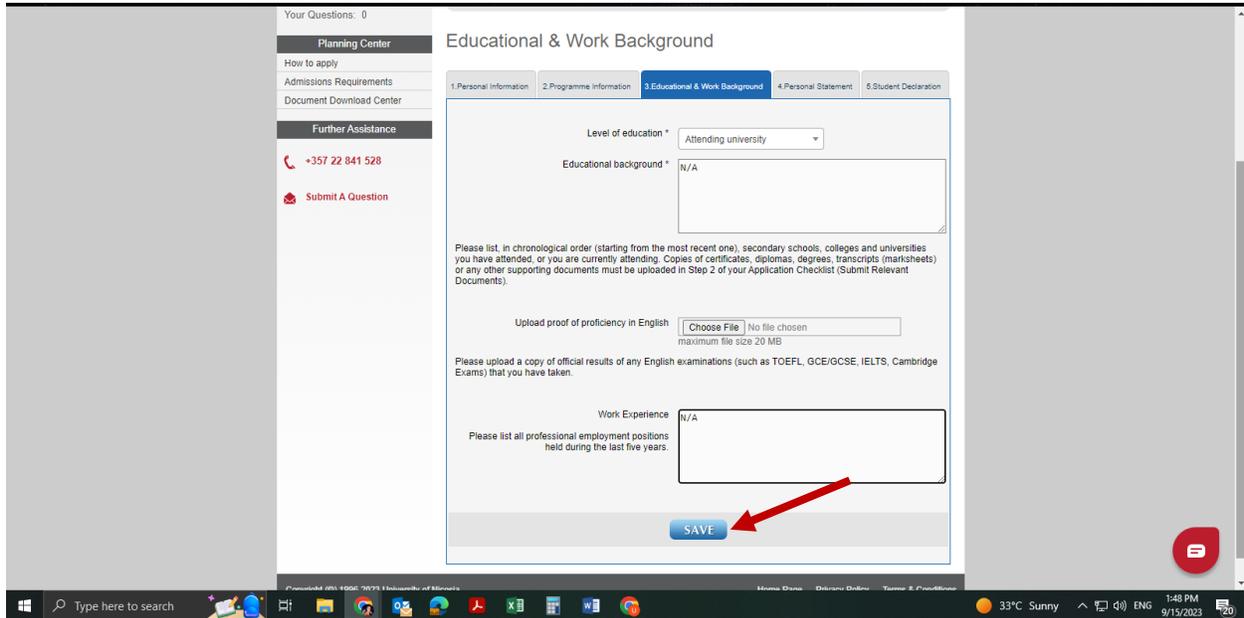
On Tab 3: “Educational & Work background” and Tab 4: “Personal Statement”, please include the information as shown to you on screenshots 7 and 8 below and then click “Save” at the end of each page.

University of Nicosia

Erasmus Code: CY NICOSIA14

Online Application Guide for Erasmus+ Incoming Students

(Screenshot 7)



Educational & Work Background

1 Personal Information | 2 Programme Information | **3 Educational & Work Background** | 4 Personal Statement | 5 Student Declaration

Level of education *

Educational background *

Please list, in chronological order (starting from the most recent one), secondary schools, colleges and universities you have attended, or you are currently attending. Copies of certificates, diplomas, degrees, transcripts (marksheets) or any other supporting documents must be uploaded in Step 2 of your Application Checklist (Submit Relevant Documents).

Upload proof of proficiency in English No file chosen
maximum file size 20 MB

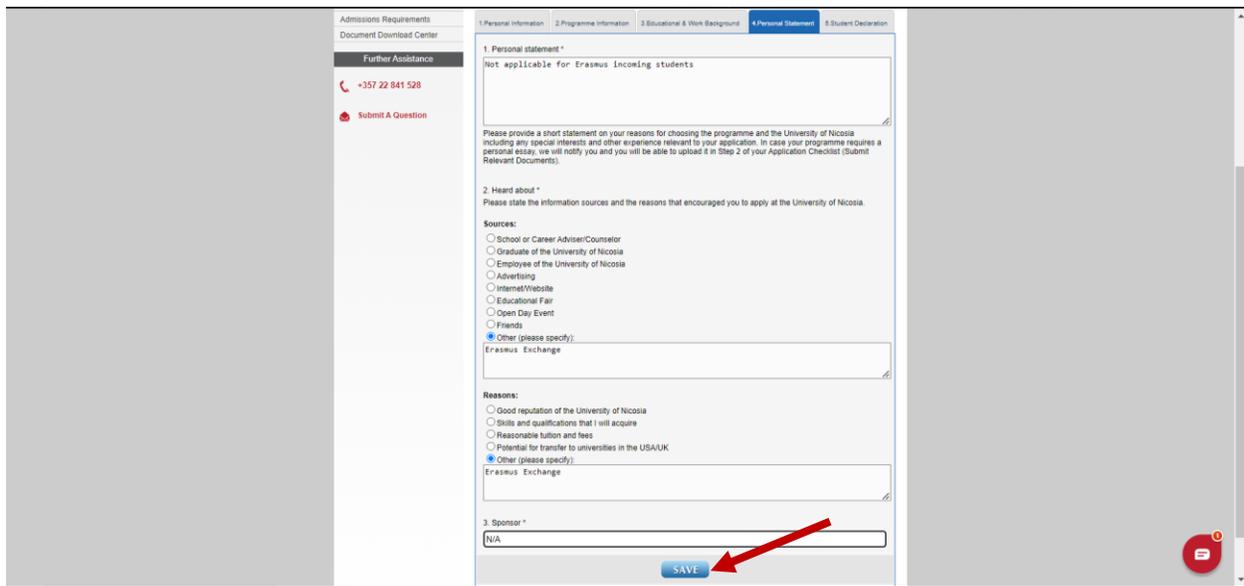
Please upload a copy of official results of any English examinations (such as TOEFL, GCE/GCSE, IELTS, Cambridge Exams) that you have taken.

Work Experience

Please list all professional employment positions held during the last five years.

SAVE

(Screenshot 8)



1 Personal Information | 2 Programme Information | 3 Educational & Work Background | **4 Personal Statement** | 5 Student Declaration

1. Personal statement *

Please provide a short statement on your reasons for choosing the programme and the University of Nicosia including any special interests and other experience relevant to your application. In case your programme requires a personal essay, we will notify you and you will be able to upload it in Step 2 of your Application Checklist (submit Relevant Documents).

2. Heard about *

Please state the information sources and the reasons that encouraged you to apply at the University of Nicosia.

Sources:

- School or Career Adviser/Counselor
- Graduate of the University of Nicosia
- Employee of the University of Nicosia
- Advertising
- Internet/Website
- Educational Fair
- Open Day Event
- Friends
- Other (please specify):

Reasons:

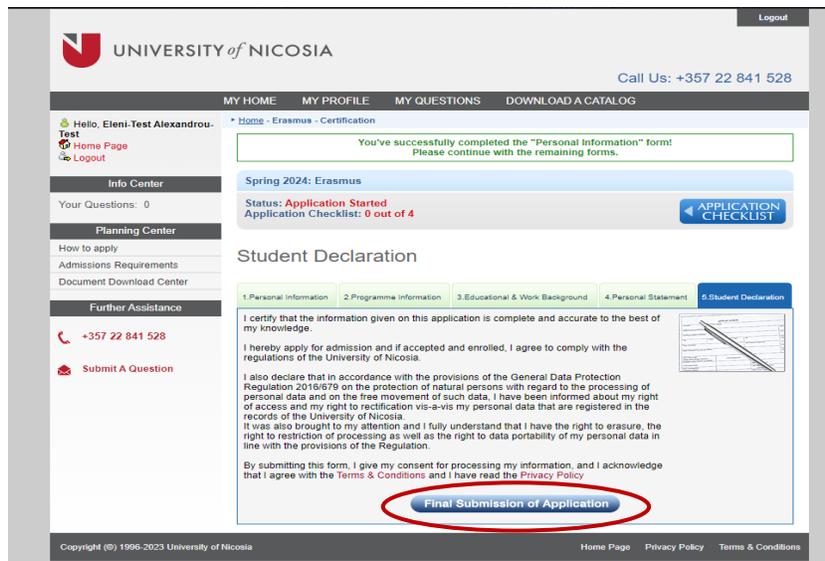
- Good reputation of the University of Nicosia
- Skills and qualifications that I will acquire
- Reasonable tuition and fees
- Potential for transfer to universities in the USA/UK
- Other (please specify):

3. Sponsor *

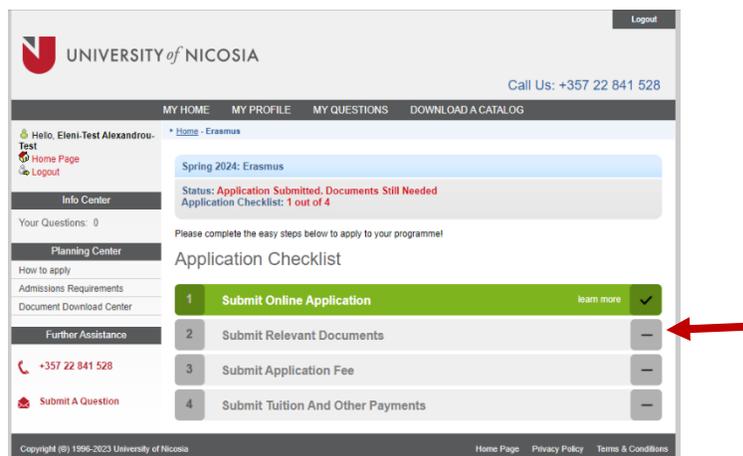
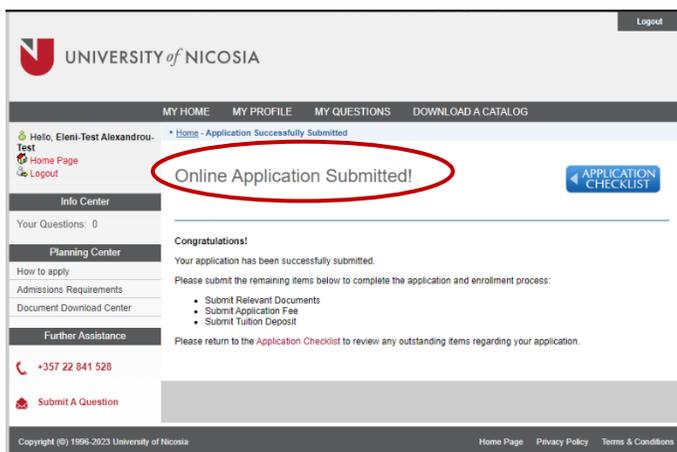
SAVE

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

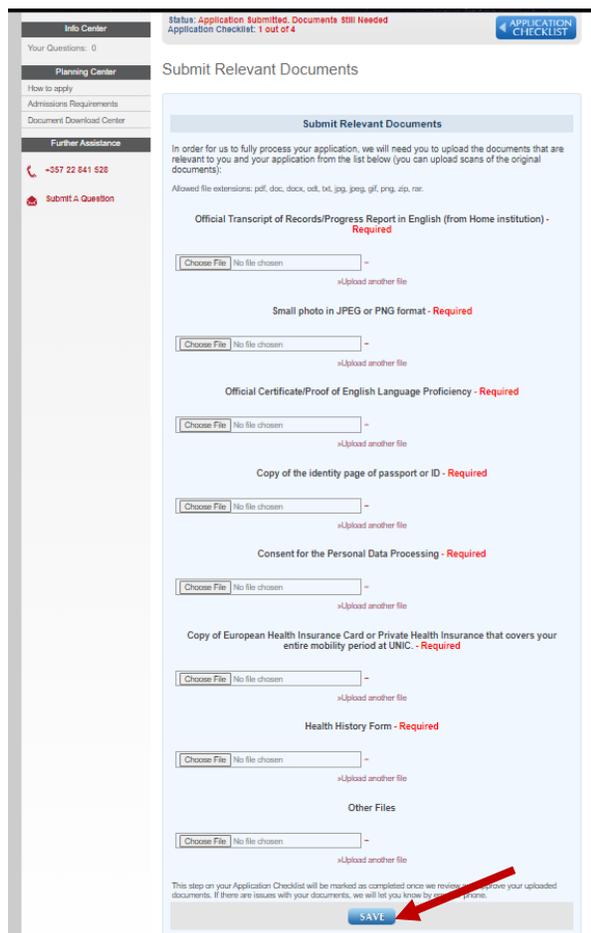
Online Application Guide for Erasmus+ Incoming Students

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)



Info Center
Your Questions: 0

Planning Center
How to apply
Admissions Requirements
Document Download Center

Further Assistance
+357 22 841 528
Submit a Question

Status: Application Submitted, Documents Still Needed
Application Checklist: 1 out of 4

APPLICATION CHECKLIST

Submit Relevant Documents

In order for us to fully process your application, we will need you to upload the documents that are relevant to you and your application from the list below (you can upload scans of the original documents):

Allowed file extensions: pdf, doc, docx, odt, txt, jpg, jpeg, gif, png, zip, rar.

Official Transcript of Records/Progress Report in English (from Home institution) - Required

No file chosen -
Upload another file

Small photo in JPEG or PNG format - Required

No file chosen -
Upload another file

Official Certificate/Proof of English Language Proficiency - Required

No file chosen -
Upload another file

Copy of the identity page of passport or ID - Required

No file chosen -
Upload another file

Consent for the Personal Data Processing - Required

No file chosen -
Upload another file

Copy of European Health Insurance Card or Private Health Insurance that covers your entire mobility period at UNIC. - Required

No file chosen -
Upload another file

Health History Form - Required

No file chosen -
Upload another file

Other Files

No file chosen -
Upload another file

This step on your Application Checklist will be marked as completed once we review and approve your uploaded documents. If there are issues with your documents, we will let you know by email or phone.

SAVE

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

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