



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)

UNIVERSITY of NICOSIA

Discover Study at UNIC Distance Learning Research Student Life **APPLY NOW**

Study at the University of Nicosia

#1 in Cyprus for Research Quality
Joint #2 in Cyprus and Greece

THE World University Rankings 2025 TOP 600

Request Information

First Name*	Last Name*
alexandrou.e@unic.ac.cy	
Country of Residence	Fall 2025
Erasmus	
Choose Password*	Confirm Password*

UNIC will use the information you provide to process and evaluate your application. We may also use your info to provide you with ongoing updates about our programmes by e-mail or phone. You can end communication with us at any time, by requesting not to be contacted again.

By submitting this form, I give my consent for processing my information, and I acknowledge that I agree with the Terms & Conditions and I have read the Privacy Policy

SUBMIT

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)

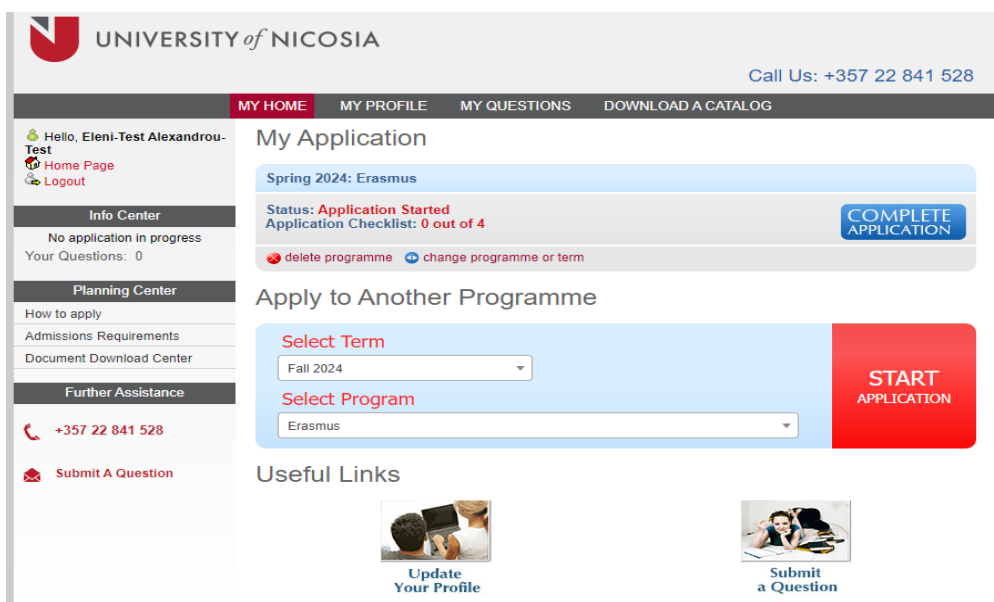
Direct link: <https://apply.unic.ac.cy/login.html>

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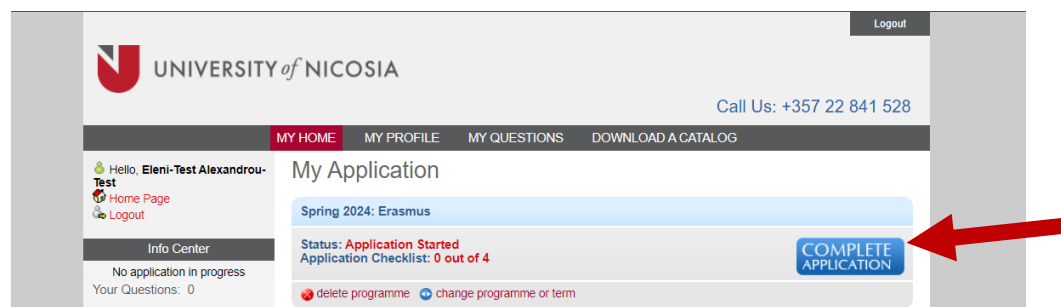
(Screenshot 2-Sample)



The screenshot shows the 'My Application' page for the University of Nicosia. The header includes the university logo, name, and contact number (+357 22 841 528). The navigation bar has links for MY HOME, MY PROFILE, MY QUESTIONS, and DOWNLOAD A CATALOG. The left sidebar contains a user greeting, home page and logout links, and sections for Info Center, Planning Center, and Further Assistance. The main content area displays the application status for Spring 2024: Erasmus, with a status of 'Application Started' and a checklist of 0 out of 4. A 'COMPLETE APPLICATION' button is visible. Below this, there is a section to 'Apply to Another Programme' with dropdowns for 'Select Term' (Fall 2024) and 'Select Program' (Erasmus), and a 'START APPLICATION' button. At the bottom, there are 'Useful Links' for 'Update Your Profile' and 'Submit a Question'.

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

(Screenshot 3-Sample)



This screenshot is identical to the previous one, but with a red arrow pointing to the 'COMPLETE APPLICATION' button in the 'My Application' section.

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



Online Application Guide for Erasmus+ Incoming Students

(Screenshot 4-Sample)

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Logout

MY HOME MY PROFILE MY QUESTIONS DOWNLOAD A CATALOG

Hello, Eleni-Test Alexandrou-Test

Home Page Logout

Info Center

Your Questions: 0

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Submit A Question

Spring 2024: Erasmus

Status: Application Started

Application Checklist: 0 out of 4

Please complete the easy steps below to apply to your programme!

Application Checklist

1	Submit Online Application	learn more	—
2	Submit Relevant Documents		—
3	Submit Application Fee		—
4	Submit Tuition And Other Payments		—

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***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!**

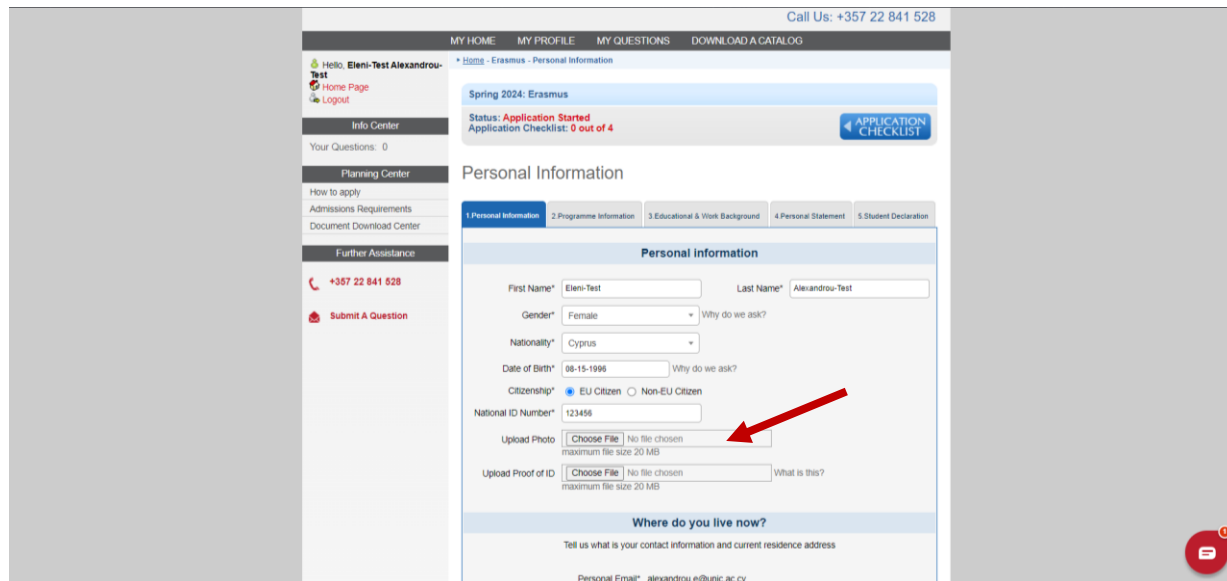
***NOTE:** When writing your personal information, **please use the US Keyboard** and **avoid accents on your names** (i.e. instead of Méline, Ondřej, write Meline, Ondrej) or letters that may cause spelling mistakes or confusions on the registration system.

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Online Application Guide for Erasmus+ Incoming Students

(Screenshot 5-Sample)



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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

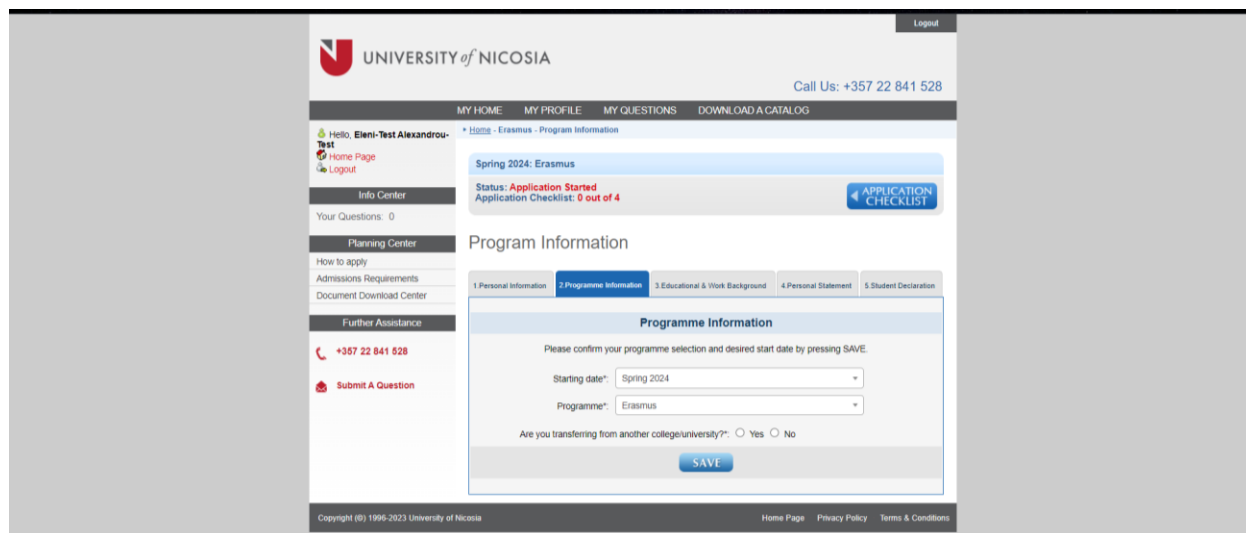
Upload Photo No file chosen
maximum file size 20 MB

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)



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MY HOME MY PROFILE MY QUESTIONS DOWNLOAD A CATALOG

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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

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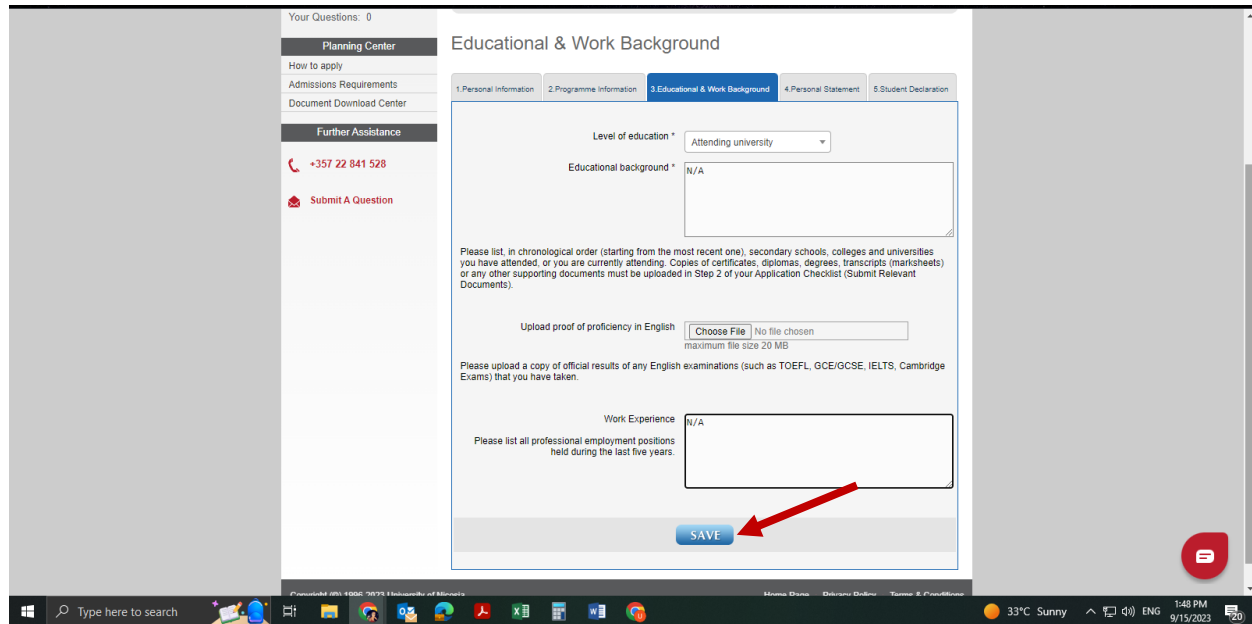
On Tab 3: “Educational & Work background” and Tab 4: “Personal Statement”, please include the information as shown to you on screenshots 7 and 8 below and then click “Save” at the end of each page.

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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

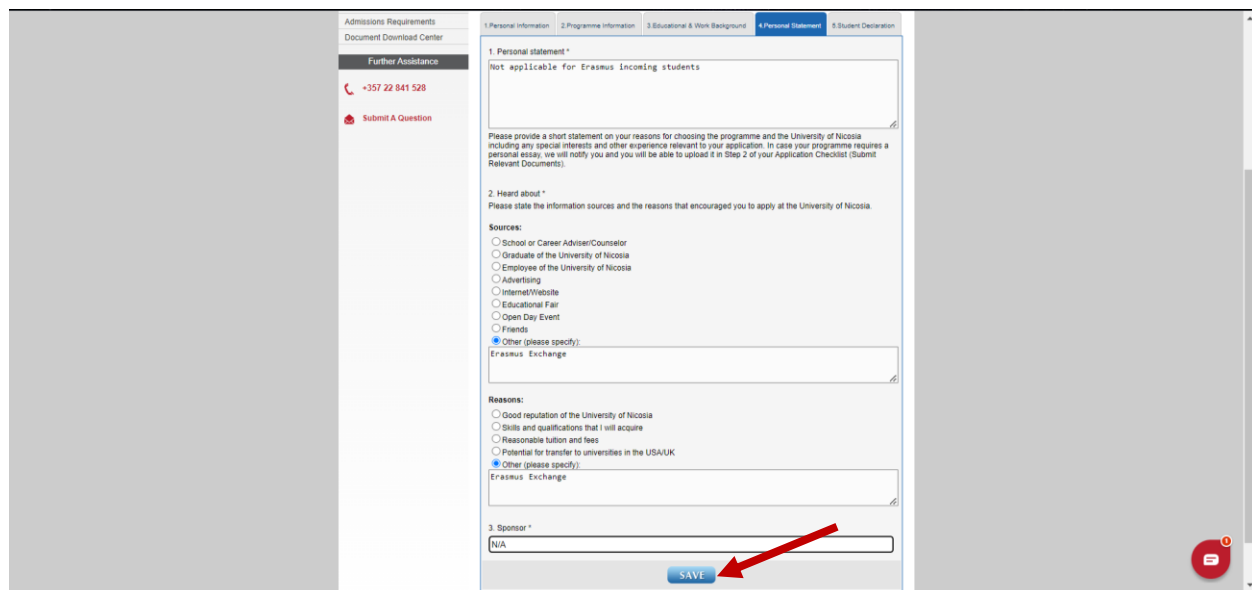
Please upload a copy of official results of any English examinations (such as TOEFL, GCE/GCSE, IELTS, Cambridge Exams) that you have taken.

Work Experience

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

SAVE

(Screenshot 8)



Personal Statement

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

1. Personal statement *

Not applicable for Erasmus incoming students

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): Erasmus - Exchange

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): Erasmus - Exchange

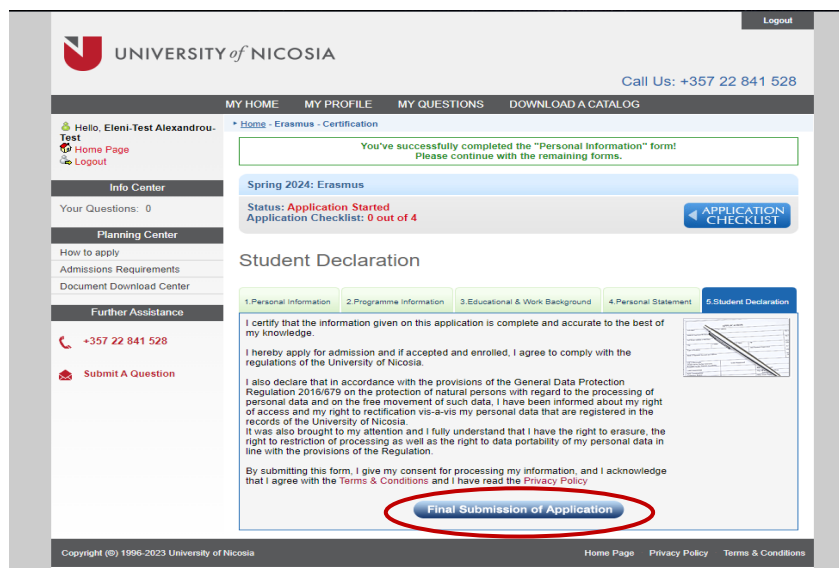
3. Sponsor *

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:

Online Application Guide for Erasmus+ Incoming Students

(screenshot 9)



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Hello, Eleni-Test Alexandrou

Test Home Page Logout

Info Center

Your Questions: 0

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Submit A Question

You've successfully completed the "Personal Information" form!
Please continue with the remaining forms.

Spring 2024: Erasmus

Status: **Application Started**
Application Checklist: 0 out of 4

APPLICATION CHECKLIST

Student Declaration

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

I certify that the information given on this application is complete and accurate to the best of my knowledge.

I hereby apply for admission and if accepted and enrolled, I agree to comply with the regulations of the University of Nicosia.

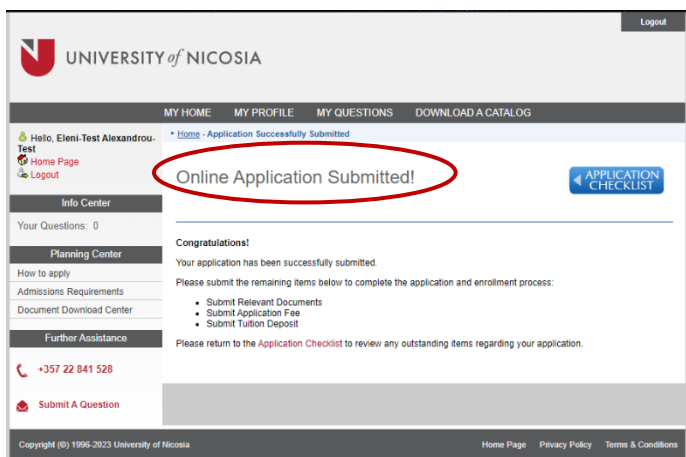
I also declare that in accordance with the provisions of the General Data Protection Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, I have been informed about my right of access and my right to rectification vis-a-vis my personal data that are registered in the records of the University of Nicosia. It was also brought to my attention and I fully understand that I have the right to erasure, the right to restriction of processing as well as the right to data portability of my personal data in line with the provisions of the Regulation.

By submitting this form, I give my consent for processing my information, and I acknowledge that I agree with the [Terms & Conditions](#) and I have read the [Privacy Policy](#)

Final Submission of Application

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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:



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Submit A Question

Online Application Submitted!

APPLICATION CHECKLIST

Congratulations!

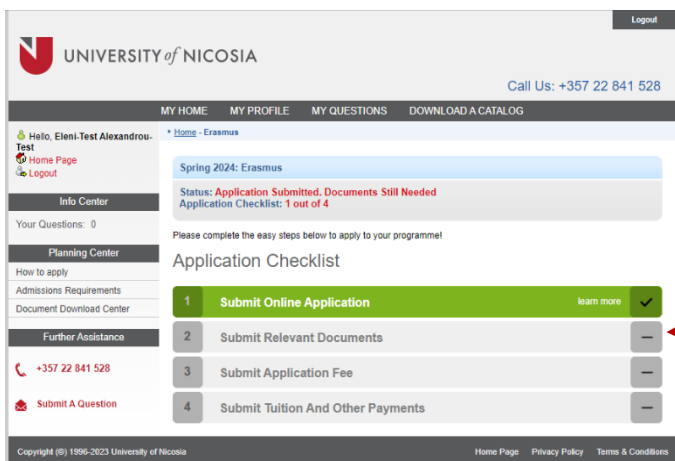
Your application has been successfully submitted.

Please submit the remaining items below to complete the application and enrollment process:

- Submit Relevant Documents
- Submit Application Fee
- Submit Tuition Deposit

Please return to the [Application Checklist](#) to review any outstanding items regarding your application.

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Info Center

Your Questions: 0

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Submit A Question

Spring 2024: Erasmus

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

Please complete the easy steps below to apply to your programme!

Application Checklist

1	Submit Online Application	learn more	✓
2	Submit Relevant Documents		—
3	Submit Application Fee		—
4	Submit Tuition And Other Payments		—

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***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!**

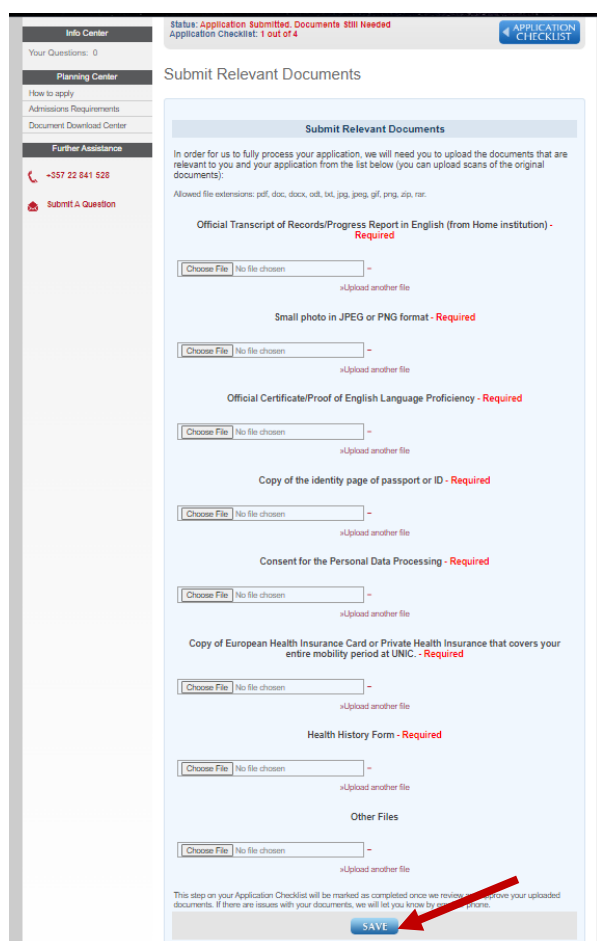
Online Application Guide for Erasmus+ Incoming Students

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

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Further Assistance
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📧 Submit a Question

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

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, t4, jpg, jpeg, gif, png, zip, rar

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

No file chosen

[xUpload another file](#)

Small photo in JPEG or PNG format - Required

No file chosen

[xUpload another file](#)

Official Certificate/Proof of English Language Proficiency - Required

No file chosen

[xUpload another file](#)

Copy of the identity page of passport or ID - Required

No file chosen

[xUpload another file](#)

Consent for the Personal Data Processing - Required

No file chosen

[xUpload another file](#)

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

No file chosen

[xUpload another file](#)

Health History Form - Required

No file chosen

[xUpload another file](#)

Other Files

No file chosen

[xUpload 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

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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



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Online Application Guide for Erasmus+ Incoming Students

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