

CYPRUS DOCUMENT CHECKLIST FOR A STUDY PERMIT

Documents to be provided by all visa applicants must be in English.

1. APPLICATION FORM completed, signed and submitted by the applicant in person. With his/her signature the applicant certifies that he/she is aware of the legal consequences of providing false or incomplete information in visa proceedings.

2. 2 passport size color photograph in white background, less than 6 months old, 4.5 cm x 3.5 cm

3. Original Passport.

- Passport should be valid for at least 6 months from the intended date of entry to Cyprus
- Applicant should be a resident in UAE for at least 6 months
- Current Passport must contain at least two blank pages

4. Passport Copy (pages showing personal details, validity, and UAE Valid residence visa)

UAE Residence Visa Copy (UAE residence visa must be for at least 3 months from the intended date of departure from Cyprus)

5. NO OBJECTION CERTIFICATE AND OR SALARY CERTIFICATES

The No Objection Certificate Or Salary Certificate, must be addressed to the Cyprus Embassy in Abu Dhabi, including the Employer's Full Name, Complete Address And Landline Telephone Number, the document must include details regarding the Applicant's Position, Salary, Date Of Recruitment. The letter must be originally signed and stamped. It must not be older than a month.

BUSINESS OWNERS/PARTNERS should provide letter from the company along with a COPY OF TRADE LICENSE

Dependent Applicants who are under Husband/Father Sponsorship should provide Typed and originally signed NOC letter (issued by the sponsor, it must confirm the travel dates, exact purpose of travel, relationship, details of the applicant, and financial undertaking). Sponsor's residential address in the UAE and contacts details must be indicated in the letter. Sponsor's Passport Copy and UAE Residence Visa copy must be attached. Original Salary Certificate and Original Bank Statements of the Sponsor must be provided along with this.

Students under University sponsorship should provide Original NOC from the University

6. Proof Of Sufficient Financial Means;

Original bank statements for the past 3 months, Originally Stamped By The Bank, For salaried individuals; statement to reflect last 3 salaries. Online Statements, E-Stamped statements are not accepted.

7. Flight booking (round-trip);

Provisional Booking or Flight Reservation to be provided at the time of Visa Application

The applicant is advised not to purchase his/her travel ticket to Cyprus before having his/her application approved and the visa issued.

8. Hotel Reservation or Proof Of Other Accommodation

9. For Visiting Friends Or Family (Tourist Visa) the following must be provided

1. Invitation Letter addressed to the Cyprus Embassy in Abu Dhabi from the Host with full address in Cyprus, Phone Number And Occupation in Cyprus, including the Host's Passport Copy
2. Certified Assumption of Responsibility for Hosting form duly completed and signed by the host, must be stamped by the Municipal Authorities in Cyprus.

If the Inviting person is in the UAE, then they must accompany the applicant, along with prepared Invitation Letter and Assumption of Responsibility and sign the documents in front of the VFS Officer for Verification purposes.

- Applicants visiting friends or a family in Cyprus may be required to present a Bank Guarantee, valid for ten (10) years, issued in the name of the Director of Civil Registry and Migration Department (see relevant link of the Ministry of Interior). The original of the Bank Guarantee has to be submitted to the aforesaid Department, while a copy of it, stamped by the Civil Registry and Migration Department, should be included in the visa application supporting documents.

- **For Business Purposes (Business Visa):**

1. Invitation letter from host-company / firm / associate in the Republic of Cyprus, including full contact details

10. Minor Applicant (Under 18 Years Old)

- Letter, completed and signed by both parents or legal guardians, authorizing the minor to apply for a visa to enter the Republic of Cyprus, and provide documents that prove the relationship between the minor and the person(s) authorizing (copy of the passport of each parent, accompanied by a copy of the minor's birth certificate stating the parents' names; death certificate, where applicable).
- If minor is travelling alone or with 1 parent, both parents should be present at the application center.
- If 1 of the parent is out of the country or not living in UAE, that parent should visit the nearest Cyprus embassy to furnish his/her NOC for the minor
- If parent of the minor is separated or divorced, an attested custody letter from court (in English, if it is in Arabic).

11. EU Spouse

1. Passport Copy of the spouse
2. Original Marriage certificate must be presented and a copy must be provided

12. ADDITIONAL DOCUMENTS for Domestic Staff/ Nanny/ Housemaid Travelling with a Sponsor or Accompanying Employer;

- Sponsor must provide NOC and Financial Undertaking/Responsibility along with their Original Salary Certificates and Original Bank Statements

If the Domestic Staff is under company sponsorship and working with an Employer as Nanny/ Housemaid then;

1. Original NOC from the UAE Visa Sponsor Company/ Agency/ Tadbeer mentioning purpose of travel, details of agreement between Agency and Accompanying Employer

2. Letter of Financial Responsibility from Accompanying Employer originally signed, along with their **Original Salary Certificates** and Original Bank Statements. Passport Copy and UAE Residence Visa Copy of the Accompanying Employer.

PLEASE NOTE:

1. All documentation has to be submitted in English language.
2. The Embassy reserves the right to ask for additional documents.
3. Submitting an application without the complete set of documentation according to the above checklist may result in rejection of the visa application.
4. The processing time maximum 10 working days.
5. Spouse / Children of Cypriot Nationals must present Original Marriage Certificate/Birth Certificate and submit a copy of the same at the time of submission for verification to avail Visa Fee Gratis.