



**AMERICAN
UNIVERSITY
OF BEIRUT**

Mediterraneo

Student Document Checklist for Cyprus Visa Application

Start Date: Begin document collection by **April 30, 2025**.

Goal: Submit all original documents by **June 30, 2025**.

Important: Ensure you meet each requirement before moving to the next step.

Before Starting:

Passport Validity

- **Passport Check:** Confirm your passport is valid for **at least 2 years** beyond the expected start date of the study [For example, if you start your classes in September 2025, your passport should be valid until at least September 2027]
 - If not, **renew your passport** before proceeding.

Apostille and Legalization Check

- Determine if your country is part of the **Apostille Convention**.
 - If your country is part of the Apostille Convention, documents will require an Apostille stamp. A list of countries that legalize by apostille can be found [here](#).
 - If not, research the **Embassy of Cyprus** in your country of residency to understand the required **certification and legalization process** for your documents. Verify whether an **appointment is needed** for this process to ensure timely scheduling.
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April 30 - May 15, 2025: Initial Document Collection

1. Passport Copy Attestation

- Obtain a true copy of your passport (required for attestation later).



2. Criminal Record Certificate

- Request a criminal record certificate (Police Clearance Certificate) from your local police/authorities
- Obtain a certified translation into English (if applicable)
Translation should be stamped & legalized by the Ministry of Justice

3. Medical Exams

- Schedule and complete required medical exams (**Serology**: HIV/AIDS, Syphilis, Hepatitis B & C and **Chest X-ray**: Tuberculosis - TB).
- Ensure results are in English
- Proceed to Ministry of Health¹ to certify the signatures of the doctors on your medical test results to ensure authenticity.

May 16 - May 30, 2025: Financial & Academic Documentation

4. Financial Documents

- Obtain recent bank statements showing a balance of at least €7,000 for the three months prior to the submission of documents printed on relevant letterhead, signed and stamped by the bank.
- The amount is reduced to €5,000 if the student is granted a scholarship covering 50% or more of the cost of tuition.

5. Proof of Relationship

- The sponsor must be the student's father, mother, or legal guardian. A document must be submitted to clearly state the relationship between the sponsor and the student (e.g. Family Register, birth certificate, etc.)

6. Academic Records

¹ Verify and validate with the relevant authorities in your country to confirm the process for certifying the doctor's signature on medical documents



- ❑ Collect certified True copies of your academic qualifications, Translate into English if necessary and legalized by the Ministry of Education (if applicable)
 - **For undergraduate students:** Certified copy of High School Leaving Certificate and grade report (transcripts, including the final year at secondary school)
 - **For postgraduate students:** University transcripts and certified copy of bachelor's degree from a recognized university

7. Proof of English Proficiency

- ❑ Meet the English language proficiency requirement as stipulated in the [Common European Framework of Reference for Languages \(CEFR\)](#) (if not already submitted upon Admissions).

June 1 - June 10, 2025: Document Compilation for Attestation and Ministry of Foreign Affairs Visit

8. Prepare Documents for Attestation

- ❑ Ensure you have gathered the following documents to be attested:
 1. Passport copy
 2. Criminal Record Certificate
 3. Medical exam results
 4. Academic records (if applicable)

If your country is part of the Apostille Convention: Secure an Apostille Certificate for each required document, as this will serve as the official authentication for Cyprus.

- ❑ If not, visit the Ministry of Foreign Affairs in your country to have each document attested.



June 10 - June 23, 2025: Cyprus Embassy Visit

Note: Before visiting, ensure you have reviewed the attestation process at the Cyprus Embassy in your country. Some embassies require an **appointment** (e.g., in LEB), while others may utilize **external service providers** (e.g., in the UAE). Verify these requirements in advance to avoid delays.

9. Cyprus Embassy Attestation

- Parental Consent Form** (if under 18 or as required by your circumstances)

[Download](#) and complete this form. Then, proceed to the Consulate Section of the Embassy to certify the **authenticity of signatures** placed before the Consular Officer of the Embassy. The signatory must visit the Consulate Section **in person with their passport**. The signatory must have copy of their passport.

- Submit all attested documents for the final embassy stamp.

The Consulate Section of the Embassy legalizes documents bearing the stamp and seal of the Ministry of Foreign Affairs of the Republic of Cyprus

1. Passport copy
2. Criminal Record Certificate
3. Medical exam results
4. Academic records (if applicable)

June 24 - June 30, 2025: Final Review & Submission

10. Application Form, Declarations and Authorizations

- Download, complete, and sign the required application form (MEDU1/MEDUM1). [DOWNLOAD HERE](#)
[How to fill the Application Form](#)
- Download, complete, and sign:
 - Declaration Not to Seek Asylum [DOWNLOAD HERE](#)
[How to Fill the Declaration Not to Seek Asylum](#)
 - Declaration of Mailing Address [DOWNLOAD HERE](#)
[How to fill the Declaration of Mailing Address](#)
 - Authorization of Representative [DOWNLOAD HERE](#)
[How to fill the Authorization of Representative](#)

- 11. Request the Receipt of payment of registration/tuition fees to AUB Mediterraneo from accounting@aubmed.ac.cy



12. Review and Compile Documents

- Verify completeness and accuracy of all documents by sharing scanned copies with the OIP Team for review and further instructions

13. Submission

After you are notified by us that your documents are in good order send the original documents to this address via guaranteed postal service or courier:

American University of Beirut – Mediterraneo
c/o Nour Chaccour
Apostolou Pavlou 51
8046 Pafos, Cyprus
P.O. Box 64004
Email: qip@aubmed.ac.cy
Phone: +357 97 921636

Original Document Checklist for Submission

- Application Form MEDU1 (Original and Copy)
- Copy of Passport (Original and Copy)
- Parental Consent Form (if minor)
- Financial Document
- Proof of relationship
- Criminal Record
- Medical Test
- Receipt of Confirmation Fees
- Academic Documents
- Proof of English
- Declaration of not seek asylum
- Declaration of Mailing Address (Original and Copy)
- Authorization of Representative

