



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ

ΚΥΠΡΙΑΚΟ ΣΥΜΒΟΥΛΙΟ ΑΝΑΓΝΩΡΙΣΗΣ  
ΤΙΤΛΩΝ ΣΠΟΥΔΩΝ (ΚΥ.Σ.Α.Τ.Σ.)

CYPRUS COUNCIL FOR THE RECOGNITION OF  
HIGHER EDUCATION QUALIFICATIONS (KY.S.A.T.S.)

Διεύθυνση: Υπουργείο Παιδείας και Πολιτισμού  
Γωνία Κίμωνος και Θουκυδίδου  
1434 Ακρόπολη - Λευκωσία

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## APPLICATION FOR THE RECOGNITION OF TITLES OF STUDIES

I request the recognition of the Title/Titles of Studies: .....

.....

.....

As equivalence or equivalence and correspondence (choose one of each) of the Title:

.....

In the field/specialization: .....

.....

### PART A: PARTICULARS OF APPLICANT

Surname (Capital letters)

First name

Father's name

.....

Nationality:

.....

Identity Number/Passport:

.....

Residence Address:

.....

.....

E-mail Address (Electronic address):

.....

Telephone Number: .....

.....

(Signature) \_\_\_\_\_

**PART B: STUDIES**

**I. Secondary Education**

(certified copy of Apolyterion should be attached)

**II. Titles/Higher Education**

(a) State the titles which are related to your demand application and the institution from which they were granted.

Titles	Institution
..... ..... ..... ..... .....	..... ..... ..... ..... .....

(b) State the Titles which were recognized or recognized or rejected by KYSATS.

Titles	Number and date of decision
..... .....	..... .....

(c) State the Titles for which recognition from KYSATS is pending.

Titles	Date of Submission of application
..... .....	..... .....

(Signature) \_\_\_\_\_

**PART C: Detailed description of Higher Education Studies:**

For each Titles which is related to your demand, fill in a separate two-paged with the questions (particulars) 1-7.

1. Name of Title

.....

2. Name and Place of Institution

.....

.....

3. Title of programme of Studies (course) / specialization

.....

.....

4. Year of beginning of study and graduation (month/year)

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.....

5. Country and place of follow-up of courses. State all the dates and any changes.

.....

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6. The way you obtained the Title (Regular Study/Particular Study/examination in courses and diplomatic work/examination in courses only/diplomatic work only/Distance/other way)

.....

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.....

.....

.....

(Signature) \_\_\_\_\_





**PART E: Responsible Statement**

I

.....

Declare, that I am aware of the consequences of the law, and all the information stated in this application are true and that all the attached document are genuine.

Date .....

Signature .....

**FOR OFFICIAL USE ONLY**

Number of protocol: .....

Date of Submission: .....

Name of recipient: .....

(Signature) \_\_\_\_\_

**INSTRUCTIONS**

ESSENTIAL DOCUMENTS FOR THE RECOGNITION OF TITLES OF STUDIES

The application should be attached with the following documents:

- a. Certified copy of the "Apolysterion" (School leaving Certificate) .
- b. Certified copy of the Title/Titles of Study.
- c. Diploma Supplement, or when this is not possible, an Official Transcript of the Total of studies which is related to the demand.
- d. Official translation in Greek or English, if the submitted documents are in any other language.
- e. Receipt of payment of fees for the examination of the application.

Submission of Detailed description of courses is recommended.

In case that the submission or collection of documents is not done by the applicant himself, then a written authorization is required.

In the case of post-graduate diplomas, a submission of diplomatic work is likely to be required, as well as a certified document that it was examined by the responsible body.

**Translation of the Documents is accepted only by:**

- (a) the awarding Institution
- (b) Official government services in Cyprus - e.g. Press Information Office (P.I.O) or in the country in which the title was awarded.

**Certification of the copies can be done in one of the following ways:**

- (a) Certification from the Institution which awarded the title.
- (b) Contrast of the photocopy to the original title/document from the Protocol officer in KY.SA.T.S.
- (c) Certification of the photocopy from a Cyprus Embassy or Consulate.

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Please note:

1. A separate application must be submitted for each Title (or Degree) for which recognition is sought.
2. The evaluation procedure begins after all the appropriate documents are collected
3. During the evaluation of the title, if needed, the applicant may be asked to submit additional documents or proof or he/she may be asked for an oral interview for clarifications.
4. The fees for the evaluation of every recognition application are €85,43.
5. The fees for issue of the recognition document for each Title are €34,17.
6. Every page of the application is signed by the applicant.
7. Submitted copies are not returned to the applicant.
8. Applications can be submitted on Monday and Tuesday, 08:30 - 14:00.