



Protocol Number

REPUBLIC OF CYPRUS

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: Υπ. Παιδείας, Πολιτισμού, Αθλητισμού και Νεολαίας  
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1434 Nicosia  
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APPLICATION FOR DEGREE RECOGNITION

Please read carefully the instructions on page 5, before filling the application,

PART A: PERSONAL INFORMATION OF THE APPLICANT

First Name: .....  
Surname: .....  
Sex: Male  Female   
Date of birth : .....  
Identity Card No/Passport No: .....  
Telephone Number: .....

Contact address: .....  
.....  
.....  
.....  
Post code: .....  
E-mail: .....

PART B: APPLICANT'S STATEMENT FOR DEGREE RECOGNITION

I request recognition of my degree (as stated on the degree):

.....  
.....

a. AS 'EQUIVALENT' TO:

b. AS 'EQUIVALENT AND CORRESPONDENT' TO:

- CERTIFICATE OF ONE YEAR POST SECONDARY STUDIES
- DIPLOMA OF TWO YEARS POST SECONDARY STUDIES
- HIGHER DIPLOMA
- BACHELOR'S DEGREE (PTYXIO)
- CERTIFICATE OF POSTGRADUATE STUDIES
- MASTER'S DEGREE
- DOCTORATE DIPLOMA

BACHELOR'S DEGREE in the field:   
.....  
.....  
.....  
.....

PART C: APPLICANT'S STATEMENT FOR CO-EVALUATION OF DEGREES

I request my degree to be co-evaluated with the following degree(s)

.....  
.....

(Initials) \_\_\_\_\_

**PART D: DEGREES**

(a) Information about the submitted degree(s) for recognition or co-evaluation (parts B and C):

Degree	Awarding institution	Country/city of the <b>awarding</b> institution	Country/city of <b>attendance</b>	Period of studies From - To (month/year)
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

(b) Degrees previously **evaluated** by KY.S.A.T.S:

Degree	Protocol Number
.....	.....
.....	.....

(c) **Pending** application(s) at KY.S.A.T.S:

Degree	Protocol Number
.....	.....
.....	.....

(d) Type and characteristics of studies and attendance (tick  $\surd$  where applicable):

Degree to be recognized	Co-evaluated degree (if applicable)
<ul style="list-style-type: none"> <li>• Full attendance at the awarding Institution <input type="checkbox"/></li> <li>• Regular Studies <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Full time <input type="checkbox"/></li> <li>- Part time <input type="checkbox"/></li> </ul> </li> <li>• Distance Learning <input type="checkbox"/></li> <li>• Work Based Learning <input type="checkbox"/></li> <li>• Franchise <input type="checkbox"/></li> <li>• Other (Specify): .....</li> </ul>	<ul style="list-style-type: none"> <li>• Full attendance at the awarding Institution <input type="checkbox"/></li> <li>• Regular Studies <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Full time <input type="checkbox"/></li> <li>- Part time <input type="checkbox"/></li> </ul> </li> <li>• Distance Learning <input type="checkbox"/></li> <li>• Work Based Learning <input type="checkbox"/></li> <li>• Franchise <input type="checkbox"/></li> <li>• Other (Specify): .....</li> </ul>

(e) Other Information (eg, if Credits/ECTS from previous studies have been recognized by the awarding institution, please provide details):

.....

.....

.....

(Initials) \_\_\_\_\_

**PART E: ATTACHED DOCUMENTS**

1 <sup>\*(a)</sup>. Certified copy of the Apolyterion (School leaving certificate - High School diploma).

2 <sup>\*(a)</sup>. Certified copy of the degree(s)

3 <sup>\*(a)</sup>. Diploma Supplement, Official Transcript of the degree(s)

4 <sup>\*(b)</sup>. Thesis / Dissertation

5 <sup>\*(c)</sup>. Doctoral Thesis

6 <sup>\*(d)</sup>. Written Authorization

7 . Official translation in Greek or English, if official documents are in any other language (The numbers below correspond to the attached documents.)

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
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8 <sup>\*(e)</sup>. Transfer Evaluation Report (from the awarding institution)

9 <sup>\*(e)</sup>. Corresponding courses to those transferred (from the awarding institution)

10<sup>\*(f)</sup>.Other documents:

.....

.....

.....

- \* (a) Must be submitted in all cases.
- \* (b) It must be submitted in print or in electronic form, for the recognition of a five (5) year degree as equivalent to a "Certificate of Post-graduate studies" or a "Master's degree".
- \* (c) To be submitted in print and electronic form for the recognition of Doctorate diplomas.
- \* (d) Required when the application is not submitted by the applicant in person.
- \* (e) It is submitted only if credits from previous studies have been recognized by the awarding institution.
- \* (f) For example, course description for the period of studies (Recommended).

(Initials)\_\_\_\_\_

**PART F: DECLARATION**

I, ..... being aware of all the consequences of the law, declare that the information stated in this application is true and all attached documents are genuine.

I authorize the Cyprus Council for the Recognition of Higher Education Qualifications (KY.S.A.T.S.) to keep, in printed or electronic form, all personal data submitted within the recognition procedure, according to the Processing of Personal Data (Protection of Individuals) Law.

Date (dd/mm/yyyy) ..... Signature. ....

<b>FOR OFFICIAL USE ONLY</b>	
Protocol number:	.....
Pending documents:	.....
Date of submission:	.....
Received by: (Name/Surname)	.....
Signature:	.....

(Initials) \_\_\_\_\_

## **INSTRUCTIONS / CLARIFICATIONS**

### **1. General:**

1.1 A separate application must be submitted for each degree to be recognized.

Please note that, for the recognition of a Postgraduate degree by KYSATS, the applicant must have an undergraduate degree recognized, at least in equivalence, by KYSATS.

1.2 The evaluation procedure begins upon submission of all relevant documents (part E).

1.3 During the evaluation of the degree, the applicant may be asked to submit additional documents/clarifications or may be invited to an oral interview.

1.4 Submitted copies (Part E) are not returned to the applicant with the exception of Thesis / Dissertation and Doctoral Thesis which can be returned after the evaluation of the application has been completed and upon the applicant's request.

### **2. Fees:**

Pursuant to KYSATS regulations:

2.1 Evaluation fees are € 85.43 per application. Fees are paid upon submission of the application when a Protocol Number is assigned.

2.2 The fees for issuing the Certificate of Recognition, granted upon approval of the application, amount to € 34.17. The Certificate is issued only upon request of the applicant.

### **3. Required Documents:**

3.1 Official translations of degree(s) and related documents are accepted only by:

3.1.1 The awarding Institution.

3.1.2 Registered Sworn Translators of the Republic of Cyprus

3.1.3 The Relevant Ministry of the awarding country (e.g. Ministry of Foreign Affairs).

3.2 When the Degree Thesis/Dissertation or the Doctoral Thesis are not written in Greek or English, submission of a translation into Greek or English of the main parts is required. These include the Thesis' title, summary, table of contents and final conclusions.

3.3 Only official, original translations are accepted and kept in the applicant's file.

3.4 Degree certified copies and relevant documents are accepted if:

3.4.1 They are certified by the awarding institution,

or

3.4.2 A member of the KY.S.A.T.S Office compares the submitted photocopy to the corresponding original shown by the applicant when filling his/her application.

**Applications can be submitted only on Mondays and Tuesdays, between 08:30 and 14:00.**