



AMERICAN COLLEGE

STUDENTS ORIENTATION HANDBOOK

2021-2022

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In the compilation of this handbook every care has been taken by the American College to ensure accuracy of information. However, the American College cannot accept responsibility for errors or omissions in the material supplied for inclusion, but where such are brought to its attention, future issues will be amended accordingly.

WELCOME MESSAGE

Dear Students

I would like to welcome you all to the new academic year, especially those of you who are beginning your first year at the American College.

We recognize that pursuing a degree can be one of the most rewarding, interesting and worthwhile projects that a person can undertake in his or her adult life. We are pleased that you have chosen the American College, and we will do all that we can to make your experience relevant and rewarding.

The American College offers a wide variety of academic programs and our mission is to offer you a learning experience that enhances your career development, implants lifetime values and provides personal fulfilment.

This Handbook has been prepared to ease your transition to the American College, to a new culture and community and to offer you some information and guidance about procedures and services specifically geared for international students.

We rely upon you, as a mature self-directed adult, to fulfil the academic responsibilities within an agreed-upon time frame, to maintain communications with the faculty and the college administration and to participate fully in one of the most exciting, innovative educational processes available to you.

Dr Marios Americanos

Director

TRAVELING TO CYPRUS

Booking a flight

The main airport in Cyprus is Larnaca international airport (51 Km from American College). Cyprus also has Paphos international airport (140 Km from American College). Many airlines operate scheduled flights to and from Cyprus through Larnaca international airport and Paphos international airport. Some of the many international airlines that fly directly to Larnaca airport are:

Aegean Airlines	Bulgaria Air	Pegasus Airlines
Aeroflot	Cobalt flights	Qatar Airways
Air Malta	Czech Airlines	Rossiya Airlines
Air Moldova	EasyJet	Royal Jordanian
Air Serbia	EgyptAir	Ryanair
AirBaltic	Emirates	S7 Airlines
Alitalia	Eurowings	Smart Wings
Arkia	Gulf Air	SWISS
Atlasglobal	Jet2	TAROM
Austrian Airlines	KLM	Thomas Cook Airlines
Belavia	LOT	TUI
Blue Air	Lufthansa	Ukraine International
British Airways	MEA	Vueling Airlines
Brussels Airlines	Norwegian Air International	Wizz Air

For students coming from Europe there are direct flights to Larnaca airport from almost all European countries. For Asian students, most airlines fly firstly to Dubai, Bahrain, Kuwait, Amman, Cairo, Damascus or Moscow and then transfer to another flight for Larnaca airport. For students coming from Africa there are flights to Larnaca through Cairo, Dubai or European countries like UK, France, Italy, Germany and Switzerland.

If you have the choice you should aim to fly to Cyprus so that you arrive in Nicosia during the College working hours (Monday to Friday, 08:00 – 18:00) so the college can assist you with your accommodation requirements and other issues.

Obtaining sufficient money in Euro

Before travelling to Cyprus make sure you obtain sufficient money in Euro (in the form of cash), to cover your initial expenses (accommodation, food and other living expenses and fees) for your first semester or session. Non-EU students need to have a total of at least €2.000 or \$2.400 (see also On Arrival at the Airport section), as you will be requested to show this to the Immigration Authorities at the airport.

ARRIVAL IN CYPRUS

On arrival at Larnaca airport

Staff at the airport, whether they belong to Immigration, Customs, and Banks or to other airport, taxi or tourist services, are willing to assist all passengers. You should trust these people and ask for their help if needed.

Passport control desk

Upon their arrival at the airport in Cyprus, EU students must present to the immigration officer at the passport control desk their passport or EU identity card. Upon their arrival at the airport in Cyprus, Non-EU students must present to the immigration officer at the passport control desk the following:

1. Cash of at least €2.000 or \$2.400
2. Certificate of Admission (issued by the college and sent to the student).
3. A Receipt issued by the Bank / Western Union / Money Gram (in English) that the tuition fees have been sent to the American College. The bank receipt should clearly show the name of the student and the amount sent in Euro. A receipt issued by the College for the same amount should also be presented.
4. Entry permit (issued by the Migration Department and sent to the student) or entry visa (given at the Cyprus Embassy/Consulate/High Commission)
5. Copies of all documents submitted to the college for the issuance of the visa.

The student will be given a temporary resident permit (visa) for 15 days at the Airport. The temporary resident permit will be extended after the student's registration with the American College.

Exchange foreign currency into Euro

You may purchase euro from your local banks or from banks at airport upon your arrival in Cyprus. It is wise to exchange some of your foreign currency (e.g. US Dollars, British Pounds etc.) into euro at one of the banks located behind the passport control desks and inside the baggage claim area at the airport.

Transport to Nicosia

If you are not expecting anyone to pick you up, you can travel to Nicosia with one of the following ways:

Travel & Express Airport Intercity Taxi

Another option you can also use for travelling to Nicosia is the Travel & Express Airport Intercity Taxi at the price of 11 euro from Larnaca Airport or 23.40 euro from Paphos Airport which offers delivery at your final destination. All necessary information can be found at www.travelexpress.com.cy, or at the telephone +357 22730888.

Kapnos airport shuttle service

You can travel to Nicosia using the Kapnos airport shuttle service. You can pre-book your seat through the website www.kapnosairportshuttle.com or book your trip at the Kapnos Airport Shuttle desk you will find at the airport. You can board on the bus that you will find outside the arrival area of the airport to take you to Nicosia. Upon arrival at the company's central hub in Nicosia you can hire a taxi to take you to your final destination. The company offers more than 20 routes per day to and from the airports, at a price of 8 euro per route from Larnaca to Nicosia and 15 euro from Paphos to Nicosia.

Private taxi

In the case you want to hire a private taxi once you have gone through the customs control area, you can find a taxi outside the airport at any time of the day or night throughout the year. The ride to Nicosia, where the College is located, will take approximately 40 to 50 minutes depending on traffic. The fare is about €50 - €60 depending on the time of day you arrive (all taxis have a taximeter) and can be shared among passengers (if more than one). The taxi fare from Paphos airport is about €100 - €120 and the ride to Nicosia will take approximately 1 hour and 30 minutes.

American College Pick up service

If you would like to receive the 24-hour College's pick up service, you need to provide the College with all the necessary flight details (arrival date, arrival time and flight number) at least 1 week in advance. The pick-up service costs €50.

Arrive in Nicosia

If you arrive in Nicosia during College working hours (Monday to Friday 08:00 to 18:00) you are advised to visit the College in order to receive further assistance. The address and the telephone number of the College are:

Address: American College, 3 Omirou Avenue, Eleftheria Square, 1097 Nicosia.
Telephone: 22368000

If you arrive in Nicosia outside College working hours and you have not made any accommodation arrangements, you are advised to read the Housing and Accommodation section and make your accommodation arrangement at least for your first night in Cyprus. It is wise to stay at the hotel and visit the College on the next working day.

HOUSING AND ACCOMMODATION

Short-term accommodation

When students arrive in Cyprus usually find short-term accommodation for their first few nights until a suitable long-term accommodation is found. For their first few nights, students usually stay in one of the following hotels/hostels or with other students (if they know students who are already in Cyprus):

Visit the website www.airbnb.com which usually has available places to stay.

Asty Hotel (800 m. from American College)

Address: 12 Prigkipos Karolou, 2373 Nicosia, Cyprus

Telephone: +357 22773030

Fax: +357 22773311

www.astyhotel.com

Single Room: €46 per night (on bed and breakfast basis)

Double Room: €60 per night (on bed and breakfast basis)

Castelli Hotel (250 m. from American College)

38 Ouzounian Steet, 1504 Nicosia, Cyprus

Telephone: +357 22712777

Fax: +357 22680176

www.castellihotel.com.cy

Single Room: €93 per night (on bed and breakfast basis)

Double Room: €113 per night (on bed and breakfast basis)

Centrum Hotel (200 m. from American College)

15 Pasikratous Street, 1011 Nicosia, Cyprus

Telephone: +357 22456444

Fax: +357 22873560

www.centrumhotelcyprus.com

Single Room: €82 per night (on bed and breakfast basis)

Double Room: €93 per night (on bed and breakfast basis)

Classic Hotel (250 m. from American College)

94 Rigenis Street, 1513 Nicosia, Cyprus

Telephone: +357 22664006

Fax: +357 22670072

www.classic.com.cy

Single Room: €90 per night (on bed and breakfast basis)

Double Room: €110 per night (on bed and breakfast basis)

Delphi Hotel (150 m. from the American College)

24 Costaki Pantelidi Street, 1010 Nicosia, Cyprus

Telephone: +357 22665211

Fax: +357 22675678

www.delphihotel.eu

Single Room: €40 per night (room only)

Double Room: €50 per night (room only)

Royiatiko Hotel (250 m. from the American College)

27 Apollonos Street, 1010 Nicosia, Cyprus

Tel: +357 22445445

Fax: +357 22660016

www.royiatikohotel.com.cy

Single Room: €68 per night (on bed and breakfast basis)

Double Room: €80 per night (on bed and breakfast basis)

Xanthis Xenierou Hostel (300 m. from the American College)

15, Xanthis Xenierou Street, 1015 Nicosia, Cyprus

Telephone: +357 99373128

Single Room: €35 per night (room only)

Double Room: €49 per night (room only)

Note: You are advised to call your preferred hotel/hostel and make sure about the room price and availability before going there.

Long-term accommodation

Long-term accommodation is usually arranged in private flats or apartments. The Student Welfare Officer, will give you the guidance you need to find suitable accommodation through a network of real estate agents. Apart from that, notices of available flats or apartments are posted on all college notice boards. Also, one of the best sources to find suitable accommodation are in fact old students who might know of available flats or are looking for roommates themselves.

Rent, as well as living expenses, varies according to the life-style of each student. The lease for most housing is a minimum of twelve months and rent rates range from €120 to €450 per month depending on your requirements and the condition of the apartment. These rates do not include water, electricity or heating charges.

Below you may find some long-term accommodation options:

Apollonos Student Hall (250 m. from the American College)

42 Apollonos Street, 1010 Nicosia, Cyprus

Telephone: +357 22668800

Email: apollonoshall@panayides.com.cy

www.apollonoshall.com

Single Room: €210-260 per month (room only)

FIRST STEPS AT THE AMERICAN COLLEGE

Everybody working at the college has one goal: to make our new students feel at home. Please feel free to ask for any help you might need.

Finding your way

American College has two buildings the Blue (B) and the Red (R) buildings. Room numbers indicate the building and the floor where the room is located. For example, the Director of Administration can be found in room B106 (Blue building, 1st floor). Below you may find the room number or location of some of the important rooms and facilities:

Cafeteria.....	Red Building 3 rd Floor
Director of Academic Affairs.....	B411
Director of Administration.....	B106
Director of Admissions	B105
Gymnastic Center.....	B310
Library.....	Red Building 4 th Floor
Reception.	Blue Building 1 st Floor

Registration and enrollment in courses for new students

Once you arrive at the College you should go to the College reception and tell to one of the reception administrators that you are a new student who has just arrived at the College. You will be asked to present your certificate of admission together with your passport and pay all necessary fees according to the appropriate Tuition and Other Fees leaflet. Moreover, you will be provided with the Registration and Enrolment of New Students Procedure leaflet which explains in detail the particular procedure. Briefly, during this procedure:

- It will be examined if you need to take an English Placement Test
- You are provided with a set of information leaflets concerning Migration issues that informs you of what you are required to do in order to register with the Migration Department (not applicable for Cypriot students) and extent you Temporary Residence Permit in Cyprus and the College Academic Calendar.
- You are photographed, enrolled in courses and provided with your student identity card.

Dates when students can enrol in courses are shown on the College Academic Calendar. Enrolment in courses usually begins one week before the commencement of classes. Enrolment after the commencement of classes (late enrolment) is also possible but not recommended.

Enrollment in courses for old students

Dates when students can enrol in courses are shown on the College Academic Calendar. Enrolment in courses usually begins one week before the commencement of classes. Enrolment after the commencement of classes (late enrolment) is also possible but not recommended. For enrolment in courses you will need to approach the College reception, provide the reception staff with your student number and request to enrol in courses. You will be asked to pay your enrolment and other fees (if you haven't already paid) as shown in the Tuition and Other Fees for Cypriot students' leaflet (applicable to Cypriot students) and in the Financial Information for International and EU Students (applicable for international and EU students).

Reception staff will arrange for you to see your advisor who will ask you to:

- Provide your Enrolment Clearance Form. (Obtainable from the College Reception)
- Complete a Student Personal Data Form

Finally, you will enrol in courses and receive your Enrolment Form.

Choosing the right courses you should enrol in depends on some or all of the following:

- The Program of Study you are registered for and its recommended sequence of courses
- Any credits transferred for previous academic work
- Pre-requisites and core-requisites of courses
- The courses you have successfully completed

You should feel safe in the knowledge that your advisor who will assist you in enrolling in courses knows all the above and will provide you with the best possible choice.

Evaluation of previous academic work

If you have previously completed any courses at any other institution of higher education or possess any valuable qualifications such as GCE 'A' level and you wish to receive credit for your work, you must submit to the College reception the following documents in English:

- a) Completed *Application for Evaluation of Credits* (can be obtained from the College reception) together with the Evaluation of Credits application fee.
- b) Official transcripts.
- c) Description or syllabus of the course(s) completed.

Buying your books

At the first class meeting the instructors of the corresponding courses will provide you with all necessary details (place of purchase, price etc.) regarding the book(s) and other reading material you need for the course in question. Certain books can be purchased at the College, but most books can be purchased from nearby bookshops. Instructions on where to find these bookshops can be obtained at the reception. Below you can find a list of bookshops, which are located within close proximity to the College:

Mavromatis Bookshops

Prodromou 121, Strovolos 1306 Nicosia
Telephone: 77777650 ext. 110

Phillipides (Paper Works)

50 Kennedy Avenue, 1076 Nicosia
Telephone: 22879222
Fax: 22666972

Solonion Bookshop

24 Vizantiou Street, 2064 Strovolos
Telephone: 22666799
Fax: 22666997

Paying your fees

All payments of fees by International students are made at the Reception (Blue Building - 1st Floor) of the American College. All payments of fees by Cypriot and EU students are made at the Reception (Blue Building – 5th Floor).

Student identity card

All students have their photograph taken during their registration. Student identity cards can be collected from the College reception two working days after enrolment in courses. You are advised to carry your identity card with you at all times, as you will often have to produce your identity card before being serviced by any department of the College. The identity card is also needed for using the library and the computer laboratories.

IMPORTANT COLLEGE ISSUES

The American system of higher education may be different from the one you are used to. Many students are at first confused by expectations that may be very different from the education system in their own country. However, they soon adjust to the friendly atmosphere of the American College.

Affirmative action

The American College provides equal educational and employment opportunities, upon vacancy, regardless of sex, race, age, religion, national origin, marital/parental status, sexual orientation, or physical handicap. Students who feel they have been denied equal opportunity should bring their concerns to the Student Welfare Officer.

How to be a successful student

At the American College instructors expect their students to ask questions and use critical reasoning. They want students to respect their knowledge and opinions, but they usually prefer discussion and debate to respectful silence. Class participation is important. Silence may be understood as lack of interest or ability. Show respect by acknowledging the instructor's point of view and then offering your own.

Ask for help if you don't understand something. Instructors keep office hours for the purpose of helping students and it is considered normal to seek help or advice if you need it. The relationship between instructors and students is much less formal than in many countries, so don't be afraid to approach the teaching staff. Say you would like to see them to discuss a problem and request an appointment if they cannot see you immediately.

You will be given a book list for your course. You may be surprised by how long it is. Don't panic. You are not usually expected to read all the books on it from beginning to end. If you find it difficult to decide what the key reading materials are, ask your instructors.

In your writing, you will be expected to know when and how to 'paraphrase' or summarize another writer's ideas in your own words. You may find this difficult and be tempted to copy other people's work word for word. If you do this, you must acknowledge the source. Failure to do so is 'plagiarism' and is considered a serious offence in academic life. Borrowed words and ideas must be clearly documented.

It is a good idea to plan your time so that you avoid last minute panics over work to be submitted and also make time for rest and relaxation. Weekly or even monthly plans will help you meet your study targets without too much pressure.

You may find that studying at the American College is quite different from colleges in your own country. It is important to remember that you are not alone and that, as long as you are willing to ask for help, you will find someone who is willing to help you. If you feel you need help with Study Skills, talk to your instructors. They will do their best to help you.

Codes of College Conduct

Disorderly Conduct

Any disorderly behaviour consisting of:

- unruly gatherings
- disruptive behaviour
- excessive noise
- public intoxication

and other such behaviours, which are disruptive to the life of the College community, will be duly punished.

Theft

Any:

- theft
- possession of stolen property, including College property (laboratory equipment, furniture, library books etc.) or peer students' property (books, cell phones, bikes etc.)
- destroying, damaging or defacing of College or peer students' property

caught on camera or in person will be duly punished.

Dishonesty/Lying

Any intentional provision of:

- false information
- documents/records
- identification

will be duly punished.

Internet use in computer labs

Any:

- use of Internet services for the purpose of transmitting or storing material that may be construed as obscene, libellous or defamatory
- sending of offensive, harassing or defamatory messages
- viewing, downloading, printing or chat room involvement of obscene, pornographic or inappropriate materials

caught on camera or in person will be duly punished.

- If you use a computer for recreation, you **MUST** give it up for someone who is waiting to use it for work purposes.

Substance and Alcohol Abuse

- If you are found in the possession or under the influence of alcohol or illegal drugs on College premises, disciplinary procedures will be actioned immediately.

Academic dishonesty

Defining academic dishonesty

Academic dishonesty consists of the following acts:

Cheating – Using or attempting to use unauthorized materials, information or study aids in any academic exercise. For example, using books or notes during closed-book examinations, or using examination answers or questions provided by other students, or electronic devices to provide notes or cheat papers, etc.

Fabrication – Unauthorized falsification or invention of any information or citation in an academic exercise. For example, changing collected data to meet the hypothesis, listing a research source that does not exist, listing a quote that does not exist, etc.

Plagiarism – Presenting the words or ideas of another person as one's own in any academic exercise. Examples include, but are not limited to, when a student:

- borrows the words, sentences, ideas, conclusions, and/or examples from a source (a book, an article, another student's paper, etc.) without appropriately acknowledging the source (without clear citing of the source);
- fails to use quotation marks appropriately;
- copies materials from a website and incorporates them into a piece of academic work without citation (also known as copy and paste);
- submits a piece of academic work which has been written by someone other than him/herself;
- submits a piece of academic work prepared in collaboration with another person without the knowledge and prior approval of the tutor (legitimate forms of collaboration, such as collaboration in group projects do not require any approval);
- buys a piece of academic work (papers, projects, essays, assignments, etc.); and
- aids another student in plagiarizing a piece of academic work as defined above.

Interference – Hindering the performance of another student.

Multiple submissions – Submitting the same written work for more than one course for a grade without the knowledge or permission of the faculty member involved.

Complicity – Failing to report incidents of academic dishonesty to the particular faculty member.

Facilitating academic dishonesty – Helping or attempting to help another student to violate academic honesty. Examples include, but are not limited to, giving any individual other than the faculty member your completed assignment, suggesting ways to cheat or plagiarize, sharing test answers or questions with other students.

Penalizing academic dishonesty

Students found guilty of any form of academic dishonesty will subject themselves to sanctions ranging from receiving lower marks than those they would have otherwise received to receiving no marks for the particular assessment. This applies also to the final examination scripts for which an Examination Rule-Breaking Incident form has been completed.

Faculty members may at times have to deal with cases of suspected cheating in an examination. In other words, it looks as if the examination scripts of two or more students are identical to some extent although they have not been caught copying from each other. In these cases, faculty members should make a note on the script and subtract certain points from all the scripts in question.

Referencing and plagiarism

Students need to follow the College Referencing Guidelines.

Faculty members must be aware that it is sometimes difficult to identify plagiarism, especially nowadays where one can find anything on the internet, however every reasonable effort and measures must be taken in order to check that a piece of academic work handed in to them has not been plagiarized. They have the right to ask the student to present other evidence, such as notes to prove to them that the project has been prepared by the student and not anyone else. In addition, they may check any references or footnotes to find out whether a piece of academic work has not been plagiarized or to check its accuracy. They must also be aware that nearly perfect pieces of academic work are suspicious. In addition, incomplete or inaccurate footnoting can prompt suspicion of plagiarism.

A faculty member who feels that a piece of academic work has been plagiarized he/she should deduct the number of marks he/she believes will result in a fair grading of the academic work. Plagiarism should be penalized according to the degree of plagiarism. A tutor may decide the number of marks to be reduced on his/her own or he/she may consult his/her Department Head.

If a student wishes to appeal a tutor's ruling of plagiarism (feels that his/her piece of work has not been plagiarized or that the marks deducted were too many) he/she may discuss the issue firstly with the particular faculty member and then (if the student remains unsatisfied with what the faculty member has told him/her) with the Department Head responsible for the particular course. If following the discussion with the Department Head the student still feels that the mark received was unfair he/she can make a written request to the College Director (within four weeks of the date the academic work has been returned to the student) for the issue to be discussed in the Disciplinary Committee meeting. The outcome of the Disciplinary Committee is final.

Faculty members must be able to distinguish incorrect referencing from plagiarism. Incorrect referencing means that simply a student has referred to the sources of the information used to prepare his/her academic work but the referencing was done incorrectly. This does not constitute plagiarism. Incorrect referencing is generally not a serious offence but it must be penalized to some extent especially in projects where a percentage of the overall mark is based on correct referencing. Incorrect referencing must be penalized in the case of the MBA thesis and independent study projects. Supervisors have the responsibility to point out to students how proper referencing is done. In addition, they have the responsibility to bring to the attention of a student when a piece of work is not correctly referenced and ask him/her to make the necessary corrections before he/she submits the project or thesis. Faculty members are requested not to penalize to a great extent students for incorrect referencing in academic works other than the MBA thesis and independent study projects.

Quality Assurance

It is the College's policy to engage students in Quality Assurance matters so to maintain and improve the quality of education provided by the College. Students participate in the Quality Assurance Committee which meets at least once in each academic year, with two students as representatives; an undergraduate students' representative and a postgraduate student's representative. Further, each student can take an active role in improving the quality of Education at the College by participating in various evaluation processes. Towards the end of each semester, students complete the "Students' Faculty and Course Evaluation Form" for every course they take during the semester, and upon their enrolment into the new semester courses, students are asked to complete the "Students' Facilities and Services Evaluation Form" which aims at evaluating aspects such as the Library, the Online Library, the Online Learning Platform, the Librarian, Laboratories, Classrooms, Cafeterias, and other services offered to students (academic advising, welfare, etc).

Adding or dropping a course

A student has the right to add or drop a course he/she is enrolled in by the end of the second week of a semester or by the end of the first week of a Summer session. A student wishing to add or drop a course must consult his/her advisor. If his/her advisor agrees, then he/she needs to complete an Application to Add/Drop a Course and submit it to the College reception. The date of adding/dropping a course will be considered to be the date on which the application was submitted to the College reception provided that the application is approved. Until the Application to Add/Drop a Course is approved, a student is considered to be enrolled in the course he/she applied to drop. A student cannot drop a course merely by stopping attendance. Failure to comply with the Add/Drop a Course procedure may result in a grade of "F" being assigned for the particular course on the student's transcript. Adding or dropping a course is not possible for distance learning courses.

Withdrawing from a course

A student has the right to withdraw from a course he/she is enrolled in after the end of the add/drop period but not later than the end of the eighth week of a semester or not later than the end of the third week of a Summer session. A student wishing to withdraw from a course has to complete an Application to Withdraw from a Course and submit it to the College reception. The date of withdrawal will be considered to be the date on which the application was submitted to the College reception provided that the application is approved. Until the Application to Withdraw from a Course is approved, a student is considered to be enrolled in the course from which he/she applied to withdraw from. A student cannot withdraw from a course merely by stopping attendance. Failure to comply with the Withdraw from a Course procedure may result in a grade of "F" being assigned for the particular course on the student's transcript.

Retaking Courses

If a student repeats a course, only the most recent grade will be included in the computation of a student's CGPA. The grade previously received will however, be listed at all times on the student's permanent academic record and transcript.

Makeup Examinations

Students can request a re-examination:

1. When have failed an examination/a course
2. When have missed an examination due to medical reason or other emergency

1. Students who have failed an examination/a course

Eligibility: Students who have failed an examination/a course, have the opportunity for re-taking the examination, during the resit period, which occurs one-week prior to the beginning of the new semester (two resit periods during an academic year).

Frequency: Students have the possibility for taking 1 re-examination per course. If they do not succeed in receiving a passing grade, then they must retake the Course.

Process: To apply for a make-up examination, students need to visit their academic advisor, and complete a Make-up Examination Request form and submit it for approval to the Office of Student Affairs. They will be notified shortly on the resit days, times, and other details.

2. Students who have missed an examination due to medical reason or other emergency

Eligibility: Students who have missed an examination due to medical reason or other emergency, have also the opportunity for re-taking the examination, during the resit period, which occurs one-week prior to the beginning of the new semester (two resit periods during an academic year).

Frequency: To apply for a make-up examination, students need to visit their academic advisor, and complete a Make-up Examination Request form and submit it for approval to the Office of Student Affairs. They will be notified shortly on the resit days, times, and other details.

Process: The office of Student Affairs may grant make-up examinations to those students who miss an examination as a result of a medical problem or a personal emergency. In this case, re-taking examinations does not remove the rights of students for taking 1 re-examination per course, in the case of failure, as per point 1 above.

Graduation Requirements

For a student to graduate he/she must have:

1. Completed all credit requirements of the particular program of study;
2. Completed at least 60 ECTS credits at the American College for a Master Degree or a Bachelor Degree or a Higher Diploma and at least 30 ECTS credits at the American College for a Diploma or a Certificate;
3. A CGPA of at least 2.00 in the case of a bachelor or a master degree and at least 1.70 in the case of a diploma; * and
4. No financial or other obligations towards the College.

* There is no minimum CGPA requirement for vocational programs of study.

How grades are calculated and what is a GPA

Grading system

Grades are calculated in percentages with letter equivalents as in the table below.

% Grade	Grade	Grade Meaning	Grade Points per Credit
90-100	A	Excellent	4.00
85-89	B+	Very Good	3.50
80-84	B	Good	3.00
75-79	C+	Above average	2.50
70-74	C	Average	2.00
65-69	D+	Below Average	1.50
60-64	D	Poor	1.00
Below 60	F	Failure	0.00
	W	Withdrawal	0.00
	I	Incomplete	0.00
	TR	Transfer Credits	0.00
	AU	Audit	0.00

- The grade of “**F**” does not earn any grade points. This grade is given for a course failed.
- The grade of “**W**” indicates withdrawal from the course.
- The grade of “**I**” means incomplete and is assigned by the instructor only when a student has maintained satisfactory performance in a course but was unable to complete a major portion of the assessment (e.g. mid-term examination, project, final examination) and the reasons given were acceptable to the instructor.
- The grade of “**TR**” refers to courses transferred from other colleges or universities. The number of credits attempted for such courses do not enter into the computation of the Cumulative Grade Point Average.
- The grade of “**AU**” refers to courses students registered on an Audit basis. Students who wish to expose themselves to the material taught in a course without receiving credit or being assessed may choose to audit a course. Regular fees and registration procedures are required but the student is not assessed in any way, so no grades or credits are assigned. Students must designate their intent to register on an Audit basis at the time of registration.

Grade Point Average

A **Student’s Grade Point Average (GPA)** shows the average performance for the semester. It is determined by multiplying the number of credits of each course by the quality points earned for it and dividing by the total number of semester credits.

Example of a GPA Calculation

Course	Letter Grade	ECTS Course Credits	x	Quality Points		Total Quality Points
CSC101 Introduction to Computing	B	6	x	3	=	18.00
CSC102 Computer Applications	A	6	x	4	=	24.00
ENG101 English Communication	C+	6	x	2.5	=	15.00
MGT101 Principles of Management	B+	6	x	3.5	=	21.00
MTH101 Mathematics	D	6	x	1	=	6.00
Total Credits =30			Total Quality Points = 84.00			

Total number of quality points (**84.00**) divided by the total number of **ECTS** credits (**30**) equals the Grade Point Average (GPA). In the above example $GPA = 84/30 = 2.80$

Your Cumulative Grade Point Average (CGPA) is computed in the same way and includes all courses taken in all the semesters and sessions. The total record of a student's progress can be requested from the College reception in the form of a transcript.

Transcript of Academic Record

Students may request a transcript of their academic record by completing and submitting a Transcript Request form to the College reception. All transcripts are signed and bear the official College seal. Transcripts are issued as follows:

During teaching or holiday weeks of a semester/session	All students enrolled in an ongoing semester/session are eligible to apply for a transcript.
Between the start of the final examinations of a semester/session and the date when grades are given out to students grades are being processed	No Transcript Request forms are accepted and no transcripts are issued to students who are/were enrolled in the semester/session for which grades are being processed.
During periods other than the above	Transcript Request forms are accepted and transcripts are issued to students with no outstanding financial obligations towards the College.

Financial assistance for high academic performance at the American College

Scholarships are offered to students who demonstrate exceptional academic achievement while at the American College. The scholarships are in the form of a tuition fee discount for one academic semester, the amount of which varies according to the schedule below:

Cumulative GPA	Tuition Reduction for	
	Academic Programs	Vocational Programs
4.00	50%	20%
3.75 - 3.99	20%	10%
3.50 - 3.74	10%	10%

Eligible for this type of financial aid are students who:

1. Are enrolled into courses in the semester/session for which they are applying for the scholarship.
2. Were enrolled for at least 30 ECTS Credits during the preceding semester.
3. Have completed a minimum of 60 ECTS credits at the American College.

STUDENT SERVICES AND ACTIVITIES

Orientation

Orientation is an important service administered to all new students during their first days at the College. New students are required to attend orientation seminars held during enrolment periods, whose main objective is to:

- a) Ease the students' way to college life by eliminating all obstacles that might interrupt their educational progress.
- b) Make students aware of and experience all on and off-campus opportunities for personal, social, cultural and intellectual development.

During the orientation seminars you are exposed to a variety of information relating to your studies and the College in general. You learn about the College structure and its operations and become acquainted with its officers and staff. Moreover, you are exposed to and thoroughly briefed on issues such as your rights and responsibilities and on matters such as academic regulations, assessment and grading. Orientation concludes with a tour of all College facilities.

Helping you with personal problems

If something is troubling you, if you are feeling down, or even if you need to chat, the Student Welfare Officer is the person to go and seek advice. The officer will try to help you, the best way he/she can. Always remember that each case is treated in the strictest confidence.

International student advisory service

The Student Welfare Officer provides information, advice and confidential counseling to international students and their families. This College should be your "home away from home". If we don't know the answer to your question, we will find someone who does. If you have any problems or need information, phone 22661122 or email stella.georgiou@ac.ac.cy to make an appointment, or just call in at the College reception.

Receiving your mail

Your family and friends can write to you at your accommodation address or at the College's address. It is absolutely necessary to give them your postal code for letters to reach you. The address of students, wishing to receive their mail through College, should read as follows:

Student's Name (Student Number)
c/o American College
P.O.Box 22425
1521 Nicosia
Cyprus

Lost and found

The College reception keeps all lost and found items delivered to its offices for one month. Thereafter, non-valuable items are thrown away and items of value are donated to charities and non-profit organizations. If you find or lose an item, please contact the College reception.

Notice Boards

The College official notice board, where all announcements made by the College administration are placed, can be found on the third floor of the Red Building and first floor of the Blue Building. Students are advised to regularly read the announcements on these notice boards. There are a number of unofficial notice boards that can be found in the College cafeteria (Red Building) and one in the fourth floor (Blue Building). Students can use the unofficial notice board to pin any announcement (buy/sell, roommates etc.).

Requesting a service

The College administration staff is entirely devoted to serving the needs of students at the American College. Some of the services they offer are the following:

- Transcripts
- Grade Reports
- Enrollment Letters
- Recommendation Letters
- Confirmation Letters for Tax, Government Subsidy, Army, Civil Service, Immigration and other purposes
- Attestation

All students requesting a service must approach the College reception and explain to a reception officer what their request is. They will then be asked to complete the relevant form and submit it to the reception along with the relevant fee, if any. To receive the above mentioned documents from the College reception, students must always show their student cards and receipts.

Students should allow 3 to 5 working days from the time of their request for its completion.

Students' Union

The American College Students' Union is an independent body elected by the students at the start of the Fall Semester. It is responsible for organizing numerous activities, trips, excursions etc. and it is highly recommended that you become an active member.

Clubs and organizations

Classes and studying are just a part of life at the American College. Students of the American College have the opportunity to use special talents and interests by joining various extra-curricular clubs and organizations. Participation in such clubs enhances the quality of College life and fosters respect for personal and cultural diversity. Active clubs of the College include:

- Journalist Club
- Music Club
- Photography Club

- Cyprus Tour Club
- Dance Club
- Sports Club
- Basketball Club
- Chess Club
- Pool Club
- Foosball Club
- Football Club
- Futsal Club

Feel free to join a club or start one of your own interests by informing the Student Welfare Officer.

Activities

The American College organises various activities though the year below are some of the activities that the students can participate in:

- Various Excursions
- Welcome Parties
- Christmas Party
- Easter Party
- Cultural Festival
- Futsal Antiracist Tournament
- Movie Afternoon

CYPRUS AND ITS CITIES

Cyprus, an island-republic in the Eastern Mediterranean, stands at the crossroads of three Continents, Europe, Asia and Africa. Its history and culture are a living proof of its age-long function as a bridge between people and civilizations of Southeast Europe and the Middle East.

Today Cyprus is a modern state enjoying a democratic system of government with a president and a House of Representatives. Despite an invasion by neighboring Turkey in 1974, which still occupies about 37% of its territory, Cyprus has managed to develop its economy to such an extent that it now constitutes a significant regional financial hub. Students who wish to visit the occupied side of Cyprus should have their passport and valid student visas with them.

Nicosia

Nicosia, also known by its medieval name of Lefkosia, has a population of about 330.000, by far the biggest city on the island. Nicosia hosts the seat of government, the House of Representatives, the Supreme Court, the Archbishopric of the Greek Orthodox Church, Government services and foreign Embassies, High Commissions and Consulates.

Nicosia has the unenviable legacy of being the last divided capital not only of Europe, but indeed the world, following the fall of the Berlin Wall in 1989 and the reconciliation of feuding factions in Beirut in the early 1990's.

Places of interest

- Cyprus Archaeological Museum
1 Museum Str.
Tel: 22865854
Opening Hours:
Tuesday - Friday: 08:00 - 18:00
Saturday: 09:00 - 17:00
Sunday: 10:00-13:00
Monday: Closed
Entrance Ticket: €4.50 (Students showing student card is Free)
- The House of Chatzigeorgakis Kornosios - Ethnological Museum
20 Patriarchou Gregoriou Str.
Tel: 22305316
Opening Hours:
Tuesday, Thursday & Friday: 08:30 - 15:30
Wednesday: 08:30 - 15:30
Saturday: 09:30-16:30
Monday and Sunday: Closed
Closed on Public Holidays
Entrance Ticket: €2.50 (Students showing student card is Free)
- Ledra Museum – Observation
Ledra Street, Shakolas Tower
Tel: 22679369,22674139
Opening Hours:
January - March: 10:00 – 17:00, Except Sundays: 11:00 – 17:00

April: 10:00 – 18:00, Except Sundays: 11:00 – 18:00

May - September: 10:00 – 19:00, Except Sundays: 11:00 – 19:00

October: 10:00 – 18:00, Except Sundays: 11:00 – 18:00

November - December: 10:00 - 17:00, except Sundays: 11:00 - 17:00

Entrance Ticket: €2.50

- Cyprus Postal Museum
3B Agiou Savva Str.
Tel: 22304711/22760522
Opening Hours:
Monday - Friday: 09:00 - 15:00
Saturday: 09:00 - 13:00
Sunday: Closed
Free Entrance
- Museum of the History of the Cypriot Coinage
Faneromenis, 86-88-90
Tel: 22128175
Opening Hours:
Monday - Sunday 10:00 - 19:00
Public Holidays: Closed
Free Entrance

Limassol

The city of Limassol is situated in a picturesque location on the shores of the Bay of Akrotiri in the narrow coastal plain, between the two ancient city kingdoms of Amathus to the east and Kourion to the west. It is within an hour's drive from the capital Nicosia to the south, the port cities of Larnaka to the east and Paphos to the west and the main mountain resorts of the Troodos range.

Limassol is today the island's second largest city with a population of approximately 237.000, the most important tourist and commercial center and the biggest port.

Places of interest

- Limassol Medieval Fortress (Castle), Cyprus Medieval Museum
Near the old harbour
Tel: 25305419
Opening Hours:
Monday – Friday: 08:00 – 17:00
Saturday: 09:00 - 17:00
Sunday: 10:00 - 13:00
Entrance Ticket: €4.50 (Students showing student card is Free)
- Limassol District Archaeological Museum
Anastasi Sioukri & Vyronos, 5
Tel: 25305157
Opening Hours:
Monday - Friday: 08:00 - 16:00
Weekends: Closed
Entrance Fee: €2.50 (Students showing student card is Free)

- Kourion Archaeological Museum
Limassol /Episkopi Village
Tel: 25932453
Opening Hours:
Monday - Friday: 08:00 - 15:30
Saturday and Sunday: Closed
Entrance Fee: €2.50

Larnaca

The modern city of Larnaca is built on the shores of the bay of Larnaca in the southeast of the island, a few kilometers to the north of the ancient kingdom of Kition. It has a population of about 144.200 and ranks third in size among the island's settlements, after Nicosia and Limassol. Almost half of the inhabitants of the city are refugees, mainly from the neighboring Famagusta district.

Places of interest

- Larnaca Municipal Cultural Center
Evropis Square - Seafront Promenade
Tel: 24658848
Opening Hours:
Daily: 09:00 - 13:00 & 16:00 - 19:00 (15:00 – 18:00 Winter period)
Saturday: 10:00 - 13:00
Sunday: Closed
Free Entrance
- Byzantine Museum of Agios Lazaros Church
Agios Lazaros Square
Tel: 24620858
Opening Hours:
Monday – Saturday: 08:15 - 12:30 / 15:00 - 17:30
Wednesday and Saturday afternoon: Closed
Sunday: Closed
Entrance: €1.00
- Larnaca District Archaeological Museum
Kalogreon Square
Tel: 24304169
Opening Hours:
Monday - Friday: 8.00 - 16.00
Saturday: 9.00 - 16.00
Sunday: Closed
Entrance Fee: €2.50 (Students showing student card is Free)
- The Pierides Foundation Museum
4 Zinonos Kitieos Str.
Tel: 24145375
Opening Hours:
Monday - Thursday: 09:00 - 16:00
Friday - Saturday: 09:00 - 13:00
Sunday: Closed
Entrance Fee: €3.00 (Students showing student card is €1)

Paphos

The city of Paphos, with a population of 90.200, is situated on the southwest coast of the island. According to legend, it is the birthplace of the Greek Goddess of Love, Aphrodite. It was founded by King Kinyras in 1400 BC. The port of Paphos was built by Nicocles, the last king of Paphos, at the time of Alexander the Great. It became the capital of the island, replacing Salamis during the Hellenistic Period, as its masters, the Ptolemies, favoured a location closer to their capital, Alexandria. The Romans retained Paphos as the seat of the Roman Governor. It was there that Apostle Paul converted the Roman Governor of the time, Sergius Paulus, to Christianity. The city contains many catacomb sites dating back to the early Christian period.

Places of interest

- Sanctuary of Aphrodite, Palaipaphos
Kouklia Village
Tel: 26432155
Opening Hours:
April 16 - September 15, daily: 08:30 - 19:30
September 16 - April 15, daily: 08:30 - 17:00
Entrance Fee: €4.50 (Students showing student card is Free)
- Paphos Roman Mosaics
Paphos Archaeological Park
Tel: 26306217
Opening Hours:
April 16 - September 15, daily: 08:30 - 19:30
September 16 - April 15, daily: 08:30 - 17:00
Entrance Fee: €4.50 (Students showing student card is Free)
- Paphos District Archeological Museum
43 Griva Digeni Str.
Tel: 26955801
Opening Hours:
Monday - Friday: 8.00 - 16.00
Saturday and Sunday closed
Entrance: €2.50 (Students showing student card is Free)
- Tombs of the Kings
Kato Paphos Tombs of the kings Ave
Tel: 26306217
Opening Hours:
April 16 - September 15, daily: 08:30 - 19:30
September 16 - April 15, daily: 08:30 - 17:00
Entrance Fee: €2.50 (Students showing student card is Free)

Famagusta

The origins of the town of Famagusta date back to 2000 B.C when a settlement called Alasia was built in the area. Other towns that were built later in the area like Arsinoe, Salamis (another important Greek city in Cyprus and in the region) and Constantia are also considered to be the predecessors of Famagusta. It is located in a bay between Capes Greco and Eloea, east of Nicosia.

- Protaras Aquarium
Paralimni Area
Tel: 23741111
Opening Hours:
April - October: 10:00 - 18:00
November - March: 09:00 - 16:00
Entrance fee: €14.00 (Students showing student card is €12.60)

- “Thalassa” Municipal Museum of the Sea
14 Kryou Neroy Ave.
Tel: 23816366
Opening Hours:

June 01 - September 30

Monday: 09:00 - 13:00

Tuesday - Saturday: 09:00 - 17:00

Sunday: 15:00 - 19:00

October 01 - May 31

Monday: 09:00 - 13:00

Tuesday - Saturday: 09:00 - 17:00

Sunday: Closed

Entrance Fee: €4.00 (Students showing student card is €2.50)

LIFE IN CYPRUS

Facing a different culture

Coming to Cyprus as a foreign student will open a new chapter in your life. You will face different people, new surroundings, different food, a new culture. It is only natural then to feel out of place, to feel disoriented, confused and overwhelmed by the newness of sights, sounds, and behaviours. You are facing a “culture shock”. Do NOT panic! It is all part of the process of experiencing a new country at a new stage in your life. It is a step forward that will make you stronger and more complete. In addition, the people of Cyprus are known for their friendliness, openness and hospitality. Be open, as well, and do not be afraid to approach them.

Primarily, what can be considered as the core reason for the occurrence of Culture Shock is when new students omit considering the factor of transferring themselves into a totally new non-material culture. In turn, this situation also gives rise to the possibility of not being able to adapt to what is referred to as Cultural Diversity. In other words, people visit a different country and expect that their own ways of social function are the same as in their own countries and cultures, something that it is not true.

A non-material culture is in fact one of the areas which must be seriously considered and studied by new students prior to their visiting any new country, as well as upon their arrival. It includes important issues such as the following: the way of life in the new society, the way of thinking which exists in a new country regarding obeying the laws set by the state, the respect towards the peoples’ own cultural beliefs and traditions (*e.g., in Cyprus one will find mostly a Hellenic-Orthodox Christian culture*). In addition, one must become adapted to *social norms* (*e.g., common values amongst the people in what is considered as acceptable and unacceptable social behaviour*), *social mores* (*e.g., most serious social norms such as criminal behaviour against other people in society*), *values* (*life guiding principles which are strongly preserved by people as far as what is considered good and what is bad*), and overall a person’s behaviour towards the rest of the society. Moreover, one can understand better the society’s non-material culture if he pursues a basic orientation of history. For example, in Cyprus one should know that the Hellenic culture exists for thousands of years, as well as the fact that since 1974 half of the island (36%) is under Turkish occupation due to Turkish invasion, which occurred during the summer of the same year. Because of the Turkish invasion in 1974, there are 200,000 Greek Cypriot refugees living in the free part of Cyprus, as well as the fact that there are 1619 missing persons. In addition, in 2004, Cyprus became a full member of the European Union and thus it follows European laws and regulations regarding all areas in the free part of the island.

Aside from the above, new students should seek advising, support, and guidance from the College’s experienced personnel in dealing with a variety of questions that might come up regarding their new place of living. In addition, as in all countries and societies, everyone should maintain a factor of cautiousness with their everyday life and socialization, and keep in mind that in the possibility that any type of problems come up, they should report these problems to their advisors and personnel of the College for further assistance and guidance.

Culture shock tips:

- Face the change in a calm and positive attitude; you will quickly get accustomed
- Appreciate the new culture and learn as much as you can from it
- Talk to locals, make new friends and share your own culture with them

- Talk to the Student Welfare Officer about what you are facing. Maintain a factor of cautiousness with your everyday life and socialization, and keep in mind that in the possibility of any type of problems seek the counselling/guidance that we are here to provide you with

Language

Greek is the national language of the island. However, English is widely spoken everywhere.

Currency

The euro (€) is the official currency of Cyprus. The euro is divided into 100 cents. The coins are issued in €2, €1, 50-cent, 20-cent, 10-cent, 5-cent, 2-cent, and 1-cent denominations. The euro banknotes are issued in €500, €200, €100, €50, €20, €10, €5. You may purchase euro from your local banks or from banks at airport upon your arrival in Cyprus.

Government offices' opening hours

All government offices are open to the public Monday to Friday from 07:30 - 08:30 to 15:00 - 16:00. Citizen Service Centers are open Monday - Friday 08:00 - 17:00.

Shopping and going round the city of Nicosia

Nicosia has all the advantages of a city without most of the problems. As the city center is very conveniently organized, you can find anything you need within a small area and without getting lost! Shop opening hours vary depending on their type and location and whether they are located in urban, tourist or rural areas.

Opening hours for most shops in Cyprus are as follows:

June to end of August Monday to Friday: 09:00 to 14:00 & 16:00 to 20:00

Wednesday: 09:00 to 14:00

Saturday: 09:00 to 15:00

Sunday: closed

October to May Monday to Friday: 09:00 to 13:00 & 14:30 to 19:00

Wednesday: 09:00 to 14:00

Saturday: 09:00 to 15:00

Sunday: closed

Many of the large supermarkets are sometimes open for longer hours. You are advised to consult individual shops for weekend opening times.

There are small local “corner” shops in most areas, which stay open until late at night throughout Monday to Saturday every week. They sell a variety of basic ingredients but are often a little more expensive than supermarkets. Ask someone where there is one near your accommodation.

Some of the biggest supermarkets in Nicosia are listed below:

Debenhams Central Store (500 m. from the American College)

18 Kritis Street,

1061 Nicosia

Telephone: 22758801

Alpha Mega Supermarket

3 Nicou Kranidioti Street,
Engomi, 2433 Nicosia
Telephone: 22793700

Athienitis Supermarket

26 Kennedy Avenue, 1046 Nicosia
Telephone: 22877909

Sklavenitis Supermaket (The Mall of Cyprus)

190 Nicosia,
2236 Latsia, Nicosia
Telephone: 22570970

It is advisable to call your preferred supermarket and ask for its opening hours as opening hours of different supermarkets vary.

Makarios Avenue

A long Avenue with one end near the Hilton Hotel and the other near Eleftheria Square. This is the main shopping street of the capital. It is most popular with shoppers of all ages, local and foreign, as it includes a large department store (Debenhams) and it also incorporates outdoor cafés along its length. The range is diverse and prices vary accordingly. There is an interesting mix of High Street names (Topshop, Zara and Mango among others) as well as more exclusive boutiques such as Max Mara, Timinis and Guess. Here you will also find branches of United Colors of Benetton and Marks and Spencer. If you follow Makarios Avenue to its end, you will find some designer shops for men. Turn right to go to Eleftheria Square, which leads to the center of the city.

Themistokli Dervi and Evagorou Streets

You will get to Evagorou Street by turning left at the end of Makarios Avenue. It is an extension of Makarios Avenue and it includes sports and leather good shops, as well as a Starbucks cafe. Sportswear is also available in shops on Themistokli Dervi Street, which you will reach by turning left at the first traffic lights on Evagorou Street. There are also various attractive boutiques.

Ledra and Onasagorou Streets

These are parallel streets in the old, pedestrianized part of Nicosia near Eleftheria Square. An interesting ramble will lead you past ice cream parlours and cafés, shops selling textiles and leather goods, as well as some jewellers and small shops specializing in arts and crafts. Moreover, you can find an H & M department store on Ledra Street.

Laiki Ytonia

Close to Ledra and Onasagorou Streets there is a charming quarter, which was restored by the Municipality of Nicosia in 1983 and is quite popular with tourists. The visitor can stroll along narrow streets, go past restored traditional houses of the 19th and early 20th centuries, or even watch craftsmen at work. There is a plethora of cafés, restaurants, taverns, small craft and souvenir shops in that part of the city, a part translated as “Folk Neighborhood”.

Open Market

A colorful, open-air market takes place every Wednesday in Eleftherios Venizelos Square, otherwise known as the “OHI” Square. It can be reached by following the Walls of Nicosia past the Town Hall and the Post Office, away from Eleftheria Square.

Sales periods

There are two sales periods in Cyprus, a summer sale that begins in the middle of July till August, and a winter sale, which begins the second week of January.

V.A.T.

Cyprus has a V.A.T. (Valued Added Tax) of 19% on almost all items that you purchase (except food stuffs). All shops include the V.A.T. in the displayed price.

Eating Out

Studying and going to classes is only a part of your life. In Nicosia, there are many restaurants, serving a wide range of international food. Eating out can in some cases is a bit expensive, but there are nice cheap restaurants all around the town. Apart from restaurants serving local cuisine, there are many Indian, Chinese, African, American and Italian restaurants.

Clubs, bars and pubs in Nicosia

Clubs are a very popular place for students especially during Friday and Saturday nights. Pubs are more traditional, offering a range of alcoholic and non-alcoholic drinks. Many pubs serve good cheap food. When going to a pub or a bar, not only in Nicosia but also in the other towns in Cyprus, it is better to order your drink and pay immediately rather than at the end of the evening. Some very popular clubs, bars and pubs are listed below:

Café Mercedes

51 Ledras Street, 1011 Nicosia, Nicosia
Telephone: 22270777, 99555156

Red

15 Dionyssou Street, Nicosia
Telephone: 99 059257

Hugo Bar

59 Agiou Nikolaou Street, Egkomi
Telephone: 22250035

Patio Cocktail Bar

55 Megalou Alexandrou Street, Nicosia
Telephone: 22664488

Cinemas in Nicosia

Going to the cinema is a fun and cheap way to spend your evening. At all cinemas you can watch all the latest American movies at either about 19:30 or at the later show at 22:00. The cinema ticket is about €8.00. Film premiers run on Fridays. Films are in English with Greek subtitles. For the detailed program of each cinema it is a good idea to call the cinemas or check one of the local daily newspapers. Some of the cinemas in Nicosia are listed below:

K Cineplex

8 Makedonitissis Street,
4025 Nicosia
Telephone: 77778383

K Cineplex (Mall of Cyprus)

3 Verginas Street,
2025 Strovolos
Telephone: 77776255

Banking facilities

Bank branches of all major banks in Cyprus are in close proximity to the College and are open to the public during the following hours:

Bank of Cyprus

Eleftheria Square
P.O. Box 21472
1599 Nicosia
Telephone: 22125750

Monday to Thursday: 8:00 - 14:30
Friday: 8:00 - 14:00

Hellenic Bank

1 Leoforos Evagorou
P.O. Box 21022
1595 Nicosia
Telephone: 22501000

For months: May – September
Monday to Friday: 8:15 - 13:30

For the rest of the Year:
Monday: 8:30 - 13:30 & 15:15 - 16:45
Tuesday to Friday: 8:30 - 13:30

National Bank of Greece (Cyprus)

Omirou & Evagorou Avenue
P.O. Box 21330
1506 Nicosia
Telephone: 22674640

Monday to Thursday: 8:00 - 14:30
Friday: 8:00 - 14:00

Alpha Bank Cyprus Ltd

Alpha Bank Building
3, Lemesou Ave.
2112 Aglantzia, Nicosia
Telephone: 22888888

Monday to Thursday: 8:00 - 14:30
Friday: 8:00 - 14:00

Astrobank

1 Spyrou Kyprianou Avenue
1065 Nicosia
Telephone: 22575500

Monday to Thursday: 8:00 - 14:30
Friday: 8:00 - 14:00

Banks are closed during weekends and Public Holidays. ATM's (Automatic Teller Machines) are available 24 hours a day.

In case you need assistance as to obtaining your banking facilities in Nicosia, the Student Welfare Officer will do its best to help you.

Credit cards

If you possess any of the following international credit cards, you may withdraw cash from one or more of the local banks as follows:

	Visa Card	Diners Club, Carte Blanche	Eurocard Master Card	American Express
Bank of Cyprus	•	•	•	•
Hellenic Bank	•	•	•	•

Alpha Bank	•	•	•	
National Bank	•	•	•	
Astro Bank	•	•		•

More than 10.000 shops, restaurants and hotels accept at least one of the above Credit Cards. Usually the card symbol accepted by a shop is displayed on the shop window or at the reception. Euro-cheques and traveller's cheques are also accepted by all banks, shops, restaurants etc. (international students need to produce their passport).

Lost Credit Cards

In case you lost your credit card, you can call JCC Payment Systems Ltd, at 22868000 and at the same time contact your bank to report the lost card.

For further information regarding credit cards you may contact:

JCC Payment Systems Ltd

1 Stadiou Street, 2571 Nisou, P.O Box 21043, 1500 Nicosia

Tel: 22868000

Fax: 22868111

Transportation information

Distance between major cities

	Nicosia Km	Limassol Km	Paphos Km	Larnaka Km	Troodos Km	Agia Napa Km	Paralimni Km	Polis Km	Larnaka Air. Km
Nicosia	-	82	150	44	78	80	85	185	49
Limassol	82	-	68	66	46	107	111	103	70
Paphos	150	68	-	134	114	175	178	35	139
Larnaka	44	66	134	-	112	41	44	169	5
Troodos	78	46	114	112	-	158	149	149	116
Agia Napa	80	107	175	41	158	-	5	219	46
Paralimni	85	111	178	44	149	5	-	219	48
Polis	185	103	35	169	149	219	219	-	174
Larnaka Air.	49	70	139	5	116	46	48	174	-

Buses

Buses are a convenient and inexpensive means of transportation coming from all areas right into the city center at Solomou Square, which is just a couple of minutes' walk from the American College. The bus service operates every day from 5:30 to 21:20. Buses run every 25 to 30 minutes and the bus fare is €1.50 or you can purchase a monthly ticket for €40. (For more information you may visit <http://www.osel.com.cy> or call 77777755 free service line). (Students showing Student European Card can get 50% discount)

Taxis Service

Urban taxis

The government sets the charges for the inner city taxi service. Taxis are usually available a few minutes after you call. Between 06:00 and 20:30 the standard tariff of €3.42 is charged as soon as you enter the taxi and for each additional kilometre there is an additional charge of €0.73. Between

20:30 and 06:00 the standard tariff is €4.36, which is charged as soon as you enter the taxi and for each additional kilometre there is an additional charge of €0.85.

Travelling from one city to another will cost you approximately as follows:

Cities	Day	Night
Nicosia to Larnaka	€50	€55
Nicosia to Limassol	€70	€75
Nicosia to Paphos (City Center)	€115	€120
Nicosia to Ayia Napa/Paralimni	€70-75	€80-85

Some taxi companies' telephone numbers are shown below:

Finlandia	22666000
Columbia	22780444
V.I.P.S.	22318318
Eurotaxi	22513000

Transurban Service (shared) Taxis:

Nicosia to Larnaka	€8.50
Nicosia to Larnaka (Airport)	€11.00
Nicosia to Limassol	€11.00
Nicosia to Paphos (via Limassol)	€20.50
Limassol to Paphos	€9.50
Larnaka to Paralimni - Ayia Napa	€11.50

The telephone number and website of the major taxi company providing this service is shown below:

Travel & Express
Tel: +357 22730888
www.travelexpress.com.cy/en-us

Car rental

The fees for car rental vary according to the type of car, the season of the year and the length of time for which a car is hired. Usually rental fees include unlimited mileage, maintenance and oil changes. In order to rent a car, you need to be a holder of a driving license and be over the age of 21. Below you can find the telephone numbers of some car rental companies:

Astra	22558000
Hertz	22208888
Avis	22713333

Motorcycles/Mopeds

Motorcycles are a very common mode of transportation for students. New motorcycles cost from €650 to €2500 or you can buy a good second hand one for about €350 to €450. Motorcycles should be registered and licensed with the Cyprus Motor and Vehicle Authorities and you must ensure that your motorcycle/moped is insured.

Buying a car

If you plan to buy a car, you will find many advertised in local daily newspapers, especially on a Friday. You can also buy one from a garage but in this case it may be a bit more expensive. When looking at a second hand car, you are advised to consider the following:

- Test drive the car yourself before making a decision
- Look for differences in color – this could indicate that part of the car has been replaced due to a crash
- Check the mileage
- Ask about the number of owners – this could give you an idea of how the car has been looked after
- Ask to see the service record if available
- Check the engine, brakes, tires (including the spare), lights, steering, suspension and exhaust

Driving in Cyprus

International students who want to drive in Cyprus need to obtain a Cypriot driving license. In order to do so, you need to take the driving test held by the Cyprus Motor and Vehicle Authorities or exchange your national driving license for a Cypriot one (applicable to EU members only). Those students who own any form of transportation must ensure they have at least a third party insurance for their vehicles.

To exchange your driver's license, you need:

- an insurance certificate,
- your national driving license and
- a photocopy of your national driving license (with a certified translation, if it is not in English).

To avoid any unpleasant complications during your stay in Cyprus, students who drive any motor vehicle (car or motorcycle) need to have:

- a Cyprus driving licence or a valid International Driving Licence for the type of vehicle they use,
- a valid insurance certificate for the vehicle covering the person who drives it and
- a valid road tax for the vehicle.

The above documents should be issued or possessed by the driver at the same time as the vehicle is bought/used. The law requires:

- the use of safety belts in the front as well as in the back seats,
- that both the motorcyclist and passengers **always** wear helmets when driving and
- that drivers are familiar with the Cyprus highway traffic code.

It is also important to know that:

- in Cyprus we drive on the left

Launderettes and dry cleaning

Launderettes are available for washing and drying one's clothes. These are usually coin operated.

Washing in 7 kilograms is €3.00 and in 10 Kilograms of clothing costs €4.00 and drying costs 2 euro.

Washing, drying and ironing of clothes costs €3.57 including V.A.T per piece. One location offering dry cleaning services is given below:

Self Service Laundry

Nicosia, Chalkokondyli, 18d
 Agios Antonios, Nicosia, 1071
 Lykavitos, Nicosia
 Tel: 70009922

Miliotis

31 Fokionos Street
 1010 Nicosia
 Tel: 22663405

Dry cleaning usually takes two days. Dry cleaners are located in the central part of each town, and they can be traced through the yellow pages of the Cyprus Telephone Directory or by visiting the website: www.cytayellowpages.com.cy.

Electric current - Voltage

The electricity supply in Cyprus is 240 volts, a.c. 50Hz. Sockets are usually 13 amp, square 3 pin (UK type plugs).

More than one low current rating appliance (i.e. radios, electric clocks etc.) may be operated from the same supply point, by using an adapter. The use of adapters for operating high current rating appliances (i.e. electric heaters, toasters, irons etc.) is not recommended. Adapters can be purchased from electrical stores, supermarkets, grocery shops, etc. at approximately €2.50.

Emergency telephone numbers

In case of emergency, the following telephone numbers give immediate response:

Ambulance	112 or 199
AIDS Advisory Centre	22305155
Medical Help.....	112 or 199
Narcotics/Poison Emergency Service	1401
Police.....	112 or 199
Private Doctors on call (Nicosia)	90901432
Private Doctors on call (Larnaka)	90901434
Private Doctors on call (Limassol).....	90901435
Private Doctors on call (Paphos).....	90901436
Private Doctors on call (Famagusta)	90901433

Hospitals

Nicosia Old General Hospital	22801400
Nicosia New General Hospital.....	22603000
Limassol General Hospital.....	25801100
Larnaka General Hospital	24800500

Paphos General Hospital.....	26803100
Famagusta Hospital.....	23200000
Makarios Hospital.	22405121

Useful telephone numbers

Foreign information.	22651000
CYTA Call Center	132
CYTANET	80008080
Telephone Faults	80000197
Telephone Directory Enquiries	11892
Electricity Authority	22201000
Electricity Fault.....	1800
Water Board	22698000
Post Office Nicosia	77778013
Speaking clock	11895
Larnaka Airport.....	77778833
Immigration.....	22802334

Bookshops

Solonion Bookshop.....	22666799
A – Z Bookshop	22428384
Agrotis Bookshop	22314770/1
Pergamos Bookshop.....	22552552
Phillipides Bookshop	22879222
Mavromatis Bookshop	77777650

Furniture Hiring

Ataliotis Furnihire.....	22351444
Ioannides Furniture market	22753471

Useful websites about Cyprus

- www.visitcyprus.org.cy
- www.CyprusNet.com
- www.onlinenewspapers.com

By visiting the above web sites, you will find up-to-date information on the following:

- Cyprus facts & news
- Sport
- Art and Culture
- Stock-market
- Weather
- Entertainment (TV, Cinema, Clubs, Restaurants etc.)
- Fashion and Beauty
- Horoscopes
- Book Reviews

and much more.

Health and safety

In Cyprus the safety of food and drinking water quality is monitored by the Health Inspectors of the Cyprus Ministry of Health and the Local Authorities. Food and drinking water are of high quality, absolutely safe and no food or water-borne diseases occur. Cyprus is also free from dangerous infectious diseases. There are no vaccination requirements for any international travellers.

Medical care

Should you require any medical assistance, please contact the Student Welfare Officer for further advice.

Pharmacies

There are many pharmacies within walking distance from the College and these are open daily. All through the week there are always pharmacies on call which remain open until 11.00 p.m. The names, addresses and telephone numbers of these pharmacies are usually posted on the doors of all pharmacies. Pharmacies' contact details can also be found by dialling the numbers listed below, by checking any of the local daily newspapers, by visiting the website **www.cypruspharmacy.com**, or by downloading the free application **pharmacy** on your smartphone.

Below you may find pharmacies' normal opening hours:

May to September: Monday to Friday (except Wednesday) 08:00 to 13:30 & 16:00 to 19:30
Wednesday & Saturday 08:00 to 13:30

October to April: Monday to Friday (except Wednesday) 08:00 to 13:30 & 15:00 to 18:30
Wednesday & Saturday 08:00 to 13:30

To find which pharmacies are on call (open beyond normal opening hours) dial the following numbers:

Pharmacies on call in Nicosia	90901402
Pharmacies on call in Famagusta	90901403
Pharmacies on call in Larnaka	90901404
Pharmacies on call in Limassol.....	90901405
Pharmacies on call in Paphos.....	90901406
24 Hour Pharmacies	90904112

Cyprus Consumers' Association

The Cyprus Consumers' Association is a member of CI (Consumers International).

As an independent non-profit organization, the Association strives to safeguard the consumers' rights and it provides the following:

- Information on Cyprus Consumer Protection Laws
- Information on Consumer Rights and Responsibilities
- Advice on Complaint Procedures for faulty, damaged or unsatisfactory products and/or services

- Reading Library on Consumer Publications such as WHICH (U.K), Consumer Reports (U.S.A) and Consumer Choice (Ireland)
- Consumer Related Services

The Cyprus Consumer Association issues its own publication called “Katanalotis” (in Greek, with a briefing on current events in English).

Address: 8, Acropolis Avenue, Office 302, 2006, Strovolos, P.O. Box 24874, 1304 Nicosia

Telephone: 70000700

Fax: +357-22-516118

E-mail: info@katanalotis.org.cy

Website: www.cyprusconsumers.org.cy / www.katanalotis.org.cy

Living expenses

You will find the cost of living in Cyprus very reasonable, compared to other European countries. Below we have included a variety of everyday items, which will give you an indication of your daily shopping basket.

	€
Bread	1.53
Milk (1 ltr).....	1.45
Yogurt	1.71
Cheese (slices per kilo)	8.18
Fruit (per kilo).....	1.92
Meat (pork – per kilo)	3.50
Meat (beef – per kilo).....	8.98
Chicken (per kilo)	7.88
Eggs (packet of six).....	2.87
Potatoes (per kilo)	0.71
Rice (per packet)	1.63

Cooking

You may find at first that Cypriot food is rather different from what you are used to. The advantage, however, is that in Cyprus you can find a wide variety of food. In Nicosia, there is a large indoor market, selling fresh meat, fish and vegetables. By visiting large supermarkets, you should be able to find the food you like at reasonable prices. Also, in large supermarkets you may find specialized food, such as Indian and Chinese. So, wherever you come from, you should be able to find the food you like. For some more specialized kinds of food such as halal meat, different kinds of spices, Asian and Chinese ingredients, the best place would probably be Debenhams stores.

Religion – Places of worship

Greek Orthodox Churches

These can be found throughout the island. Masses days and times are as follows:

Winter: Saturday	16:30 - 17:30
Sunday	7:00 - 10:00
Summer: Saturday	18:30 - 19:30
Sunday	6:15 - 09:15

Roman Catholic Church (Holy Cross)

There is one near the College at Paphos Gate, which can be reached by calling at: 22662132. Masses days and times are as follows:

English: Monday to Saturday (except Tuesday): 7:30 a.m., 18:30 p.m.
Sunday: 08:00 a.m., 10:30 a.m.

Greek: Tuesday: 07:30 a.m.
Sundays: 9:30 a.m.

Also the service is available as follows:

1st Saturday of each month - Polish Community (4:00 p.m.)
2nd Saturday of each month - Spanish Community (4:00 p.m.)

1st Sunday of each month – French Community (12:00 noon)
2nd Sunday of each month – Filipino Community (12:00 noon)
3rd Sunday of each month – Indian Community (12:00 noon)
4th Sunday of each month - Sri Lankan Community (12:00 noon)

Omeriye Mosque

Open: Monday to Sunday 10:00 – 22:00
Congregational prayer (Jumu'ah): Friday 13:00 -14:00

Public holidays and working days of College administration

Public holidays with fixed dates

1 January	New Year's Day
6 January	Epiphany Day
25 March	Greek National Day
1 April	Greek Cypriot National Day
1 May	Labour Day
15 August	Assumption
1 October	Cyprus Independence Day
28 October	Greek National Day (Ochi Day)
24 December	Christmas Eve
25 December	Christmas Day
26 December	Boxing Day

Public holidays with variable dates

Beside public holidays with fixed dates every year, we also have holidays with a varying date. Below you can find all public holidays with variable dates for the academic year 2021-2022:

Green Monday	07/03/2022
Good Friday	22/04/2022
Easter Sunday	24/04/2022
Easter Monday	25/04/2022
Holy Spirit Monday (Kataklysmos)	13/06/2022

Working days of College administration

College administration is closed on all Public holidays, except on the 24 December (Christmas Eve) when it opens until 13:00. Also on 31st December the College administration closes at 13:00. Moreover, the College administration is closed on Easter Tuesday (the day following Easter Monday).

Courier companies

Below you may find the telephone numbers of the major courier service companies in Cyprus:

A.C.S.....	77777373
D.H.L	77777345
Federal Express.....	80007100
T.N.T. Express Worldwide Ltd.....	77778777
U.P.S. - United Parcel Service	77777200

Mailing

To mail an envelope or parcel you can visit one of the Cyprus Post offices. The mailing cost varies between €0.36 and €18.02 per envelope/parcel and it is based on the envelope/parcel size, weight, mailing priority and destination country. For more information, you may contact one of the post offices or visit www.mcw.gov.cy/mcw/dps/dps.nsf/index_en/index_en?OpenDocument. Cyprus post offices also offer a courier service called EMS Datapost. The address, telephone number and opening hours of the main post offices in Nicosia are shown below:

Eleftheria Square Post Office (300 meters from the American College)

Constandinou Paleologou Street
Eleftheria Square
Nicosia
Telephone: 22805719

Prodromou Post Office

Prodromou Street
Nicosia
Telephone: 22805800

Below you may find the opening hours of the post offices:

Opening hours: Monday to Friday: 08:00 to 15:00

Telecommunications

Telecommunications in Cyprus are provided by the Cyprus Telecommunications Authority (CYTA), which is a Corporate Body responsible for the provision of telecommunication services both nationally and internationally.

For details (beyond those found below) regarding all telephone services, you can visit the CYTA web page www.cyta.com.cy or a CYTA customer service centre at one of the addresses shown below:

- Onasagorou (500 m from the American College)

26 & 28 Onasagorou Street
Tel: +357 22702106, +357 22702006

- Lykavitos (1.5 km from the American College)
5 Naxou Street
Tel: +357 22702103, +357 22702003
- Strovolos
14 Strovolos Avenue, Myrtiana Court
Tel: +357 22702102, +357 22702002
- The Mall of Cyprus
3 Verginas, "Siakolas Emporium Park"
Tel: +357 22702108, +357 22702490

Telephone service

Today a subscriber can access automatically from Cyprus subscribers in practically every country in the world through telephone and fax. For telephone inquiries regarding subscribers in Cyprus dial 11892, whereas for foreign subscribers, dial 11894.

Telephone connection

Students who wish to get a telephone line installed at their homes can visit one of CYTA's customer service offices with their identification card or passport. The connection costs €50 and monthly line charges is €16.58 plus telephone calls.

Public card phones and payphones

Telecard or coin operated public telephones are installed at various central locations in all towns and villages, as well as at the international airports, Harbors, Marinas and other locations. Telecards of €5, €10, €20 and €35 denominations may be purchased from Cytashops, souvenir shops, hotels and kiosks. All public card phones and payphones may be used for national and international calls. Dialling instructions, international codes and charges are usually available in all public telephones.

Mobile phones

Usually, most students use a mobile phone with the cheapest and best solution, the prepaid mobile telephony. You can join the **soeasy** prepaid mobile telephony where no deposit is needed. Soeasy works about the same way as a car. You can drive it as long as there is fuel in it. To recharge or top up your soeasy account you just buy a new re-charge card that is available in three different values €5, €10, €20 and €35.

Overseas telephone information

COUNTRY	NORMAL RATE (per min)	CODE
	€	
Bahrain	0.27	00973
Bangladesh	0.12	00880
Bulgaria	0.39	00359

Cameroon	0.55	00237
China	0.09	0086
Denmark	0.27	0045
Egypt	0.27	0020
Ghana	0.50	00233
Greece	0.33	0030
India	0.11	0091
Iran	0.35	0098
Israel	0.21	00972
Jordan	0.35	00962
Kenya	0.45	00254
Kuwait	0.27	00965
Lebanon	0.32	00961
Libya	0.55	00218
Morocco	0.50	00212
Nepal	0.27	00977
Nigeria	0.27	00234
Norway	0.27	0047
Oman	0.40	00968
Pakistan	0.20	0092
Qatar	0.30	00974
Russia	0.35	007
S. Arabia	0.27	00966
Serbia	0.50	00381
Syria	0.25	00963
Tanzania	0.60	00255
United Kingdom	0.27	0044
United States	0.09	001
Zimbabwe	0.65	00263

The weather in Cyprus

Average temperature

Months	Inland Areas		Coastal Areas		Hilly Areas	
	Mean Max Temperature C°	Mean Min Temperature C°	Mean Max Temperature C°	Mean Min Temperature C°	Mean Max Temperature C°	Mean Min Temperature C°
January	15,5	5,8	16,9	7,9	9,7	3,1
February	15,9	5,8	16,9	7,8	9,7	2,7
March	19,0	7,3	19,0	9,0	12,9	5,1
April	24,8	11,3	23,2	12,6	18,4	9,6
May	29,4	5,0	26,4	15,6	22,6	13,0
June	33,6	9,1	30,0	19,1	26,7	16,8
July	36,6	22,3	32,3	21,4	29,7	20,0
August	36,6	22,0	32,8	21,5	29,8	19,7
September	33,9	9,3	31,1	19,6	27,5	17,2
October	27,8	5,0	27,4	16,4	21,6	12,4
November	21,0	0,3	22,1	12,1	15,5	7,8
December	17,3	7,2	18,7	9,5	11,4	4,5

What to wear and when

Below you may find general information and suggestions on what to wear and do, according to the season.

September - October: Warm days, cool October evenings.

- Light weight clothing for the day and medium-weight for the evenings in October.
- Swimming and water-sports are still at their best.

November: Pleasantly warm days.

- Medium-weight clothing. Light woollies or sweatshirts.
- Picnics in the open-air are still a delight.
- Sunbathing and even swimming can still be enjoyed, as well as most outdoor sports.

December - January: Wintertime.

Cold days and nights, with occasional rain, yet the promise of glorious sunshine is still there.

- Winter clothing but not too heavy coats!
- Outdoor activities and excursions can be enjoyed.

February: The possibility of exceptionally warm days. Almond trees are in blossom, there might be occasional rain but relatively mild daytime temperatures.

- Winter clothing.
- Conditions are ideal for snow skiing on Troodos Mountain.

March: Mild weather with nature at its best.

- Winter clothing with medium-weight wear.
- Most outdoor activities can be enjoyed.
- March is an excellent period for long country walks.

April - May: Days are pleasantly warm, but temperatures may fall a bit at night.

- Medium-weight and summer clothing - light woollies or long sleeved cotton for the evenings.
- Excellent season for those who enjoy nature. The countryside is green and the flowers are in blossom.

June - July - August: Warmest months.

- Very light weight summer clothing.
- Ideal for swimming and all beach/water activities.

EMBASSIES / HIGH COMMISSIONS AND CONSULATES IN CYPRUS

American Embassy

Embassy of the United States in Nicosia, Cyprus
Metochiou & Ploutarchou Street, 2407 Engomi, Nicosia
Tel: +357 22393939
Fax: +357 22780944
Website: <http://cyprus.usembassy.gov>

Australian Consulate

Australian High Commission in Nicosia, Cyprus
7th Floor, Block A, Alpha Business Centre, 27 Pindarou Street, P.O. Box 21331, 1060 Nicosia
Tel: +357 22753001
Fax: +357 22766486
Website: www.cyprus.embassy.gov.au/ncos/home.html

Austrian Embassy

Embassy of Austria in Nicosia, Cyprus
34 Dimosthenous Severi Avenue, 1st Floor, Office 101, P.O. Box 23961, 1687 Nicosia
Tel: +357 22410151
Fax: +357 22680099
Website: www.bmeia.gv.at/botschaft/nikosia.html

Bangladeshi Consulate

Bangladeshi Consulate General in Larnaca, Cyprus
96-102 Zenonos Kitieos Street, P.O. Box 40189, 6301 Larnaca
Tel: +357 24659200
Fax: +357 24659203

Belgian Embassy

Embassy of Belgium in Nicosia, Cyprus
“The Riverside Forum”, 2A Chilonos Street, Office 102, 1101 Nicosia
Tel: +357 22449020
Fax: +357 22774717
Website: www.diplomatie.be/nicosia

British Consulate

British High Commission in Nicosia, Cyprus
Alexander Pallis Street, P.O. Box 21978, 1587 Nicosia
Tel: +357 22861100
Fax: +357 22861125
Website: www.gov.uk/government/world/cyprus

Bulgarian Embassy

Embassy of Bulgaria in Nicosia, Cyprus
13 Konstantinou Paleologou, 2406 Engomi
Tel: +357 22672740
Fax: +357 22676598
Website: www.mfa.bg/embassies/cyprus

Cameroonian Consulate

Honorary Consulate of Cameroon in Nicosia, Cyprus
6 Menandrou Street 2nd Floor Office 101, 1066 Nicosia
Tel: +357 22664460
Fax: +357 22664460

Canadian Consulate

Honorary Consulate of Canada in Nicosia, Cyprus
15 Themistocles Dervis Street, 1066 Nicosia, P.O. Box 22125, 1517 Nicosia
Tel: +357 22775508
Fax: +357 22779905

Central African Consulate

Consulate of Central African Republic in Nicosia, Cyprus
33 Queen Frederica Street, Palais D' Ivoire Building, 3rd Floor, Office 301-302, P.O. Box 24546, 1301 Nicosia
Tel: +357 22676618
Fax: +357 22678607

Chinese Embassy

Chinese Embassy in Nicosia, Cyprus
30 Archimidous Street, P.O. Box 24531, 2411 Engomi
Tel: +357 22352182
Fax: +357 22353530
Website: <http://cy.china-embassy.org/eng/>

Czech Embassy

Embassy of the Czech Republic in Nicosia, Cyprus
18 Kyriakou Matsi Avenue, Victory Tower, 2nd floor, Office No. 202, Ayioi Omologites, 1082 Nicosia
Tel: +357 22421118
Fax: 357 22421059
Website: www.mzv.cz/nicosia

Danish Embassy

Royal Danish Embassy in Cyprus
7 Dositheou Street Parabuilding, Block C, 4th floor, 1071 Nicosia
Tel: +357 22377417
Fax: +357 22373774
Website: www.ambnicosia.um.dk/en

Dutch Embassy

Royal Netherlands Embassy in Nicosia, Cyprus
34 Demosthenis, Severis Avenue, P.O. Box 23835, 1686 Nicosia
Tel: +357 22873666
Fax: +357 22872399
Website: <http://cyprus.nlembassy.org/>

Egyptian Embassy

Embassy of the Arab Republic of Egypt in Nicosia, Cyprus

14 Ayios Prokopios Street, P.O. Box 21752, 2406 Engomi

Tel: +357 22449050

Fax: +357 22449081

Website: www.mfa.gov.eg/arabic/embassies/Egyptian_Embassy_Cyprus/Pages/Default.aspx

Filipino Consulate

Consulate of Philippines in Nicosia, Cyprus

36 Grivas Digenis Avenue 4C, 1066 Nicosia

Tel: +357 22680806

Fax: +357 22105206

Finnish Embassy

Embassy of Finland in Nicosia, Cyprus

9 Makarios Avenue, Severis Building, 2nd floor, 1065 Nicosia

Postal address: P.O. Box 21438, 1508 Nicosia

Tel: +357 22458020

Fax: +357 22447880

Website: www.finland.org.cy

French Embassy

Embassy of France in Nicosia, Cyprus

14-16 Saktouri Street, 2nd floor, Agioi Omologitai, 1080 Nicosia

Tel: +357 22585300

Fax: +357 22585335

Website: www.ambafrancechypre.org/

German Embassy

Embassy of Germany in Nicosia, Cyprus

10 Nikitaras Street, 1080 Nicosia

Tel: +357 22451145

Fax: +357 22665694

Website: www.nikosia.diplo.de

Greek Embassy

Embassy of Greece in Nicosia, Cyprus

8-10 Vyronos Avenue, P.O.Box 21799, 1513 Nicosia

Tel: +357 22445111

Fax: +357 22680649

Hungarian Embassy

Embassy of Hungary in Nicosia, Cyprus

3 Diagoras St., Office 201, 1097 Nicosia

Tel: +357 22667478

Indian Consulate

High Commission of India in Nicosia, Cyprus

3 Indira Gandhi Street, Montparnasse Hill, P.O. Box 25544, 2413 Engomi

Tel: +357 22351741

Fax: +357 22352062

Indonesian Consulate

Honorary Consulate General of Indonesia in Nicosia, Cyprus
10 Plato Street, P.O. Box 27858, 2433 Engomi
Tel: +357 22351878
Fax: +357 22357111

Israeli Embassy

Embassy of Israel in Nicosia, Cyprus
4 Ioanni Grypari Street, 1090 Nicosia
Tel: +357 22369500
Fax: +357 22666338
Website: <http://nicosia.mfa.gov.il>

Italian Embassy

Embassy of Italy in Nicosia, Cyprus
11 25th March Street, 2408 Engomi
Tel: +357 22357635
Fax: +357 22357616
Website: www.ambnicosia.esteri.it

Latvian Consulate

Honorary Consulate General of Latvia
3 Thalia Street, P.O. Box 53253, 3301 Limassol
Tel: +357 25840300
Fax: +357 25569285

Lebanese Embassy

Embassy of Lebanon in Nicosia, Cyprus
6 Chiou Street, Ayios Dhometios, P.O. Box 21924, 1515 Nicosia
Tel: +357 22878282
Fax: +357 22878293

Luxembourg Consulate

Honorary Consulate of Luxembourg in Nicosia, Cyprus
9 Evagoras Avenue, Irini Court, 3rd Floor, Office 31 & 33, P.O. Box 22411, 1521 Nicosia
Tel: +357 22456222
Fax: +357 22663222

Maltese Consulate

Honorary Consulate General of Malta in Nicosia, Cyprus
14 Promytheus Street, Office No 101, P.O.Box 27213, 1643 Nicosia
Tel: +357 22675331

Nepalese Consulate

Honorary Nepalese Consulate in Nicosia, Cyprus
32 Stassinou Street, Acropolis, 2003 Nicosia
Tel: +357 22378969
Fax: +357 22378432

Norwegian Consulate

Royal Norwegian Honorary Consulate General in Nicosia
10 Naxou Street, 1070 Nicosia
Tel: +357 22349414
Fax: +357 22343149
Website: www.norway.gr/Embassy/Embassy-Information/Consulates/

Polish Embassy

Embassy of Poland in Cyprus
12 - 14, Kennedy Avenue, Office 302, P.O. Box 22743, 1087 Nicosia
Tel: +357 22753784
Fax: +357 22751981
Website: <http://www.nikozja.polemb.net>

Portuguese Embassy

Embassy of Portugal in Cyprus
9 Archbishop Makarios III Avenue, Severis Building, P.O. Box 27407, 1645 Nicosia
Tel: +357 22375131
Fax: +357 22756456

Qatari Consulate

Embassy of Qatar
10 Agathonos Street, 1070 Lykavittos, Nicosia
Tel: +357 22466864
Fax: +357 22466865

Romanian Embassy

Embassy of Romania in Nicosia, Cyprus
27 Pireos Street, Strovolos, P.O. Box 22210, 2023 Nicosia
Tel: +357 22495333
Fax: +357 22517383
Website: <http://www.nicosia.mae.ro/>

Russian Embassy

Embassy of Russia in Cyprus
Ayios Prokopios & Archiepiskopos Makarios Street, P.O. Box 21845, 2406 Nicosia
Tel: +357 22774622
Fax: +357 22774854
Website: www.cyprus.mid.ru

Serbian Embassy

Embassy of Serbia in Nicosia, Cyprus
2 Vasilissis Olgas Street, 1903 Engomi
Tel: +357 22777511
Fax: +357 22775910

Slovak Embassy

Embassy of Slovakia in Nicosia, Cyprus
4 Kalamatas Street, P.O. Box 21165, 1503 Nicosia
Tel: +357 22879681
Fax: +357 22311715
Website: <http://www.mzv.sk/nicosia>

Slovenian Consulate

Consulate of Slovenia in Cyprus
61 Anexartisias, 3040 Limassol
Tel: +357 25367006
Fax: +357 25377913

Spanish Embassy

Embassy of Spain in Cyprus
32 Strovolos Avenue, 4th floor, P.O. Box 28349, 2018 Strovolos
Tel: +357 22450410
Fax: +357 22491291

Swedish Embassy

Embassy of Sweden, Nicosia
9 Archiepiskopos Makarios III Avenue Severis Building, 2nd floor, P.O. Box 21621, 1065 Nicosia
Tel: +357 22458088
Fax: +357 22374522
Website: <http://www.swedenabroad.com/nicosia>

Syrian Embassy

Embassy of the Syrian Arab Republic in Nicosia, Cyprus
24 Nikodimou Mylona Street, Ayios Antonios, P.O. Box 21891, 1071 Nicosia, Cyprus
Tel: +357 22817333
Fax: +357 22756963
Website: <http://www.mfa.gov.cy/mfa>

Thai Consulate

Consulate General of Thailand in Nicosia, Cyprus
40 Evagoras Avenue, 1097 Nicosia
Tel: +357 22674900
Fax: +357 22675544

Ukrainian Embassy

Embassy of Ukraine in Cyprus
10 Miaouli Street, 2415 Engomi
Tel: +357 22464380
Fax: +357 22464381
Website: <http://cyprus.mfa.gov.ua>

Contact us



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