

5. Student admission requirements (See *Specific Instructions*):

Alexander College accepts students irrespective of sex, color, race, religion, disability or national origin.

The criteria for admission to Alexander College have been prepared to enable the Office of Admissions to select students who have potential to do college-level work and to place students in courses and programs appropriate to the student's preparation, in an effort to help them successfully realize their academic potential.

Each prospective student must be a graduate from high school at least six years of study or hold an equivalent qualification with an overall grade of at least 50% (10/20) or grade C or equivalent and appropriate qualifications. The admission of new students takes place twice a year. During September and October for the winter semester (A) and during January-February for the spring semester (B). Admissions are also made at the beginning of the summer season (June) for students who are interested to attend intensive preparatory programs of English Language. Applicants must meet one of the following criteria:

1. Apolyterion of a six-year Secondary School of the Republic of Cyprus with grade at least 10/20.
2. Certificate of 12-year attendance with satisfactory performance (10/20) or equivalent for foreigners depending their country of origin (50%, "C").
3. G.C.E. certificates which correspond or are equivalent with a secondary school Apolyterion.
4. Any other certificate or qualification that the Academic Committee deems equivalent and corresponding with Apolyterion of Secondary Education.
5. Equivalents to the above are examined and documented by the Academic Committee in order to ensure that are equivalent and corresponding with Apolyterion of Secondary Education.

Students applying for the Bachelor of Design must also meet the following criteria:

1. Portfolio of work.
2. Personal Interview

Admission Procedures

Applications for admission to Alexander College are examined and evaluated by the Admissions Committee which makes the final decision for the application.

The candidates must submit the following documents necessary for the registration:

- A completed application form; The application form may be obtained from the Admissions Officer or the Registrar, or the College Secretary and must be send to the following address:
 - Admission Office, Alexander College, P.O. Box 45081, Larnaca, Cyprus.
- If the candidate is under 18, the application for registration is co-signed by their parents or other guardian, who shall guarantee the payment of annual fees. In this case the management of the college has the right to inform the parent or guardian of the student's course.
- Certified Academic Performance Report. Candidates should submit together with the Application Form, the official academic performance sheet of Secondary Education. In the case of candidates with higher level of education the submission of relevant documents is demanded
- English Language Certificate. Non-native English-speaking candidates would be requested to pass the preparatory English Examination of the College. For the candidates who present a certificate of English like TOEFL with grade 500 or G.C.E. O-Level with grade C or other equivalent certificate will be exempted from the examination and will be place to the course. For the foreign students the involved ministry decision predominates. In the case of Cypriot candidates, the Lyceum Apolyterion is considered satisfactory qualification only in the case where the grade in English language is at least 16 out of 20.

International Students Admission

In the case of foreign students Residence Permit will be issued to foreign students by the time they meet the admission criteria.

All necessary registration forms must be enclosed in an envelope and sent to the Admissions Office at least one month before the start of the semester. International students, who are applying for visa, must submit to the Immigration Officer all necessary documents. Completed application forms, documents, fees, duties, and guarantees must arrive at the Applications office before August 31 for the fall semester and before December 20 for Spring Semester.

For cases of foreign students' newcomers for whom a visa is required for the adoption of which pay a deposit and pay fees before the adoption of the visa, they get back the full amount (minus bank charges) of the deposit and tuition if not done feasible their arrival in Cyprus. The full refund is made within 45 calendar days.

This policy shall be communicated in advance to prospective students and supersedes any other welfare may conflict with it. The Application Form must be accompanied by the amount of € 150 as application right and which is non-refundable.

Applicants holding other academic qualifications must present certified copies of their academic qualifications. In cases where academic qualifications are not in English they must be accompanied by an official or certified translation in English.

Non- native English-speaking candidates would be requested to pass the preparatory English Examination of the College. For the candidates who present a certificate of English like TOEFL with grade 500 or G.C.E. O-Level with grade C or other equivalent certificate will be exempted from the examination and will be place to the course. For the foreign students the involved ministry decision predominates.

Visa

Students will be given a temporary residence permit with their arrival in the country. Permanent Residence Permit will be issued when the student meets all the admission requirements, enrollment and tuition payment.

Granting a position to a student for next semester or next summer intensive work can be done anytime. If a candidate applies to be admitted to the school, if he meets both the requirements for admission to the college and the law, then the college grants him a place in a given year, semester, and period as appropriate.

The candidate student after paying the prescribed deposit referred to in the study guide, will be registered by the School in the Admissions Register Archives. If the student eventually is not enrolled, then he will not be registered in the Students Register Book as he is not considered a student.

The enrollment of a student is directly related to the student's registration in the Students Register book. The entry in the Students Register book is done only once and not every six months or every year.

Enrollment of new students in the Students Register book is taking place at the beginning of the course. The student is presented and after paying the prescribed deposit is recorded in the Student Register Book while complementing the Registration Form in which more details about the student are stated, which are set by the School.

Continued enrollment of a student from the first semester to the second will be to complete the Enrollment Continuing Form without affecting the Student Register Book. When completing the enrollment of academic semester, an alphabetical list of the enrolled students is compiled according to course of studies and semester.

The student with the help of the Academic Director or the Academic Advisor selects a partial or full-time program consisting of compulsory and elective modules of the course.

Students from non-EU countries must follow the full-time program or the minimum required by law.

In order for existing college students to enroll on the new academic year, it is required to fulfill obligations regarding their last year exam, absences and fees as described in this Regulation.

The college reserves the right to refuse the application for enrolment of the candidate or student who has not fulfilled his obligations or has committed a disciplinary offense.

Transfer of students from one program to another

In the case where a student wishes to transfer to another course, this must be approved in writing by the Academic Committee at the request of the student and once his qualifications are examined and assessed ensuring they meet the requirements of the new course.

Failure to attend the courses or mere mention to the professor is not a formal application for course change. The change of course can be made after the end of the academic semester or within four weeks from the start of the semester.

This is done with the guidance of the course's Head lecturer. In the case of course change, the credits are transferred only if the courses are related to each other.

Transfer students from other institutions

Students studying at another Higher Education Institute and wish to transfer to a similar or the same branch at Alexander College must present to the Admissions Department the following documents:

- A transfer request.
- Official and complete academic transcript (academic transcript).
- Official and complete description of the subjects taught at the institution who attended.
- If foreign students the finalize of the transfer is made after the approval by the Migration Officer

Credits can be transferred to Alexander College only if they have a grade of at least "Pass". The student that wants to transfer must cover at least one year of study on a two-year course and two years of study on a three-year course. In special cases and after the decision of the Academic Council someone can be admitted to the third year of study.

If the language of the institution where the student was studying was not in English, then the student will have to present proof of knowledge of English. The college also has the possibility to ask the student to attend an exam in order to verify the student's ability to follow courses in the course to which he is asking to transfer.

Each case of a transfer from other institutions in the school deserves fair treatment: depending on the institution, grades, portfolio presented to the Academic Council.