



ΤΕΧΝΟΛΟΓΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΥΠΡΟΥ

CUT Portal

USERS GUIDE-APPLICATION PROCESS FOR STUDY PROGRAMS

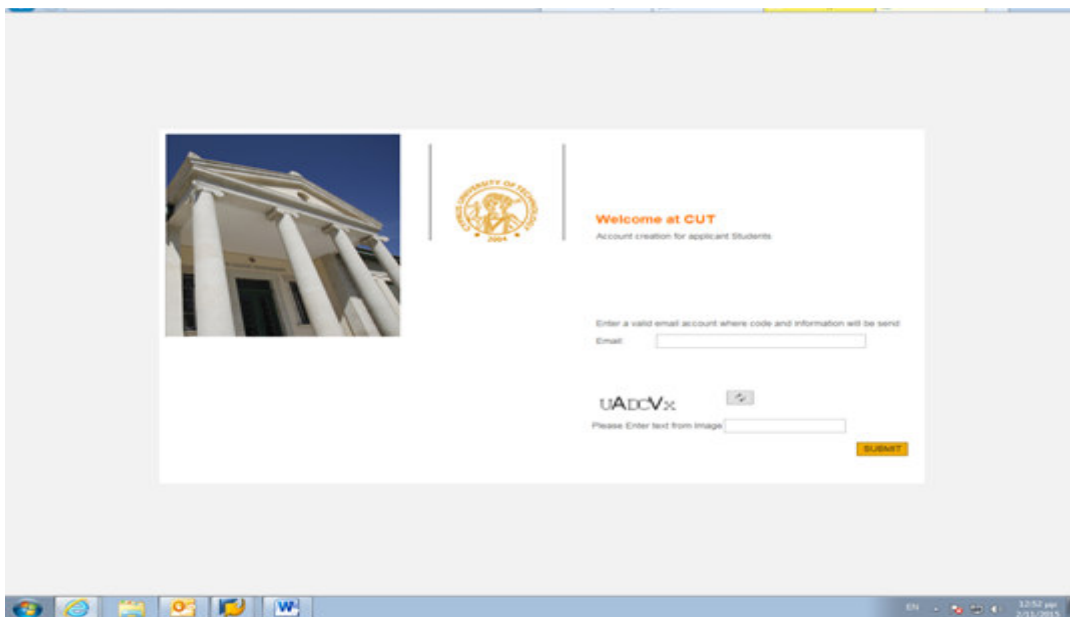
In order to apply for a study program (undergraduate and postgraduate), if you are not an active student at the University, you will first have to follow a short procedure so you can get usernames and passwords to have access to the CUT Portal.

Step 1

The process starts from the website of the University, from the link that is on each announcement for open positions for study.

STEP 2

Depending on the language of choice a new window opens. You will have to enter a current valid email and fill in the letters that you see in the picture for security reasons. Then push Send.



You will then receive an email from the University at the email you provided in Step 2, with instructions about the next steps. If for any reason you do not receive an email, please contact the University at graduate@cut.ac.cy

Step 3

The email that you receive asks you to press the link that leads you to a new window, which you need to enter different personal information so that you can create a personal account on the Portal.

The screenshot shows the 'Welcome at CUT' account creation page for applicant students. At the top left is the CUT logo, and at the top right is the title 'Welcome at CUT' with the subtitle 'Account creation for applicant Students'. Below the title, there is a note: 'Please complete all fields in capital English characters. All fields are required. After submitting your personal data, you will receive an email with codes and a link for the CUT Portal.' The form includes a text input field for an email address (pre-filled with 'andri.kyriacou@cut.ac.cy'). The 'Personal Data' section contains fields for Name, Surname, Father's Name, Nationality, Gender, and Birth Date. Below this is a section for ID or Passport numbers. The 'Permanent Address' section includes fields for Country, City, Street, House Number, Postal Code, Telephone, and Mobile. A yellow 'SUBMIT' button is located at the bottom left of the form area.

Attention to the following:

You must type all letters to be CAPTIAL LETTERS.

NOTE, the first section you will type your Name, Surname, and Father's Name in English.

Then you will put with Greek letters the information for Personal Information and Permanent Address.

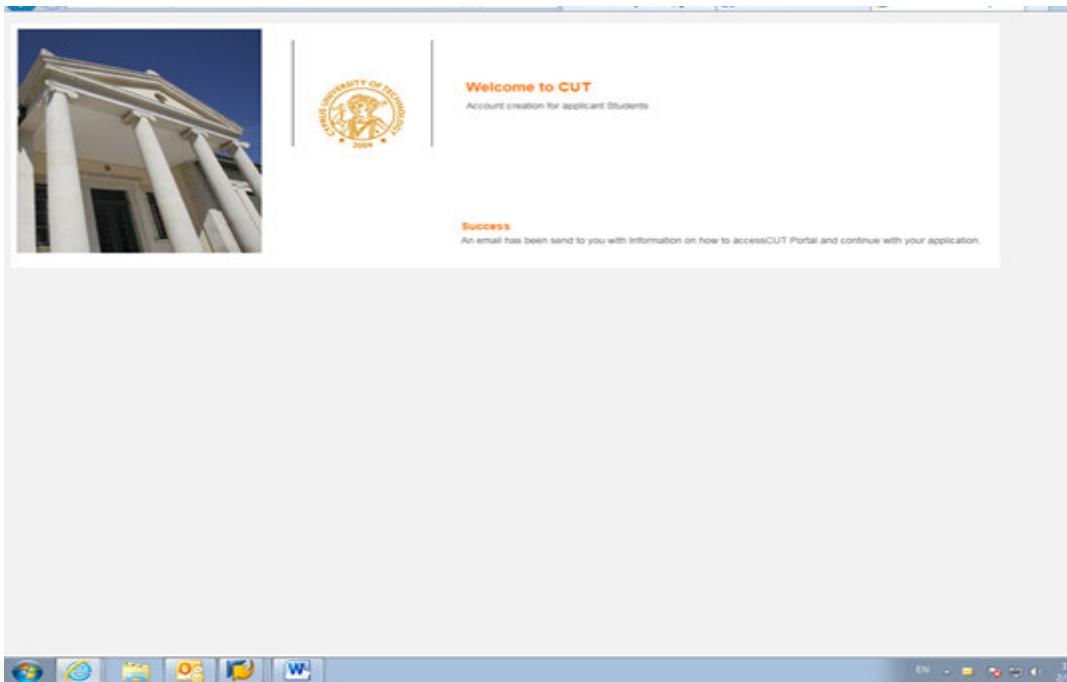
The sections Nationality and Country require specific codes from the search catalog. For Cypriots and Cyprus, the code is CY for both. (you can type it without searching).

Be careful when entering the postal code. The system has an automatic mechanism, this way the postal code that you enter it enters automatically the country accordingly.

After you have completed all the fields, click SEND.

If you have entered something wrong in a section, the system will ask you to fix it.

If all the information is correct, when you press SEND, you will see a message that you have completed the process with success.

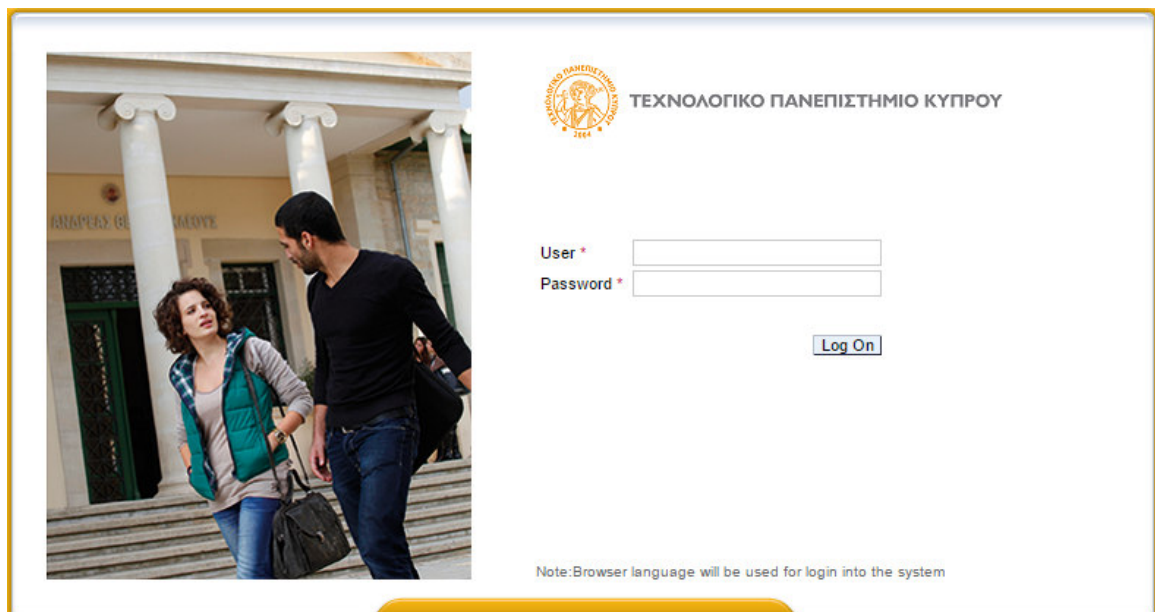


...and within minutes you will receive an email from the University.

Step 4

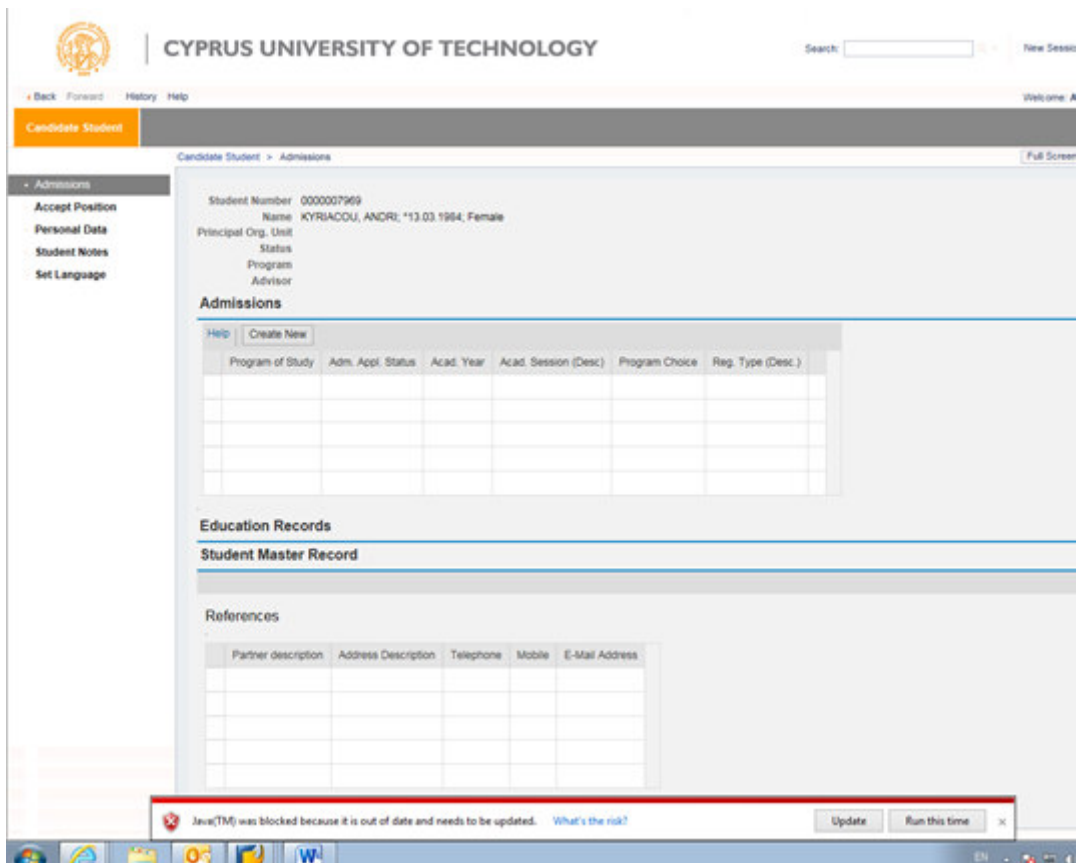
The second email that you will receive is with the username and password for the University Portal. When you press on the link at the end of the email, a new window opens up where you can put your username and password for the Portal.

To go directly to this window (for active student or for students who already have their username and password), follow the link provided <https://sis.cut.ac.cy/iri/portal>

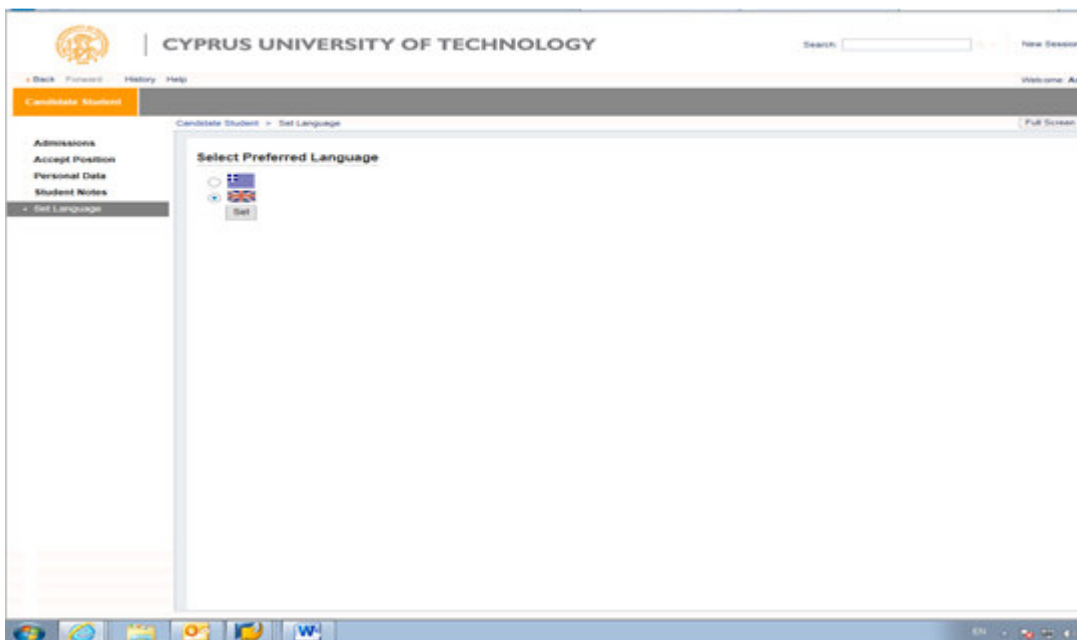


Step 5

You are now in the University Portal. A screen appears as the one below:

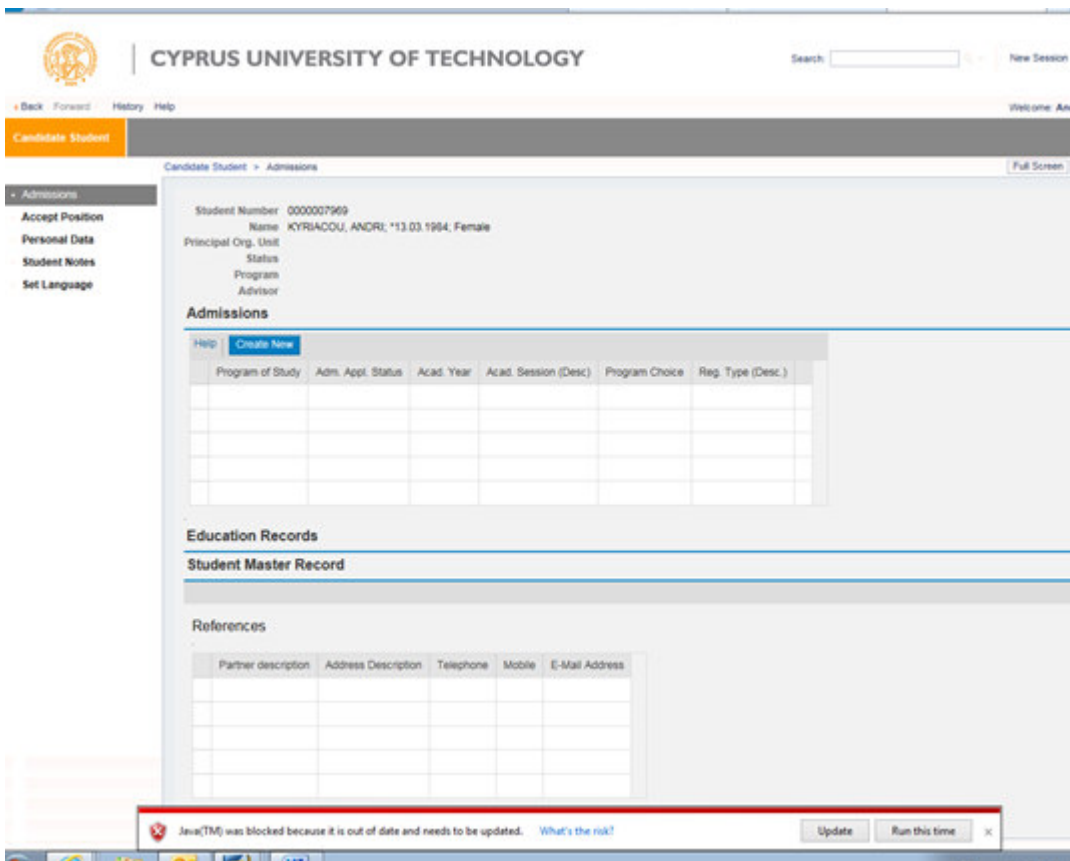


If you want to change the language, click on Change Language. The change will happen only when you Log Out of the system and Log In again. This process may be repeated.

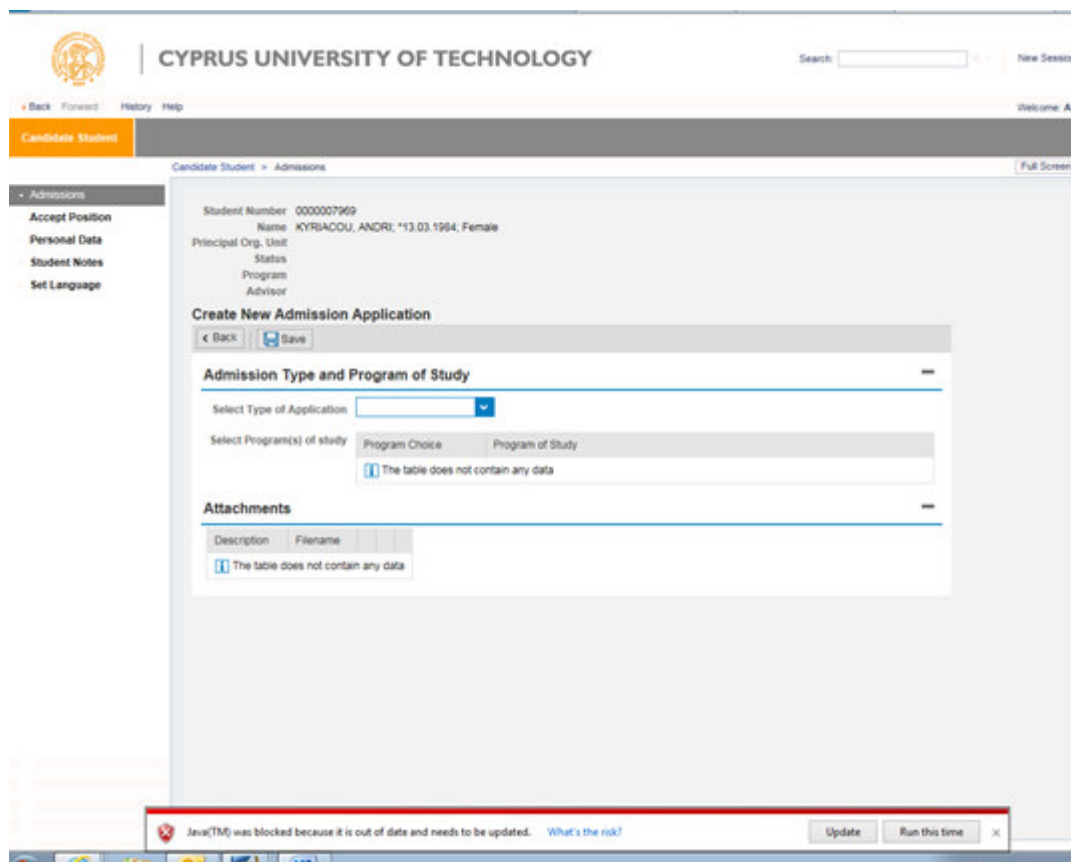


To create the application for a program, follow these steps:

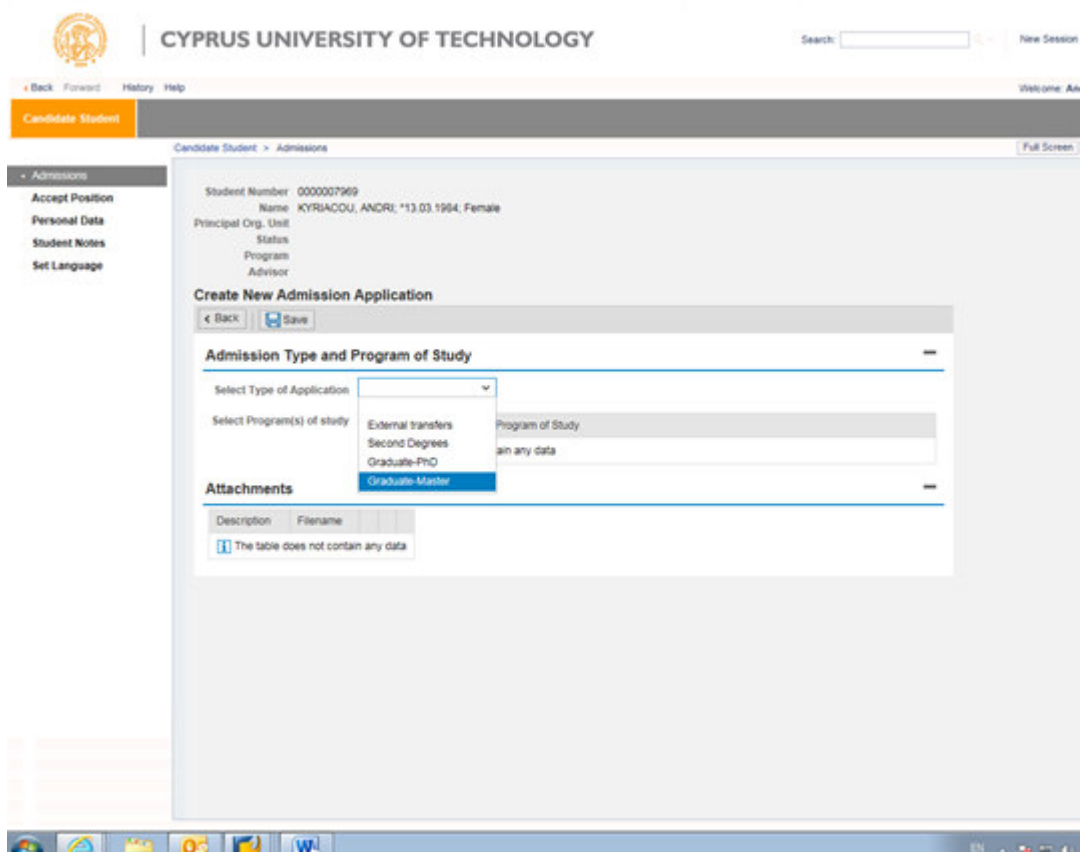
1. Choose the button Create



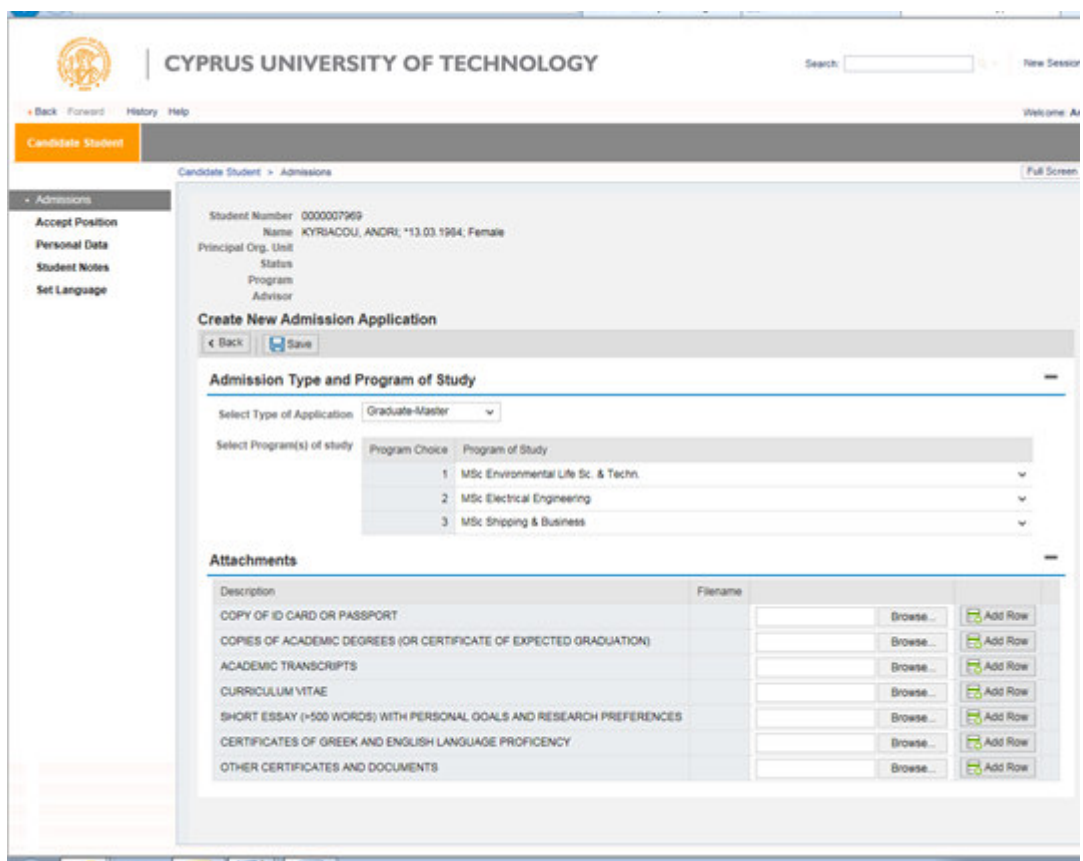
2. Choose the button Application Type:



3. Then pick from the choices, the type of application (For example, Master,PHD)



- You can apply for up to three programs, and you can look for the program that interests you. The choices that are available in the list, are the programs that are offered at that specific time, in accordance with the type of application.



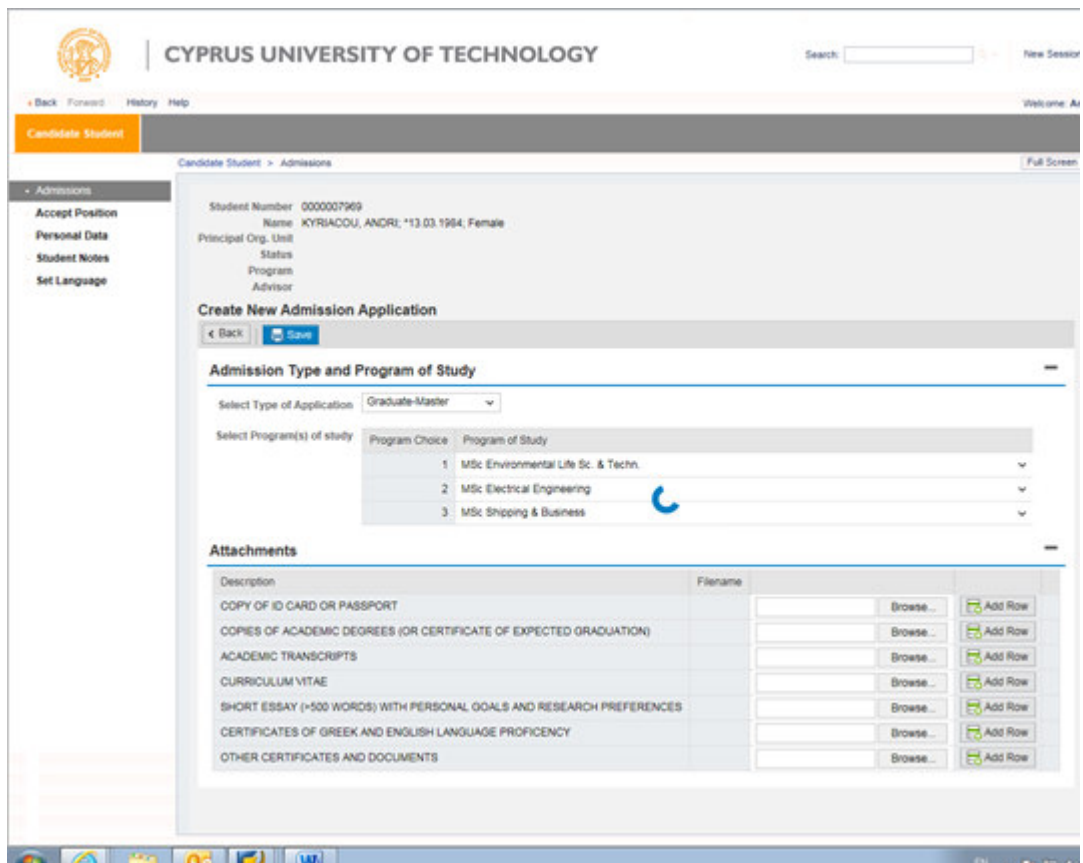
- For each type of application it is required to attach certain documents. If you do not attach all the documents required, your application can be saved, but will not be evaluated. To import attachments for each subject, you press the Attach file button to upload the document from your computer. The file can be in any form (pdf, jpeg, word, etc)

The screenshot shows the 'CYPRUS UNIVERSITY OF TECHNOLOGY' Admissions portal. The user is logged in as 'Candidate Student'. The main section is 'Create New Admission Application'. It includes a 'Save' button and a section for 'Admission Type and Program of Study'. The 'Select Type of Application' is set to 'Graduate-Master'. Under 'Select Program(s) of study', three programs are listed: 'MSc Environmental Life Sc. & Techn.', 'MSc Electrical Engineering', and 'MSc Shipping & Business'. Below this is an 'Attachments' table with the following rows:

| Description | Filename | Actions |
|---|----------------------|---|
| COPY OF ID CARD OR PASSPORT | <input type="text"/> | <input type="button" value="Browse..."/> <input type="button" value="Add Row"/> |
| COPIES OF ACADEMIC DEGREES (OR CERTIFICATE OF EXPECTED GRADUATION) | <input type="text"/> | <input type="button" value="Browse..."/> <input type="button" value="Add Row"/> |
| ACADEMIC TRANSCRIPTS | <input type="text"/> | <input type="button" value="Browse..."/> <input type="button" value="Add Row"/> |
| CURRICULUM VITAE | <input type="text"/> | <input type="button" value="Browse..."/> <input type="button" value="Add Row"/> |
| SHORT ESSAY (>500 WORDS) WITH PERSONAL GOALS AND RESEARCH PREFERENCES | <input type="text"/> | <input type="button" value="Browse..."/> <input type="button" value="Add Row"/> |
| CERTIFICATES OF GREEK AND ENGLISH LANGUAGE PROFICIENCY | <input type="text"/> | <input type="button" value="Browse..."/> <input type="button" value="Add Row"/> |
| OTHER CERTIFICATES AND DOCUMENTS | <input type="text"/> | <input type="button" value="Browse..."/> <input type="button" value="Add Row"/> |

In order to attach other supporting documents you can press the button Add Line.

- When you press the Save button, your application is submitted.



7.

8. Some programs require that you note two references of people that know you on a professional and/or academic level and could give recommendations for you. If you have selected programs that have this condition, you must select the button Recommendation Letter from (under the Recommendations Tab):

The screenshot shows the 'Candidate Student' page for Admissions. The candidate's name is KYRIACOU, ANDRI, *13.03.1984, Female. The 'Admissions' section contains a table with the following data:

| Program of Study | Adm. Appl. Status | Acad. Year | Acad. Session (Desc.) | Program Choice | Reg. Type (Desc.) |
|-------------------------------------|-------------------|------------|-----------------------|----------------|-------------------|
| MSc Environmental Life Sc. & Techn. | Created | 2015-2016 | Spring Semester | 1st choice | Graduate-Master |
| MSc Electrical Engineering | Created | 2015-2016 | Spring Semester | 2nd choice | Graduate-Master |
| MSc Shipping & Business | Created | 2015-2016 | Spring Semester | 3rd choice | Graduate-Master |

Below the table are sections for 'Education Records', 'Student Master Record' (with a 'Save' button), and 'References' (with buttons for 'Add Reference Person', 'Remove Reference Person', and 'Edit Reference Person').

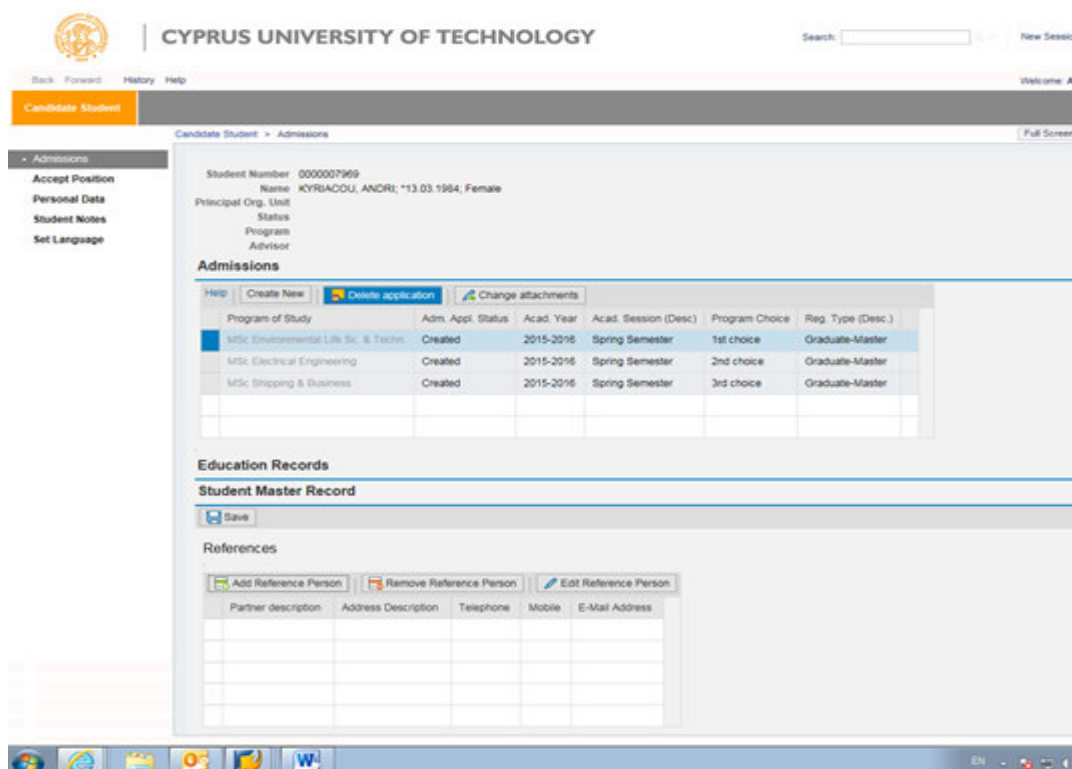
In the window that appears, enter the information of the person that you want the University to contact for your recommendation. The fields with the asterisk (*) are mandatory.

The screenshot shows the same portal as above, but with a 'CUT Admissions Reference' dialog box open. The dialog box contains the following fields:

- * First name:
- * Last name:
- Street:
- House Number:
- City:
- Postal Code:
- * Country:
- Region:
- * Telephone:
- Mobile:
- * E-Mail Address:

The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

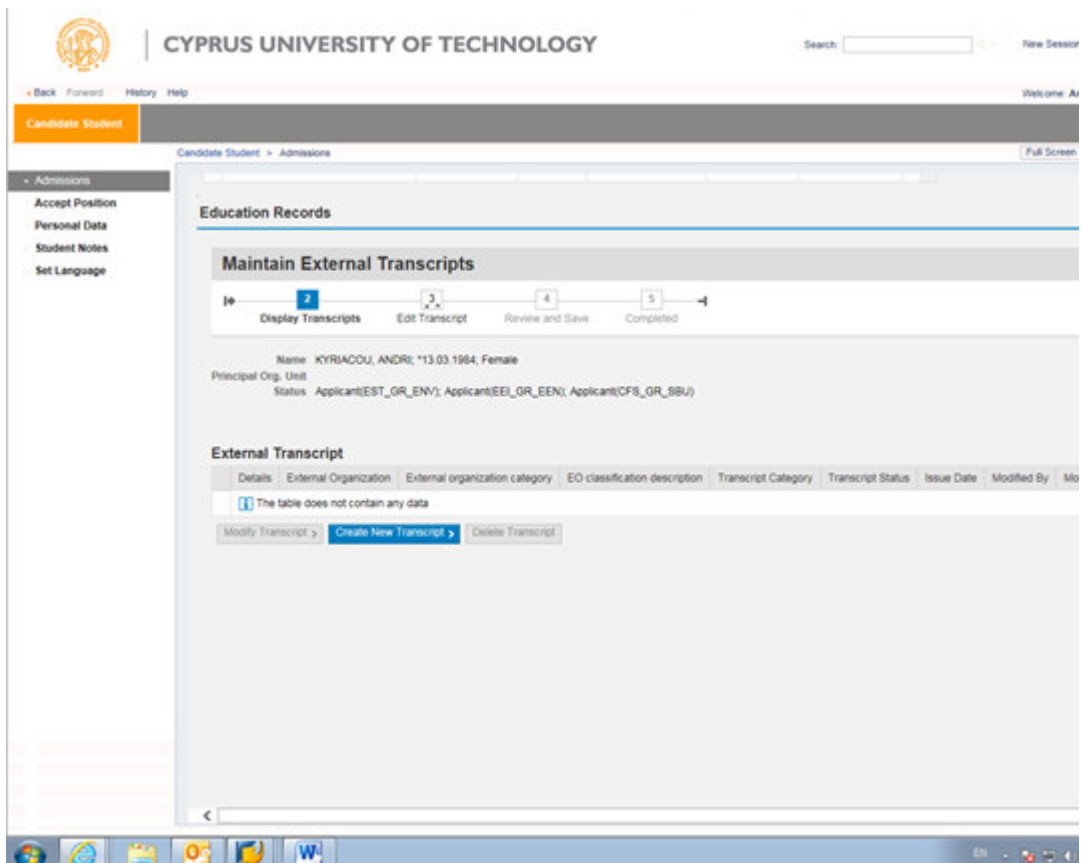
9. As long as the application process is open, you have the ability to change your application(s), through the portal (<https://sis.cut.ac.cy/iri/portal>), or to create a new application with the Create button, to select an existing application, delete it or change the attachments with the coordinating button.



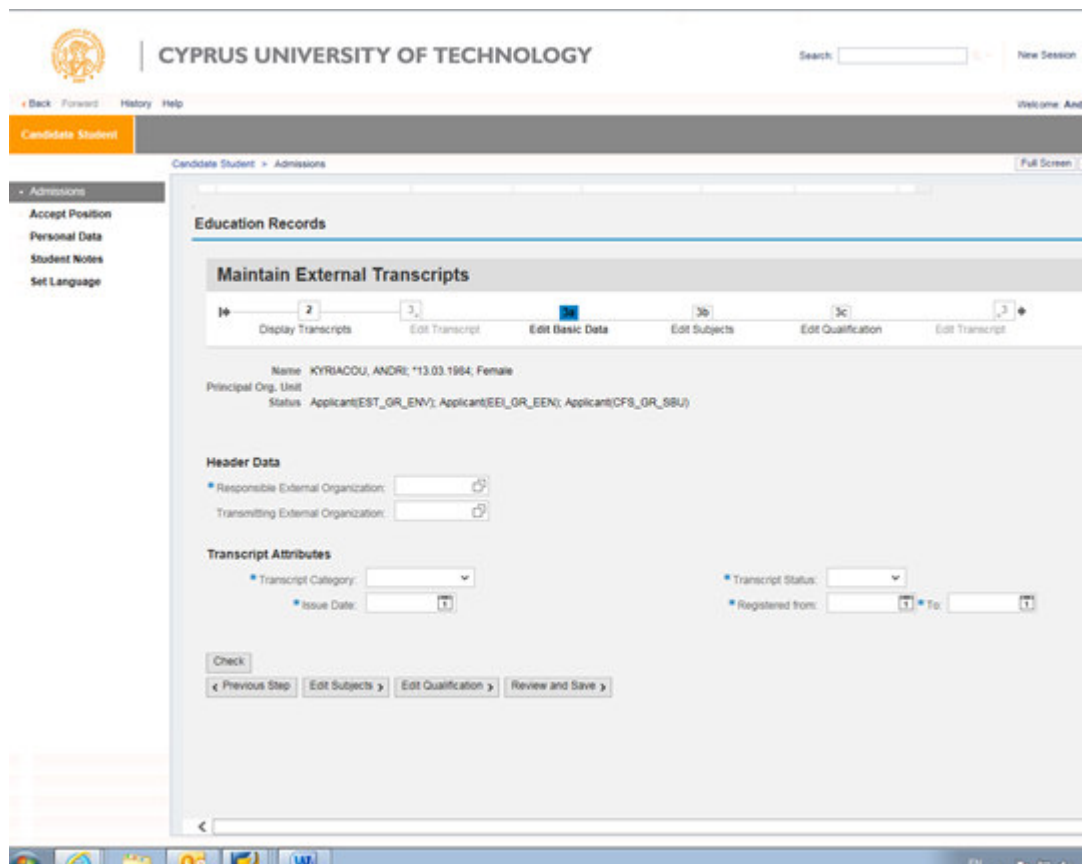
With the button SAVE, you accept the changes made.

10. Once you have created your application for the postgraduate programs that you wish to apply for and have attached all the required documents as noted in Step 5; it is advisable to add your degree/s that you have acquired from the University you graduated from as well as any certificates and diplomas (GCE/IELTS etc). In order to continue at this point, you have to push the button which is at the far right corner of the screen to open the section to fill in your information about Education.

The screen that you see below will appear, which in order add the University you are attending or graduated from you will have to push the button Create a new Document.



Create a new Document



Enter all the above data and after save it.

If you encounter any difficulty at any stage, contact the University at the email graduate@cut.ac.cy