



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.

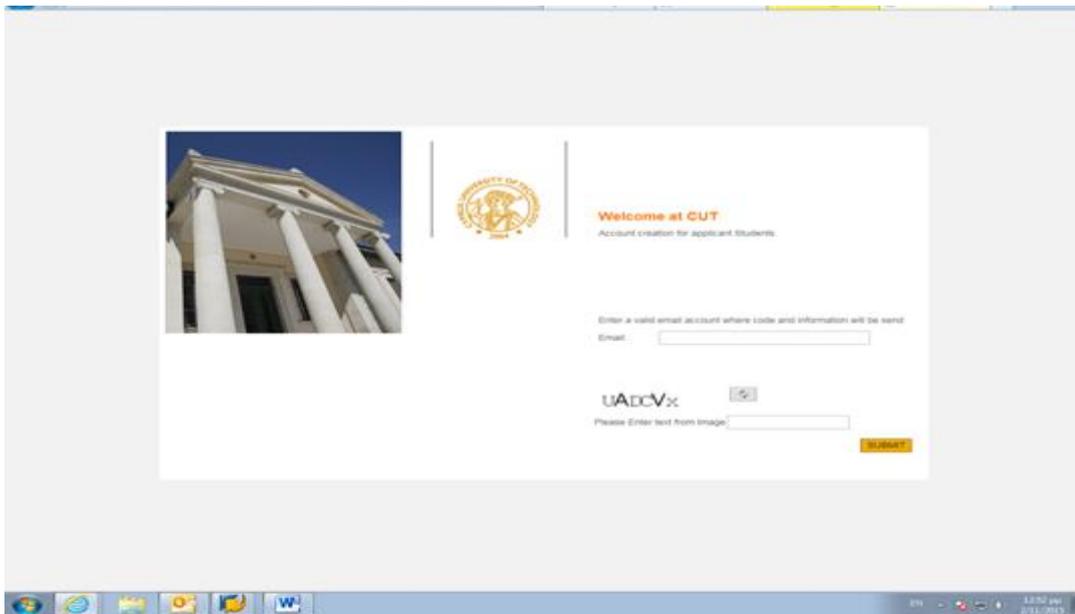
Step 1

The process starts from the website of the University, from the link that is on each announcement for open positions for study. For example, for postgraduate Master programs the process for applying starts at www.cut.ac.cy/masters

The screenshot displays the CUT Portal interface. On the left, the text reads "ΜΕΤΑΜΟΡΦΩΣΕ ΤΟ ΜΕΛΛΟΝ ΣΟΥ" (Transform your future). On the right, it says "ΜΕΤΑΠΤΥΧΙΑΚΑ ΠΡΟΓΡΑΜΜΑΤΑ" (Postgraduate Programs) and "ΤΕΧΝΟΛΟΓΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΥΠΡΟΥ" (Technological University of Cyprus). A calendar icon shows dates 1, 2, 8, 9, 15, 16, 22, 23. Below the main text, there is a section titled "Ανακοίνωση: Θέσεις για Προγράμματα επιπέδου Μάστερ (πληροφορίες)" (Announcement: Positions for Master level Programs (information)). Underneath, it states "Περίοδος υποβολής αιτήσεων: 9 Φεβρουαρίου – 31 Μαρτίου 2015" (Application period: 9 February – 31 March 2015). A line of text reads "Αν δεν είστε ενεργός φοιτητής στο ΤΕΠΑΚ, για υποβολή αίτησης ακολουθήστε το σύνδεσμο:" (If you are not an active student at TEPAK, to submit an application follow the link:). Below this, there are two buttons: "ΕΛΛΗΝΙΚΑ" (Greek) and "ENGLISH", with a green arrow pointing to the "ΕΛΛΗΝΙΚΑ" button. At the bottom, there is a link: "Υποβολή αίτησης από ενεργούς φοιτητές του ΤΕΠΑΚ [εδώ](#)" (Application submission from active TEPAK students [here](#)).

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.

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.

andri.kyriacou@cut.ac.cy

Personal Data

Name: Surname:

Father's Name: Nationality:

Gender: Birth Date: 06.02.2015

*Enter ID card Number or Passport Number

ID Number: Passport Number:

Permanent Address

Country: City:

Street: House Number:

Postal Code:

Telephone: or Mobile:

SUBMIT

Attention to the following:

You must type all letters to be CAPITAL 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.

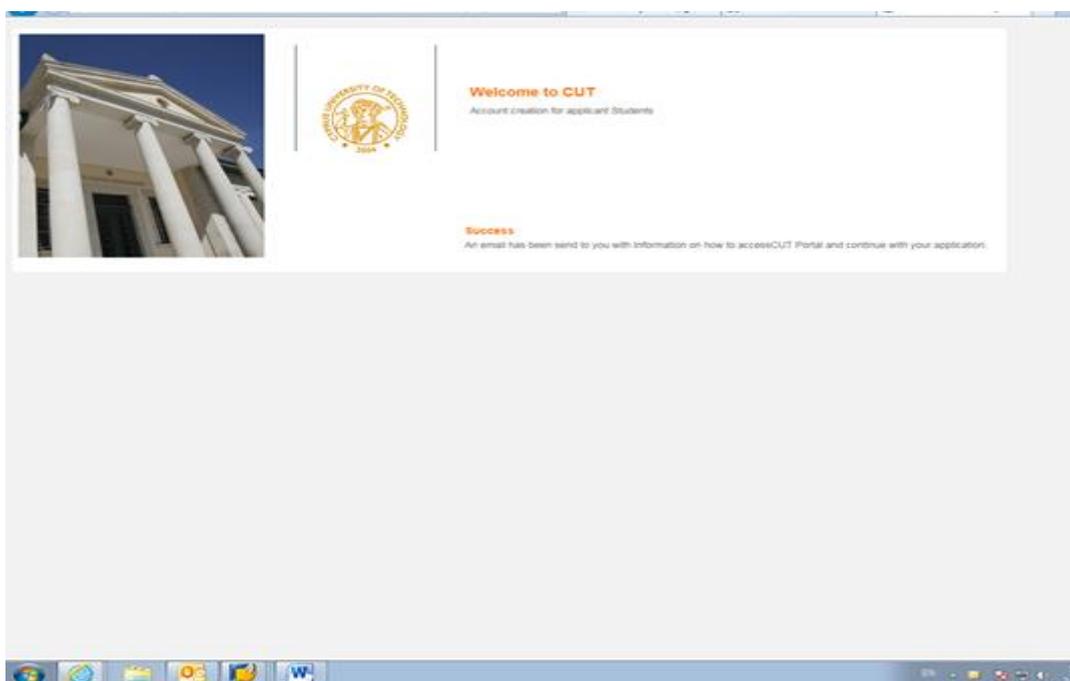
The sections Nationality and Country require specific codes from the search catalog. For Cypriots and Cyprus, the code is CY for both. (you can type it without searching).

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.

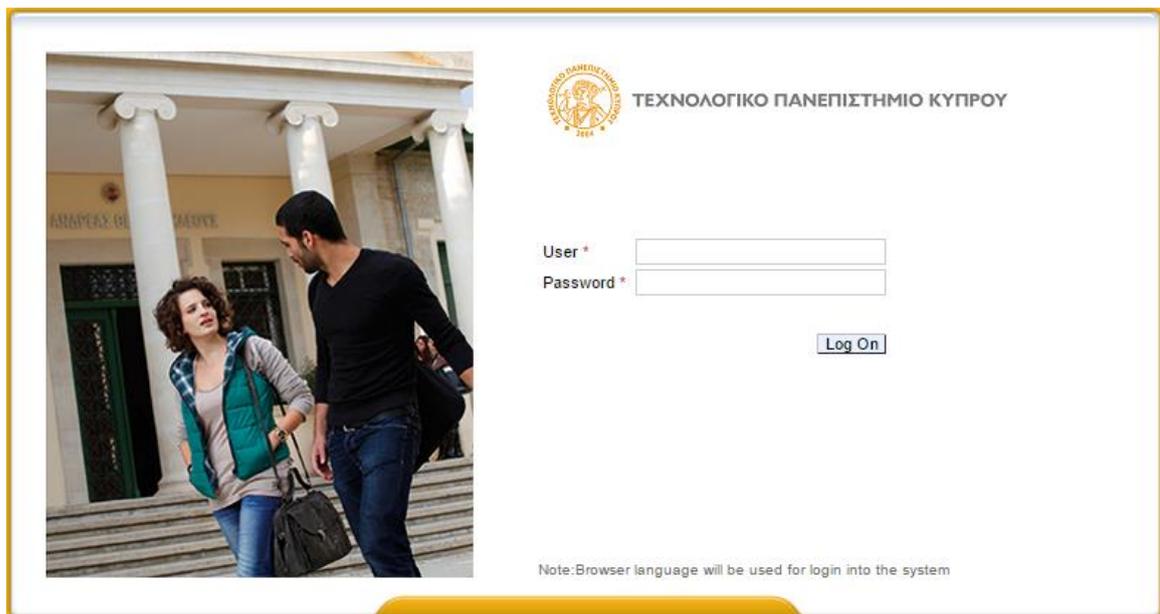


....and within minutes you will receive an email from the University.

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/irj/portal>



Step 5

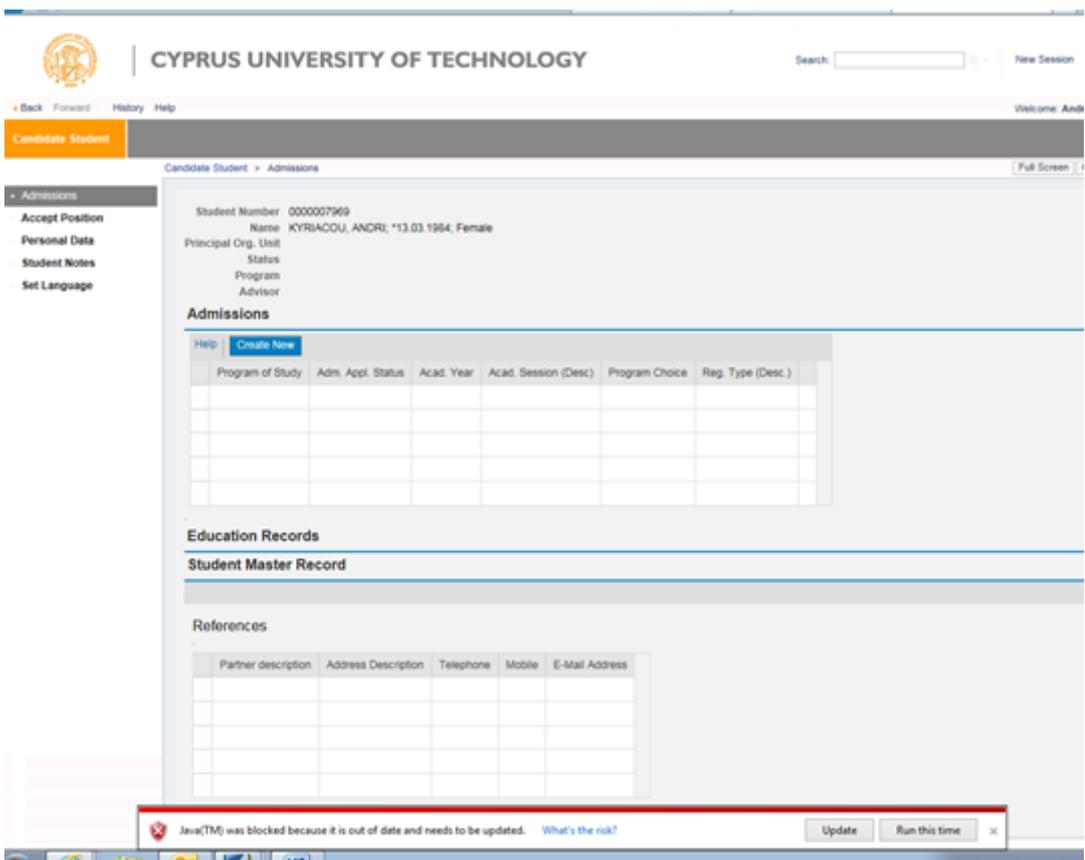
You are now in the University Portal. A screen appears as the one below:

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.

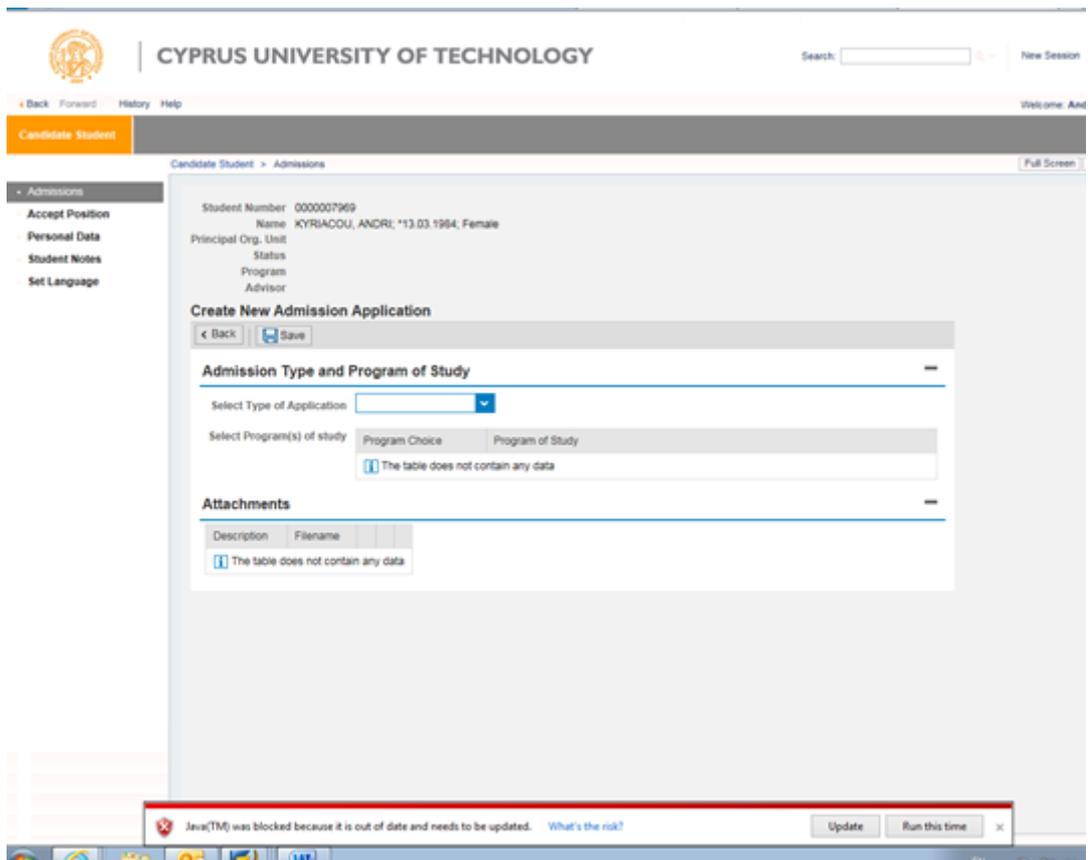


To create the application for a program, follow these steps:

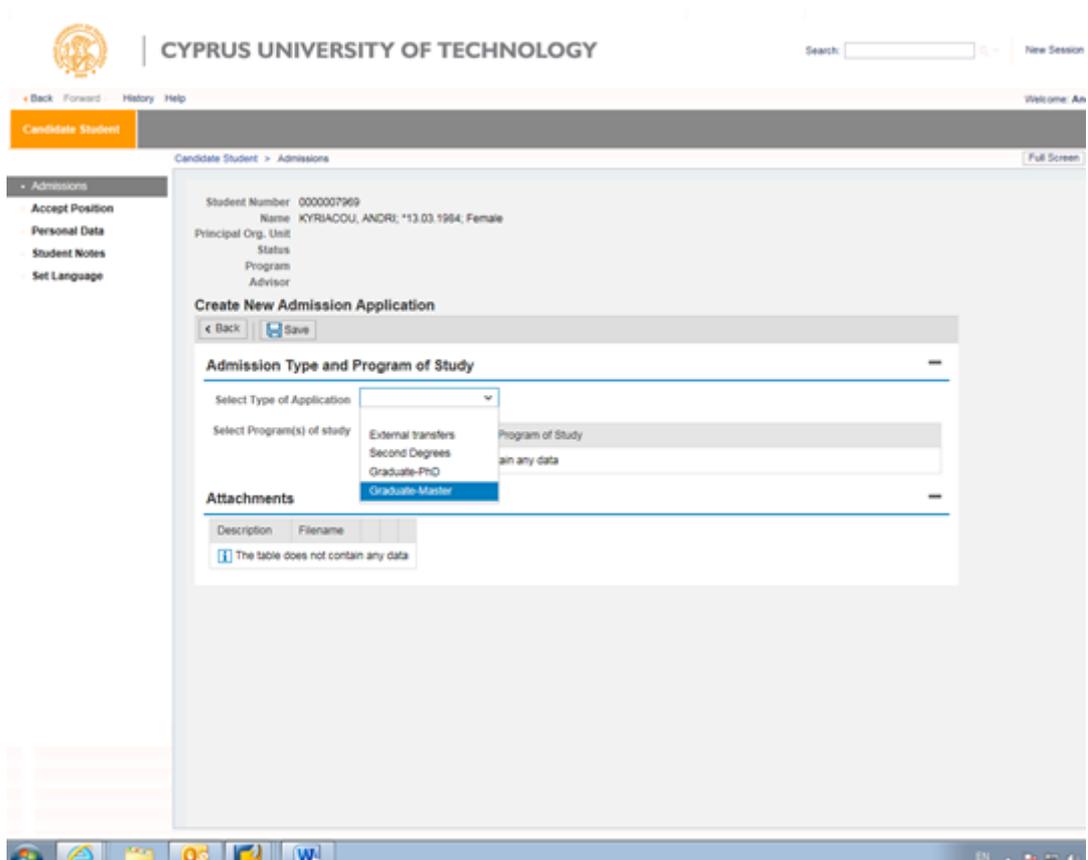
1. Choose the button Create



2. Choose the button Application Type:



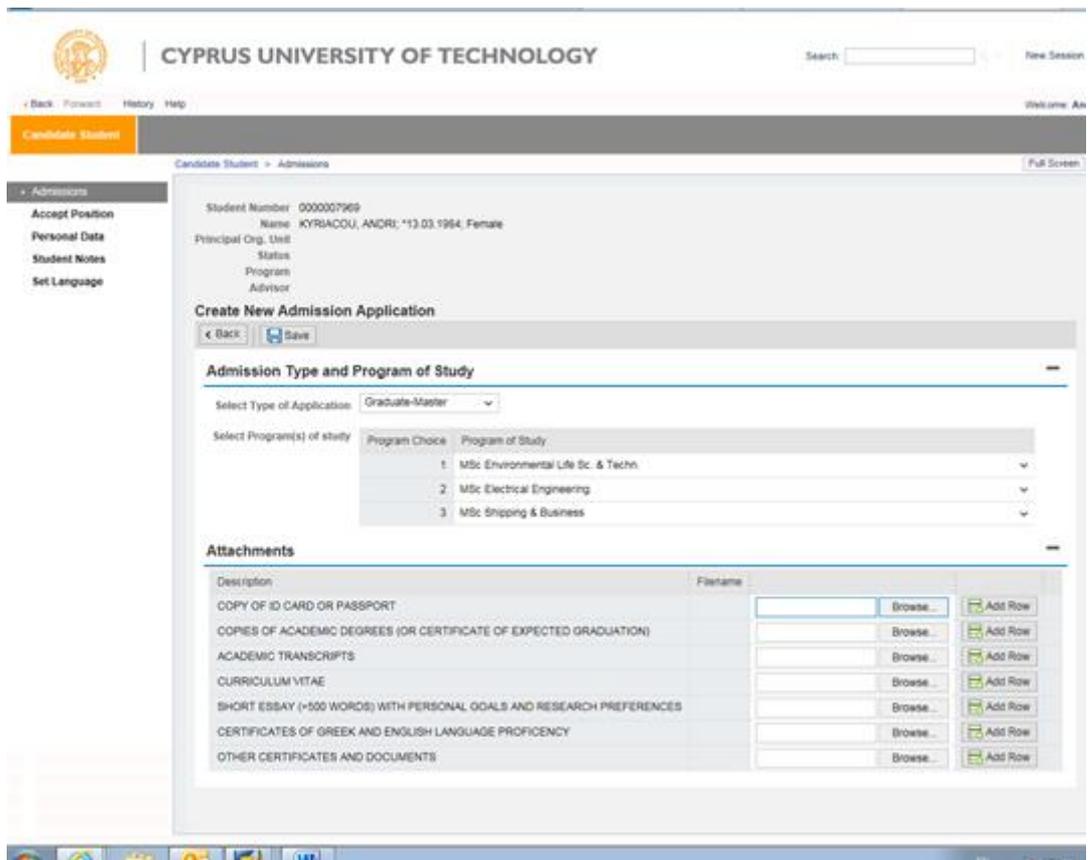
3. Then pick from the choices, the type of application (For example, Master)



4. 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.

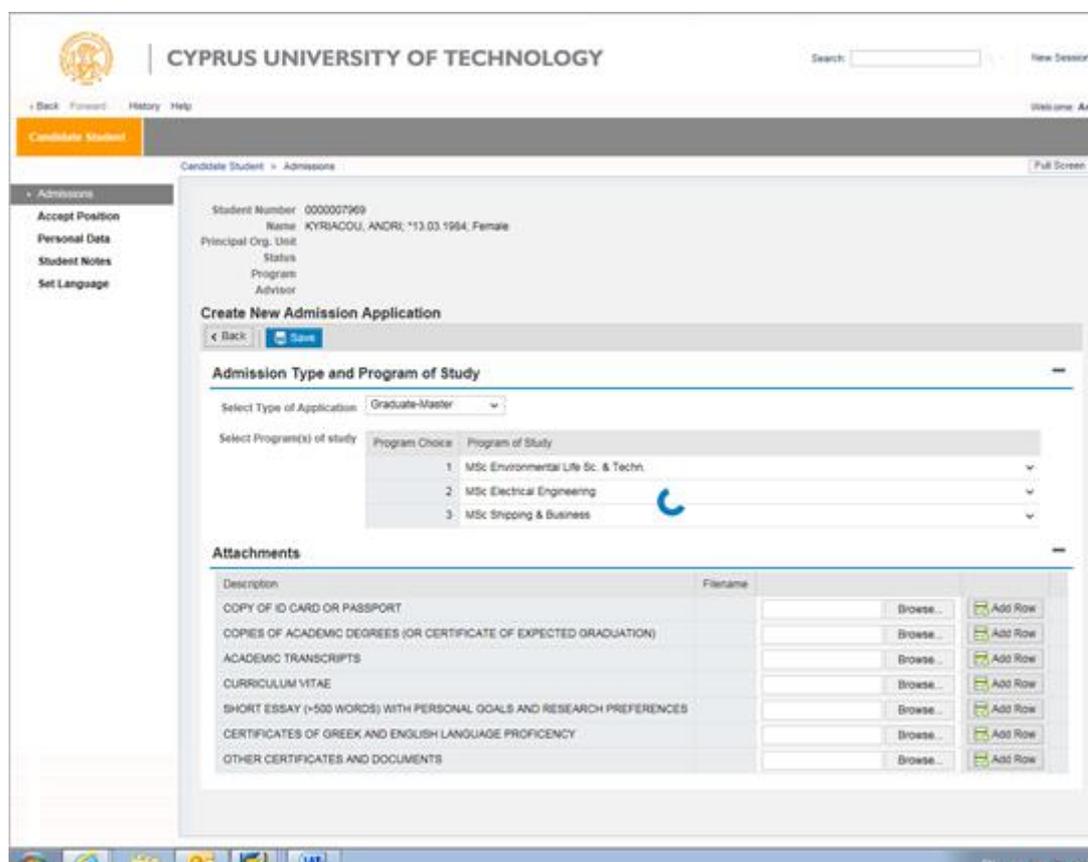
The screenshot shows the 'CYPRUS UNIVERSITY OF TECHNOLOGY' admission portal. The user is logged in as 'Candidate Student' and is viewing the 'Create New Admission Application' page. The page displays the student's details: Student Number 000007969, Name KYRIACOU, ANDRI, *13.03.1994, Female. The 'Admission Type and Program of Study' section shows 'Graduate-Master' selected for the application type. Under 'Select Program(s) of study', three programs are listed: 1. MSc Environmental Life Sc & Techn, 2. MSc Electrical Engineering, and 3. MSc Shipping & Business. The 'Attachments' section contains a table with columns for 'Description' and 'Filename'. Each row includes a 'Browse...' button and an 'Add Row' button. The required attachments are: COPY OF ID CARD OR PASSPORT, COPIES OF ACADEMIC DEGREES (OR CERTIFICATE OF EXPECTED GRADUATION), ACADEMIC TRANSCRIPTS, CURRICULUM VITAE, SHORT ESSAY (1=500 WORDS) WITH PERSONAL GOALS AND RESEARCH PREFERENCES, CERTIFICATES OF GREEK AND ENGLISH LANGUAGE PROFICIENCY, and OTHER CERTIFICATES AND DOCUMENTS.

5. 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)



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

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



- 7.

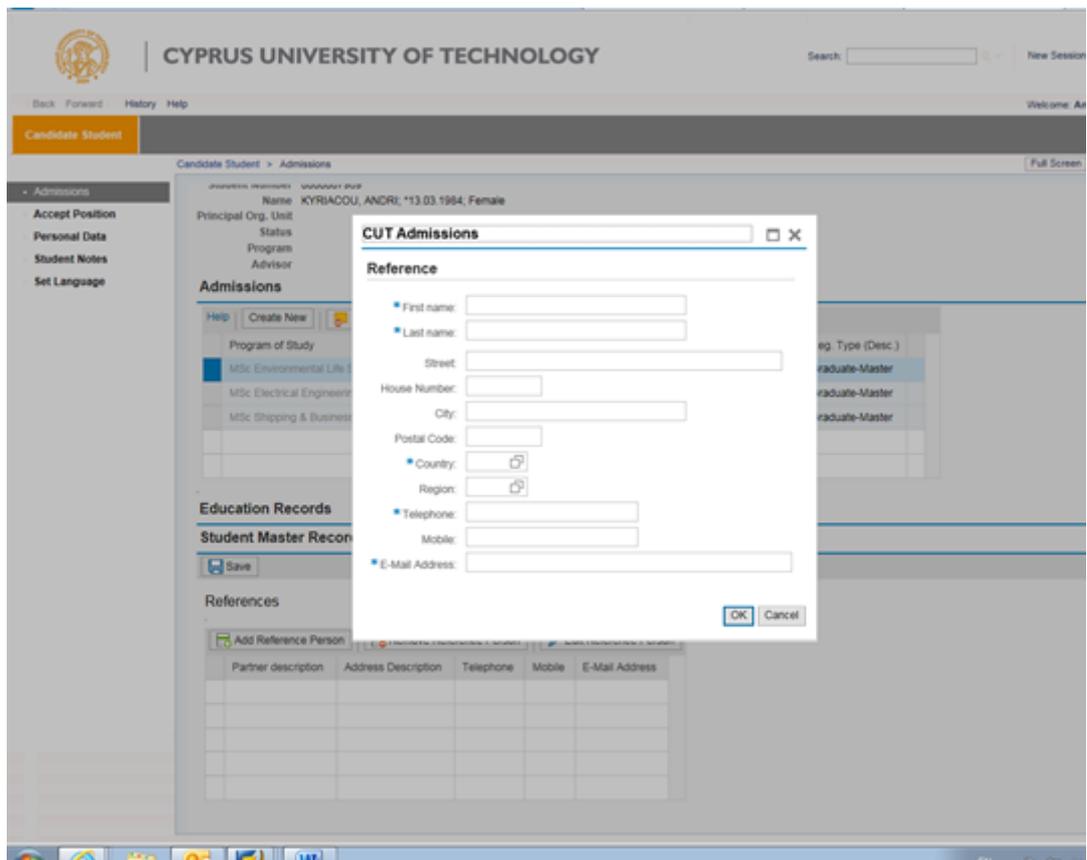
8. Some programs require that you note two references of people that know you on a professional and/or academic level and could give recommendations for you. If you have selected programs that have this condition, you must select the button Recommendation Letter from (under the Recommendations Tab):

The screenshot displays the 'Admissions' section of the Cyprus University of Technology portal. The candidate's name is KYRIACOU, ANDRI, born 13.03.1984, Female. The 'Admissions' table lists three applications:

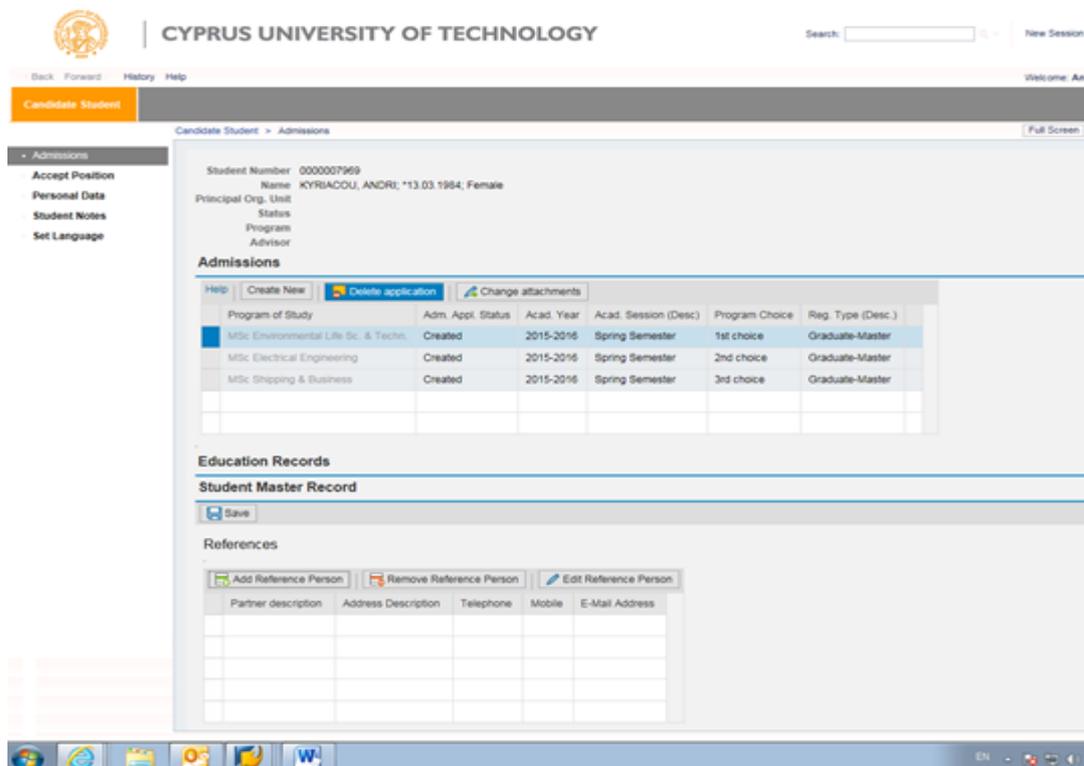
Program of Study	Adm. Appl. Status	Acad. Year	Acad. Session (Desc)	Program Choice	Reg. Type (Desc.)
MSc Environmental Life Sc. & Techn.	Created	2015-2016	Spring Semester	1st choice	Graduate-Master
MSc Electrical Engineering	Created	2015-2016	Spring Semester	2nd choice	Graduate-Master
MSc Shipping & Business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

Below the table, there are sections for 'Education Records', 'Student Master Record' (with a 'Save' button), and 'References'. The 'References' section includes buttons for 'Add Reference Person', 'Remove Reference Person', and 'Edit Reference Person', and a table with columns: Partner description, Address Description, Telephone, Mobile, and E-Mail Address.

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.



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.

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;

If you encounter any difficulty at any stage, contact the University at the email

Studies@cut.ac.cy