

Pink-slip Renewal

Immigration Checklist

The documents seen below will be required for the renewal of your pink slip.

Your pink slip can be **valid for up to 12 months**. It is the students' responsibility to ensure they renew their residence permit in time. Make sure you **collect these documents at least 30 days in advance of your pink slip expiration** and make an appointment through email to the Civil Registry and Migration in the city that you are applying at least **2 months** before the expiry date.

You must inform the International Admissions Officer of your renewal appointment once this is booked. If you require assistance booking your appointment, please contact the below:

If you need to meet with the International Admissions Officer, please make an appointment by sending an email to internationalvisascy@uclan.ac.uk and write "IMMIGRATION / VISA" in the subject of your email.

Important note: be aware that once you apply, the **pink slip** will be **issued within 6 months**. In the meantime, during the evaluation of your application you may be requested to present additional documents. Nevertheless, you can **travel to your home country** once you receive the receipt upon submission of all required documents during your appointment at the Immigration Office.

Checklist of Required documents

International Admissions Officer will provide you with:	
MEDU1/MEDUM1 Form	
Bank Institution Guarantee	
Student Support Services will assist you with:	
Confirmation of Study Letter - An official request must be made through your Timetable . Letters are prepared within 5 working days from the day of online request submission. Last minute requests may not be addressed.	
Medical Insurance - Payment of €130 must be made to the Finance Office (ground floor) and the receipt of this with your passport and current address must be shown to the Student Support Office. We will then provide you with the Medical Insurance Documents which are valid for 12 months	
Administration will provide you with:	
Transcript with grades from previous academic year - Request from the Administration team by email cypusschoolsadmin@uclan.ac.uk or in person in their office on the 1 st floor (CY119)	
Documents that you must collect:	
Passport (Take original to Immigration Appointment) <ul style="list-style-type: none"> Copy of the passport page showing your photograph and personal information Copy of stamped page showing your entry date into Cyprus 	
Pink-Slip Copy (Take Original card to Immigration Appointment)	
Original/True Copy of Tenancy Agreement in students name or Property sale agreement or Title Deeds *Document needs to be certified by the local authority council or the Mayor/Deputy Mayor **If Document is not in the students name, an accompanying letter (also certified) will need to be submitted to Immigration	
Bank Statement showing an available balance of at least €850 and 2 months transactions	
Pink-Slip Fee € 55.00 (payable directly to Immigration at renewal appointments) *Cash amount must be exact ; Card is also accepted	

Date, time and location of Migration/Immigration appointment _____