

Job Description

Job Title:	International Admissions officer
Service	Admissions & Recruitment Department
Responsible to:	Director of Admissions and Recruitment

Job Purpose: The main duty of the post-holder is the handling of the international students' applications for admission that will lead to their successful registration and to provide any assistance needed upon their arrival. The post-holder must also be able to serve as a liaison with the Immigration and Migration Departments regarding the issuance of visas for international students and any other related matters with the authorities, if required.

Main Duties and Responsibilities:

Responsible for supporting the admissions process of the International Students including their visa application process until full registration and induction. Ensures that visa requirements and the issuance of entry permits, or other migration-related documents are met to facilitate the successful entry of international students into Cyprus.

Responsible for the communication with the international students to review their documentation and ensure it is appropriate for submission to migration authorities. This includes maintaining constant communication to update them on the progress of their visa applications at all times.

To implement the correct visa submission procedure to the Migration Authorities.

To promptly pursue international students regarding any pending issues related to their visa status.

When there is a need for the international students to issue their first TRP (Temporary Residence Permit) or to renew it, to assist them and arrange a visit/appointment to migration, at any city required. To ensure all documentation requested is properly completed and submitted.

To assist in the process of welcoming new international students, explaining the next steps, and supporting their induction in coordination with the student support department.

Scanning and filing all documents for new and existing international students in their e-files for the university's records.

To assist in organising and attending recruitment events, such as open days and other university functions, while also performing general duties within the department.

Responsible for accurately entering complete information about international students into the CRM system, whether for new applicants or existing students, and supporting colleagues in the Admissions and Recruitment department with CRM maintenance.

Responsible for preparing reports and lists to support the team's follow-up on tasks, efficiency, and coordination.

To perform any other duties as required by the Director of the department, including handling inquiries from local and EU applicants in order for the department to achieve its targets.

Name:	
Date:	
Signature:	