



ΤΕΧΝΟΛΟΓΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΥΠΡΟΥ

CUT Portal

USER'S GUIDE-APPLICATION PROCESS FOR ERASMUS INCOMING

Step 1

Please click on the following link <http://bit.ly/2e7q5Ov>

Step 2

Please enter a valid email address and the text from image. Then click on Submit

The screenshot displays a web form for account creation. On the left is a small image of the building. To its right is the CUT logo. The text reads 'Welcome at CUT' and 'Account creation for applicant Students'. Below this, there is a prompt: 'Enter a valid email account where code and information will be send'. This is followed by an 'Email:' label and an input field. Further down, there is a CAPTCHA section with the text 'UADCVx' and a small image of a document. Below the CAPTCHA is the prompt 'Please Enter text from image:' and another input field. A yellow 'SUBMIT' button is located at the bottom right of the form area.

Step 3

You will receive on email the following information:

Welcome to CUT Application Services. Choose the link below to continue

[Press Here](#)

Step 4

Once you press on the designated link you will be directed to the

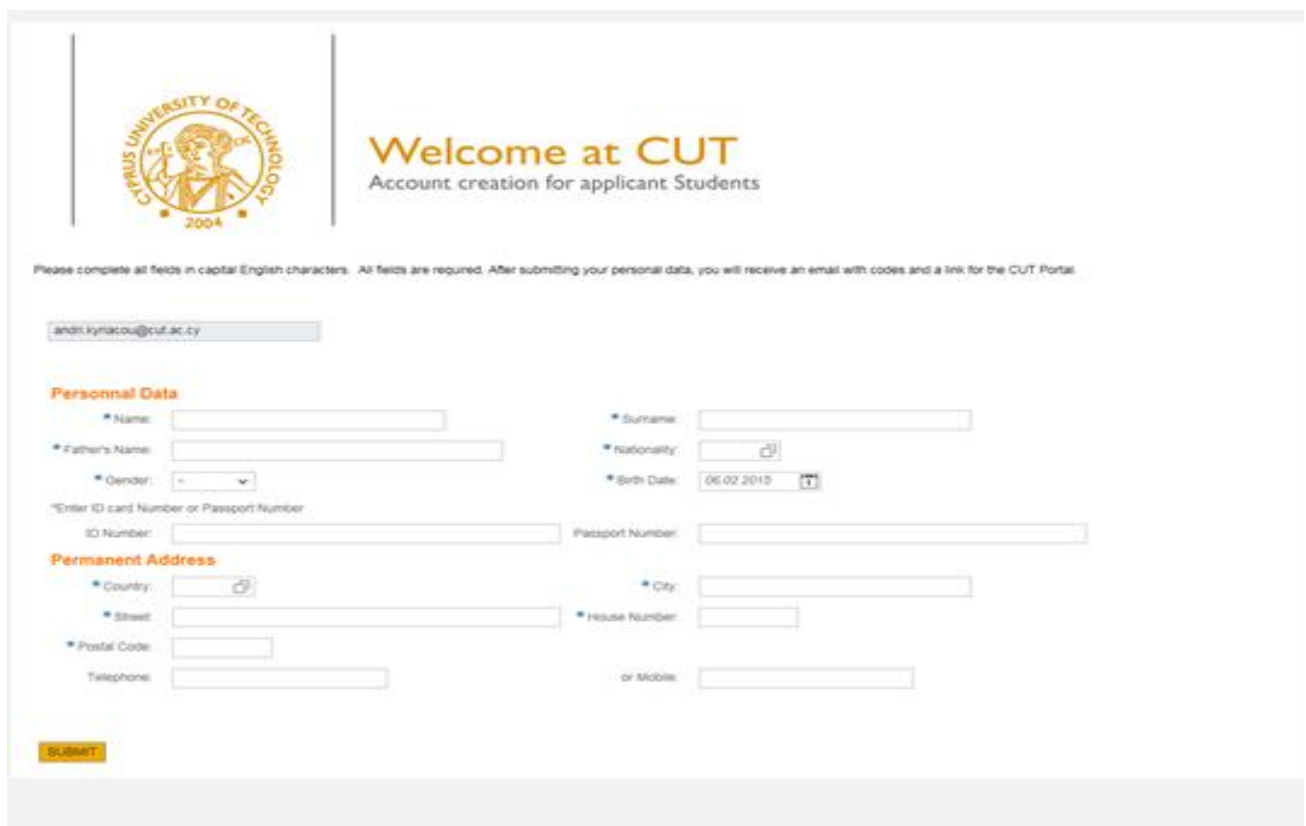
Account Creation for applicant Students

Please complete all fields in **CAPITAL ENGLISH characters.**

Though not marked with * (asterisk) ID Number and Telephone Number are required.

After all required fields are filled enter SUBMIT.

After submitting your personal data you will receive an email with username and password and a link for the CUT Portal.



The screenshot shows the account creation interface for applicant students at CUT. At the top left is the CUT logo, and to its right is the heading "Welcome at CUT" with the subtitle "Account creation for applicant Students". Below this 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." An email address field is pre-filled with "andri.kyniacou@cut.ac.cy". The form is divided into two main sections: "Personal Data" and "Permanent Address".

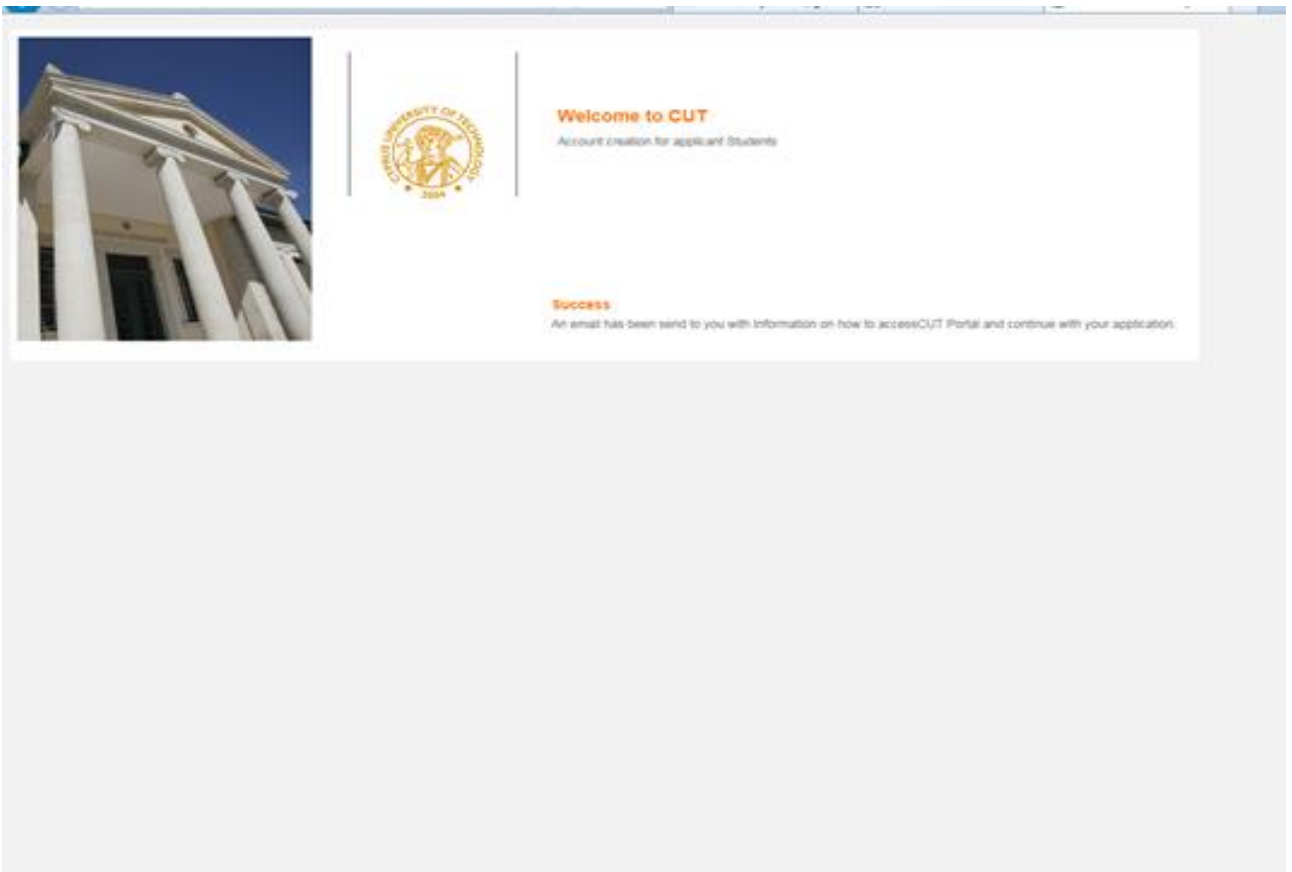
Personal Data

- Name:
- Surname:
- Father's Name:
- Nationality:
- Gender:
- Birth Date:
- ID Number or Passport Number:
- ID Number:
- Passport Number:

Permanent Address

- Country:
- City:
- Street:
- House Number:
- Postal Code:
- Telephone:
- or Mobile:

A yellow "SUBMIT" button is located at the bottom left of the form area.



...and within minutes you will receive the following email from the CUT PORTAL

Step 5

Your request for an applicant user was accepted. Please use below information to access the CUT Portal
Please save username and password below for future access to CUT Portal.

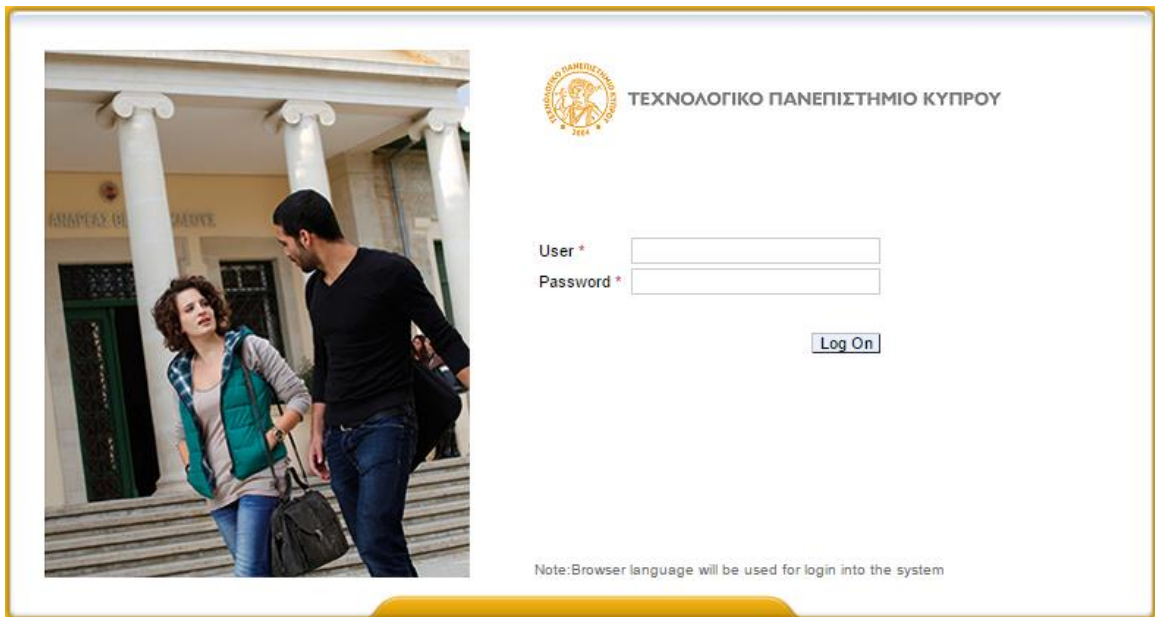
Username: **.*****

Password: *****!

[Press Here](#)

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 to enter the Portal.

To go directly to the portal (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's Portal.

[Back](#) [Forward](#) [History](#) [Help](#) Welcome, **A**

[Candidate Student](#) [Full Screen](#)

Admissions

Student Number: 000007969
 Name: KYRIACOU, ANDRI; *13.03.1994, Female
 Principal Org. Unit:
 Status:
 Program:
 Advisor:

Admissions

[Help](#) [Create New](#)

Program of Study	Adm. Appl. Status	Acad. Year	Acad. Session (Desc.)	Program Choice	Reg. Type (Desc.)

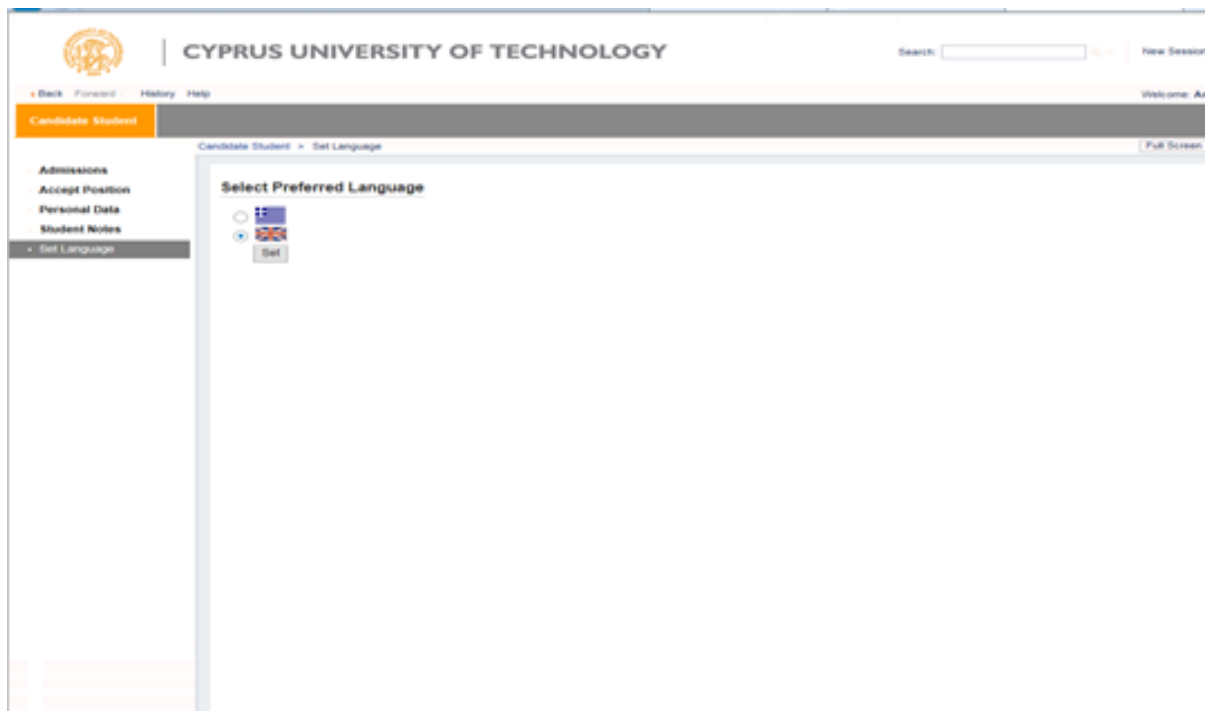
Education Records

Student Master Record

References

Partner description	Address Description	Telephone	Mobile	E-Mail Address

Please do not change the language settings on the “Set Languages”. Use the English Language button on Select preferred Language



Step 6

1. Choose the button Create New



Admissions

- Accept Position
- Personal Data
- Student Notes
- Set Language

Student Number 000007999
Name KYRIACOU, ANDRI, *13.03.1994, Female
Principal Org. Unit
Status
Program
Advisor

Admissions

Help [Create New](#)

Program of Study	Adm. Appl. Status	Acad. Year	Acad. Session (Desc.)	Program Choice	Reg. Type (Desc.)

Education Records

Student Master Record

References

Partner description	Address Description	Telephone	Mobile	E-Mail Address

2. Then Choose the button Application Type:

CYPRUS UNIVERSITY OF TECHNOLOGY

Search: New Session

Back Forward History Help Welcome And

Candidate Student Admissions Full Screen

Admissions

- Accept Position
- Personal Data
- Student Notes
- Set Language

Student Number: 000007969
 Name: KYRIACOU, ANDRI; *13.03.1984; Female
 Principal Org. Unit:
 Status:
 Program:
 Advisor:

Create New Admission Application

Back Save

Admission Type and Program of Study

Select Type of Application:

Select Program(s) of study:

Program Choice	Program of Study
The table does not contain any data	

Attachments

Description	Filename
The table does not contain any data	

3. Then pick from the choices, the type of application (for example, Erasmus IN)

CYPRUS UNIVERSITY OF TECHNOLOGY

Search: New Session

Back Forward History Help Welcome An

Candidate Student Admissions Full Screen

Admissions

- Accept Position
- Personal Data
- Student Notes
- Set Language

Student Number: 000007969
 Name: KYRIACOU, ANDRI; *13.03.1984; Female
 Principal Org. Unit:
 Status:
 Program:
 Advisor:

Create New Admission Application

Back Save

Admission Type and Program of Study

Select Type of Application:

Select Program(s) of study:

External transfers	Program of Study
Second Degrees	The table does not contain any data
Graduate-PhD	
Graduate-Master	

Attachments

Description	Filename
The table does not contain any data	

4. It is required to attach all the relevant documents for your application so that it can be evaluated. To import attachments for each subject, you press the Attach file button to upload the documents from your computer. **The files can be in any the following forms (pdf, jpeg, word, gif)**

The screenshot displays the Cyprus University of Technology (CUT) Admissions portal. The page is titled "CYPRUS UNIVERSITY OF TECHNOLOGY" and shows a "Candidate Student" profile. The profile includes fields for Student Number (000007969), Name (KYRIACOU, ANCRI, *13.03.1984, Female), Principal Org. Unit, Status, Program, and Advisor. Below the profile is the "Create New Admission Application" section, which includes a "Save" button and a table for "Admission Type and Program of Study". The table has columns for "Program Choice" and "Program of Study", with three rows: 1. MSc Environmental Life Sc. & Techn., 2. MSc Electrical Engineering, and 3. MSc Shipping & Business. At the bottom is an "Attachments" table with columns for "Description" and "Filename". The "Description" column lists various documents like "COPY OF ID CARD OR PASSPORT", "COPIES OF ACADEMIC DEGREES (OR CERTIFICATE OF EXPECTED GRADUATION)", "ACADEMIC TRANSCRIPTS", "CURRICULUM VITAE", "SHORT ESSAY (~500 WORDS) WITH PERSONAL GOALS AND RESEARCH PREFERENCES", "CERTIFICATES OF GREEK AND ENGLISH LANGUAGE PROFICIENCY", and "OTHER CERTIFICATES AND DOCUMENTS". Each row has a "Browse..." button and an "Add Row" button.

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

5. Once you press the **Save button**, your application is submitted.

As long as the application process is active you have the ability to update your application, through the portal (<https://sis.cut.ac.cy/irj/portal>) to add, delete or change the attachments.

With the button SAVE, you accept the changes made.

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