

PROCEDURE OF ISSUING A DEGREE (DISTANCE EDUCATION UNIT)

1. A degree is issued only when an applicant completes and submits to the Bursar's Office the "Graduation Application Form". The application fee is 60 euro. The application, as well as the instructions on how to complete it, can be found online at the following webpage: <http://www.euc.ac.cy/easyconsole.cfm/id/1883/lang/en>
2. If the application reaches the Office of the Registrar by the 20th of each month (excluding the month of August as well as the months of April and December due to the holiday periods), then the degree will be issued within a reasonable time frame (2 weeks the latest). Should the applicant requests the degree to be stamped by the Hague stamp (Apostille), a minimum of 5 working days are required for the process to be completed (The cost of the stamp of Hague is 20 euro per page).
3. The applicant MUST fulfil ALL graduation criteria by the 20th of the month in order for a degree to be issued. The graduation criteria can be found online at the following webpage: <http://www.euc.ac.cy/easyconsole.cfm/id/289/lang/en>
4. The Office of the Registrar does NOT accept grades of students verbally from anyone, unless, these are submitted officially by the appropriate persons.