CUT Portal - USERS INSTRUCTIONS
Applying for a Study Program

In order to apply for any study program (undergraduate or postgraduate), you will first have to follow a short procedure so you can acquire a username and password that will allow you to access the CUT Portal and submit your application. Existing students or individuals that have in the past submitted an application already have the necessary codes (if for some reason they no longer have access to them they must contact the University via e-mail at kep@cut.ac.cy or by phone at 25002710/11). Anyone already in possession of the necessary codes may proceed to STEP 3.

STEP 1:
Start by following this link: https://bit.ly/SisNewCutEN
In the window that opens up **(Picture 1)**, you are asked to enter a valid e-mail (one you have access to) and type in the displayed security code. Then you click on "SUBMIT".

Picture 1

You should then (within a few minutes) receive an e-mail from the University **(Picture 2)** with further instructions. The sender will be listed as "WEBUSER". If for any reason you do not receive this e-mail (kindly check your junk or spam folder as well), please contact the University at kep@cut.ac.cy or by phone at 25002710/11.

STEP 2:

In the email received **(Picture 2)** there is a link titled "Press Here" which will then lead you to a new window **(Picture 3)**. Here you are asked to fill in various personal information in order for your user account to be created. Pay attention to the guidelines on the next page in order to make sure that you fill in the form correctly.

Picture 2

Picture 3

Please attention to the following when filling in the form with your personal details:

➲ All information must be entered in CAPITAL LETTERS.

➲ The fields titled "Nationality" and "Country" require specific values that can be chosen from a list made available by clicking on the icon on the right hand side of the field value box. Values can also be entered (typed) manually (i.e. "CY" for Cyprus and Cypriot Nationality).

➲ The postal code must be entered with care as the system cross-references the code with the "Country" and the "City" entered.

➲ Once all the fields have been filled in, click on the «SUBMIT» button.

➲ If there is a problem with one or more fields, the system will ask you to correct them.

➲ If everything is in order, after you have clicked on the "SUBMIT" button you should get a success message **(Picture 4)** and within a few minutes you should receive a new e-mail from the University (again please check that the e-mail hasn't landed in your junk or spam folder).

Welcome to CUT
Account creation for applicant Students

Success
An email has been send to you with Information on how to accessCUT Portal and continue with your application.
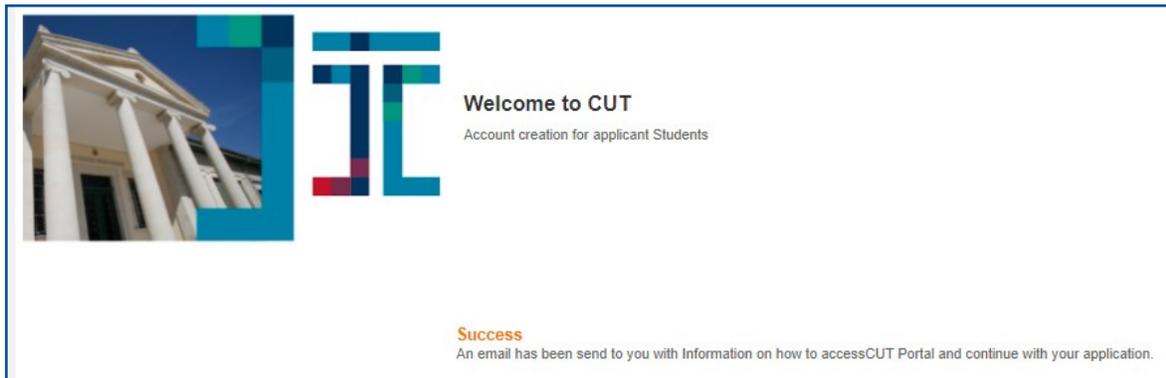
Picture 4

In this second e-mail that you will receive **(Picture 5)**, you will find the access codes (username/ password) with which you can access the University's CUT Portal. Save these codes somewhere safe as you will need them every time you wish to access the portal. By clicking on the link "Press Here" included in the e-mail you have received, you will be redirected to the login page of the Portal where you will have to enter your codes.

Welcome to CUT Application Services   Yahoo/Inbox

WEBUSER <cutinfo@cut.ac.cy>   Mon, Feb 21 at 7:45 AM
To: antonis_vrasida@yahoo.com

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: mg.papaiakovou
Password: aaVHquP2V!
Press Here

Picture 5

STEP 3:

Once you have the necessary codes needed to access the Student Portal head to sis.cut.ac.cy and enter your codes **(Picture 6)**

Picture 6

When the codes have been entered correctly and you have clicked on the "Log On" button, you will be admitted to the Portal and you should see a screen like the one in **Picture 7** below.

Picture 7

If the portal interface is in Greek and you wish to switch to English, click on the link titled «Διαμόρφωση Γλώσσας» from the menu on the left **(Picture 8)** and select the English language. In order for the change of language to take place, you will have to logout and then log in once again. The logout link is titled "Έξοδος από σύστημα" and is located on the top right hand corner.
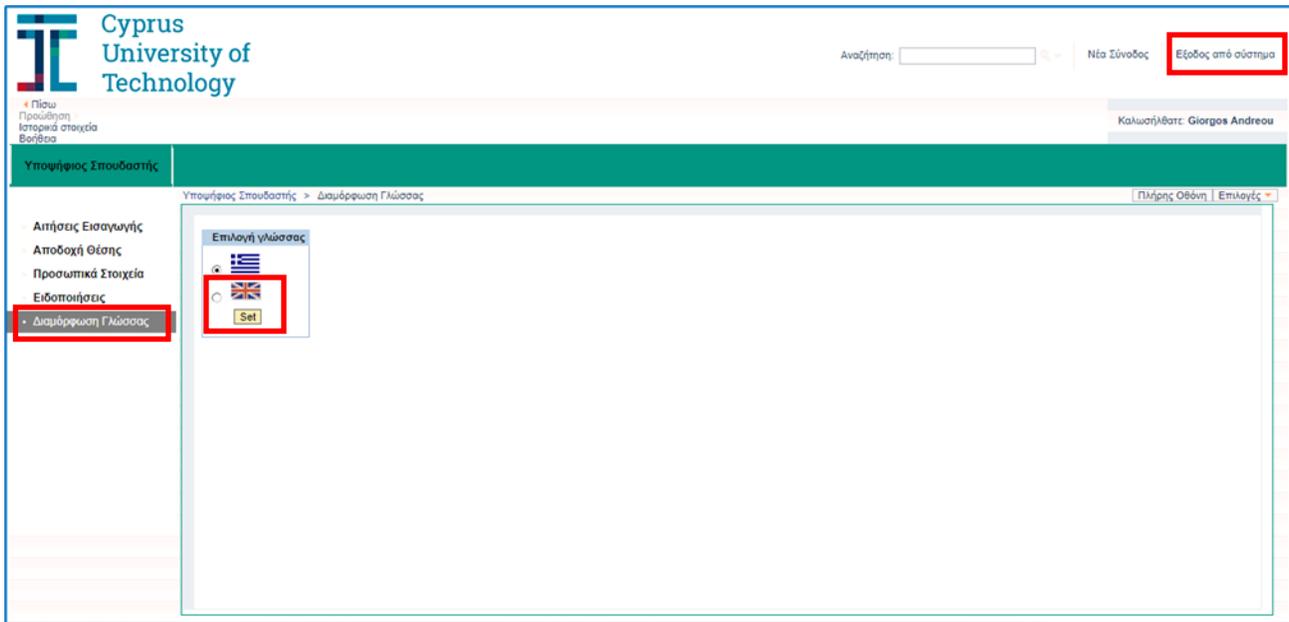
Picture 8

STEP 4:

In order to create a new application, click on "Admissions" from the menu on the left and then on the "Create New" button **(Picture 9)**

Picture 9

Cyprus
University of
Technology

Studies and
Student Welfare
Services
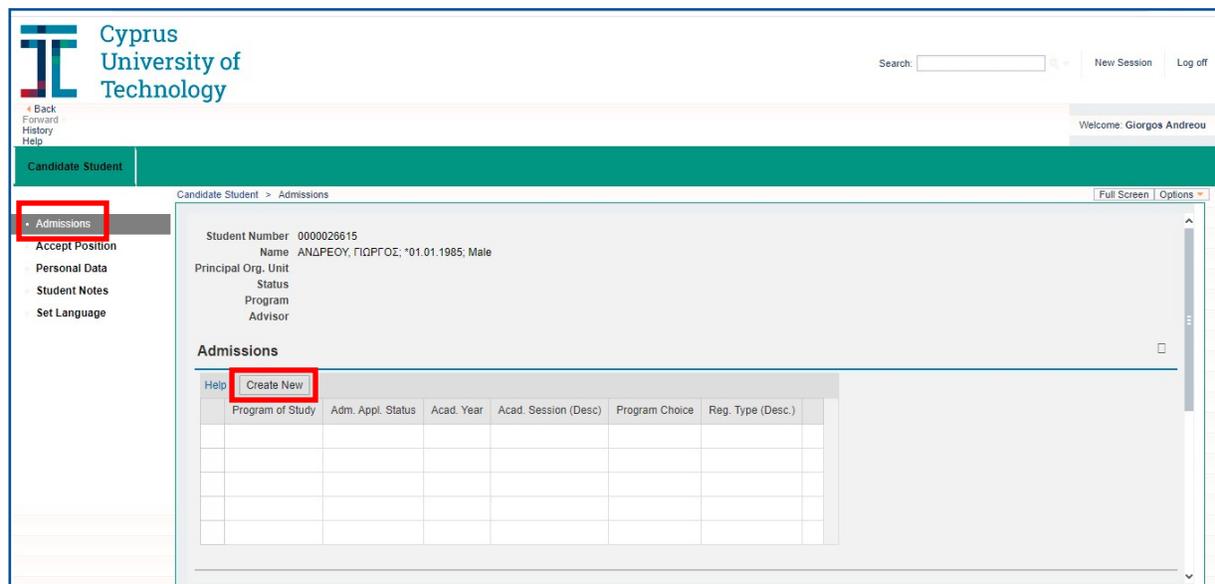
Click on the drop-down menu next to "Select Type of Application" **(Picture 10)**:

Picture 10

From the list, choose the type of Program you wish to apply for (i.e. Graduate-Master) **(Picture 11)**

Picture 11

You can apply for up to three programs (unless otherwise stated in the relevant announcement issued by the University), under the type of Application you have selected. You will only be able to select amongst the programs that are available at the time of your application. In **Picture 12** below, you can see what the interface will look like if you have chosen "Graduate-Master" as your type of application.
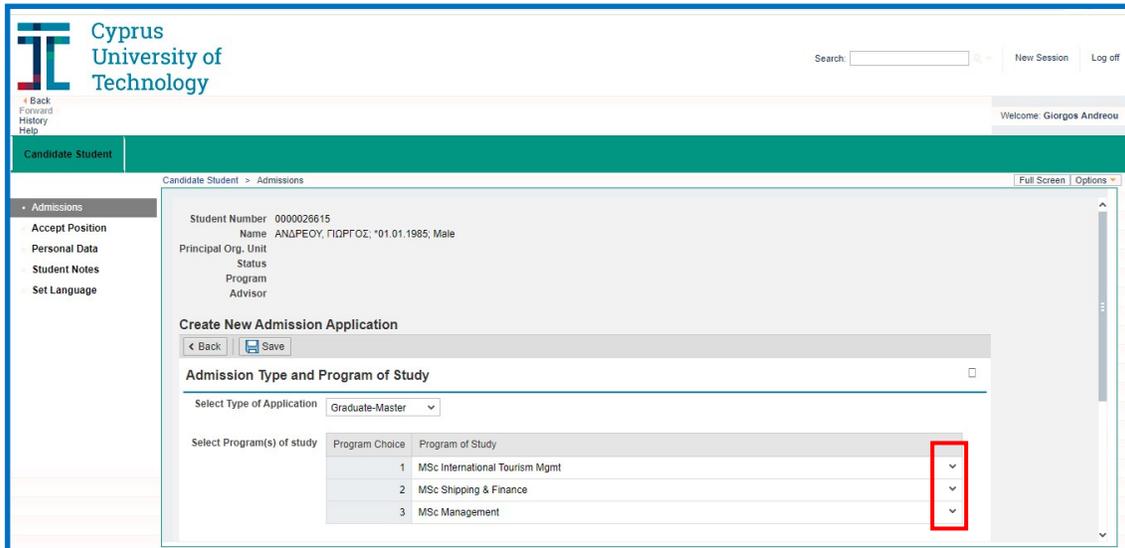
Picture 12

For each type of application it is required that you attach certain documents. If you do not attach all the documents required, your application can be submitted, but it will not be evaluated. Use the "Choose File" to attach your relevant document in each field. The file can be in any form (pdf, jpeg, word, etc.) **Picture 13** below illustrates the required documents in the case of applying for a Master Degree. To add a second file for the same field, you must click on "Add row".
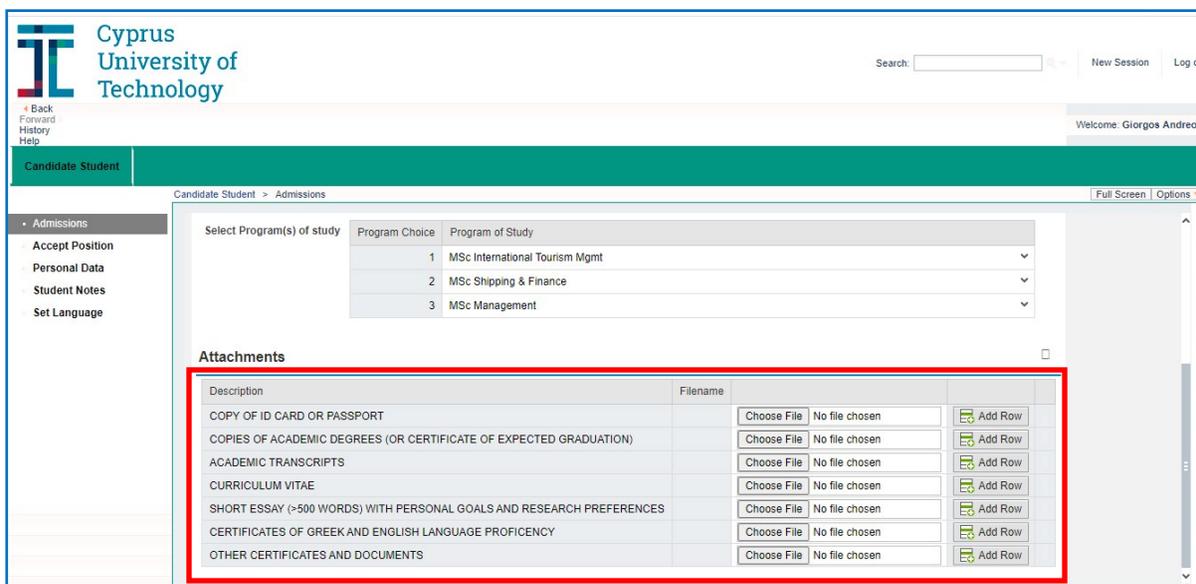
Picture 13

By clicking on the "Save" button, your application is submitted. **Picture 14** below illustrates how things look just before clicking the "Save" button for a completed "Graduate-Master" application and **Picture 15** shows the message that appears confirming the successful submission of the application.
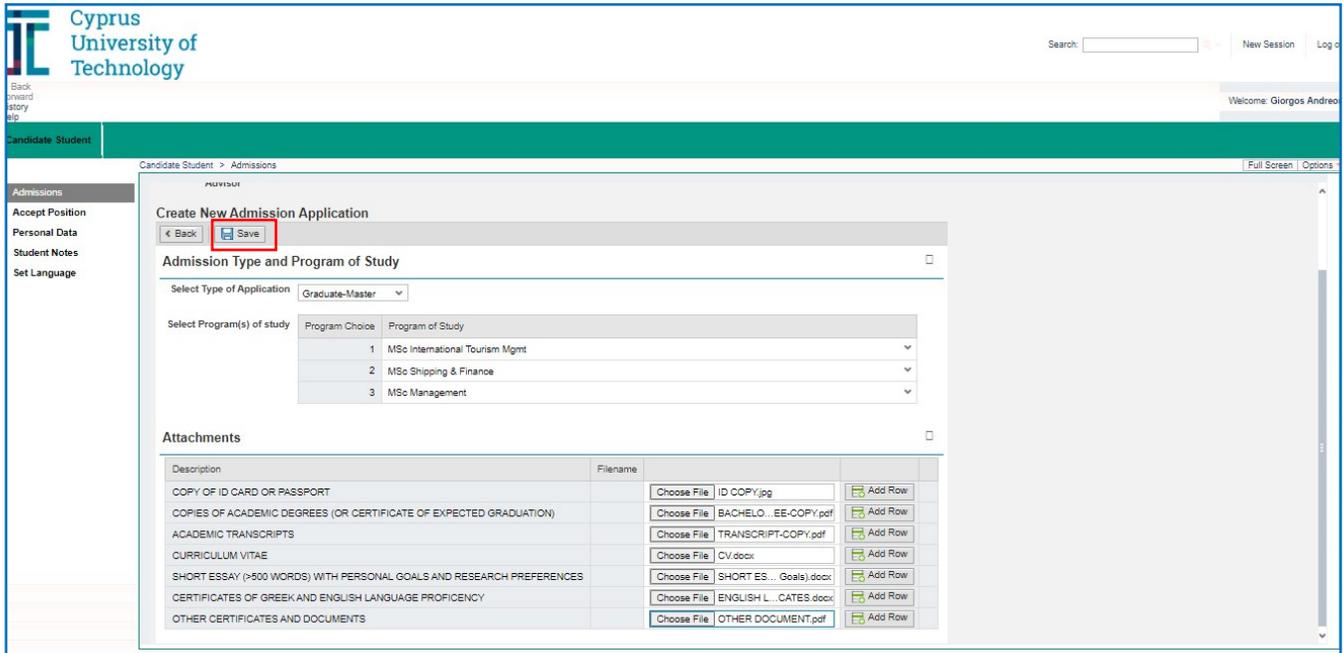
Picture 14
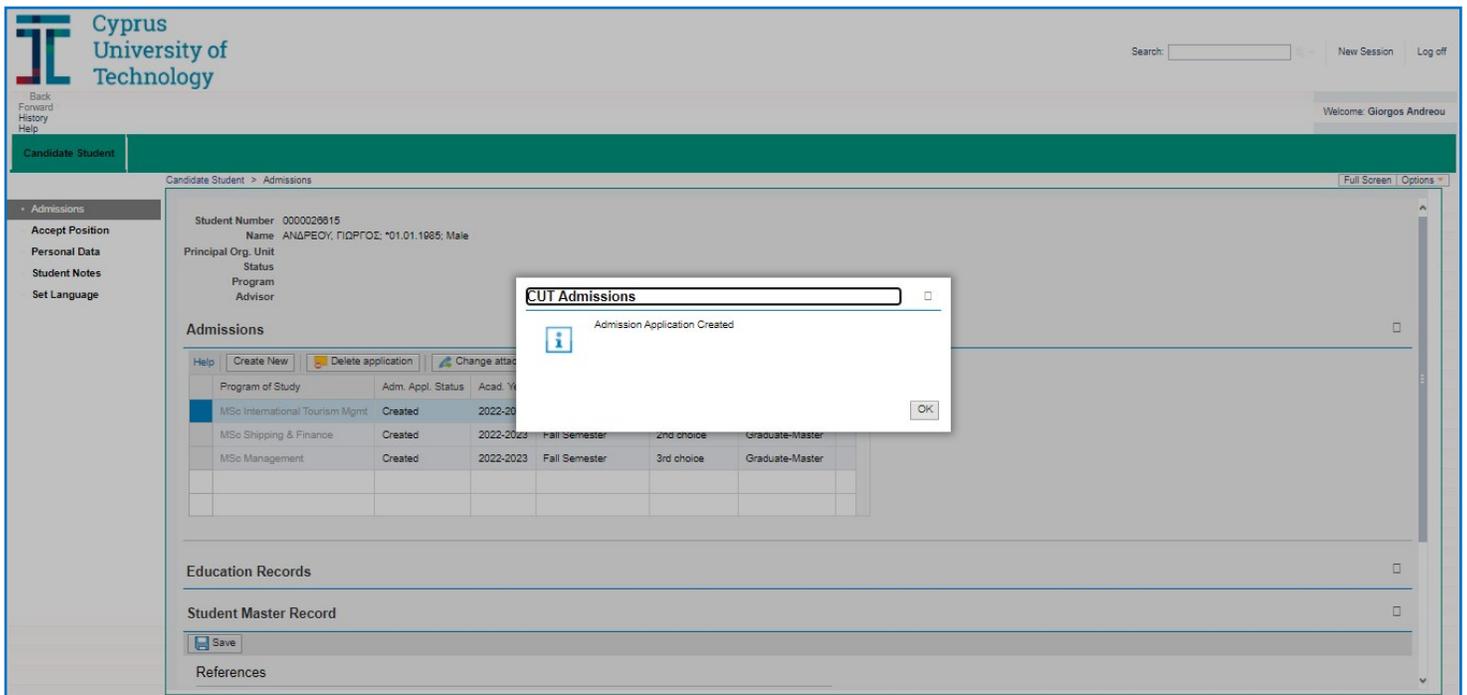
Picture 15

For as long as the deadline for submitting applications (for the specific type of application) has not passed, you can return to the portal (via logging in at sis.cut.ac.cy) and alter your existing application, delete your existing application or submit a new one **(Picture 16)**.
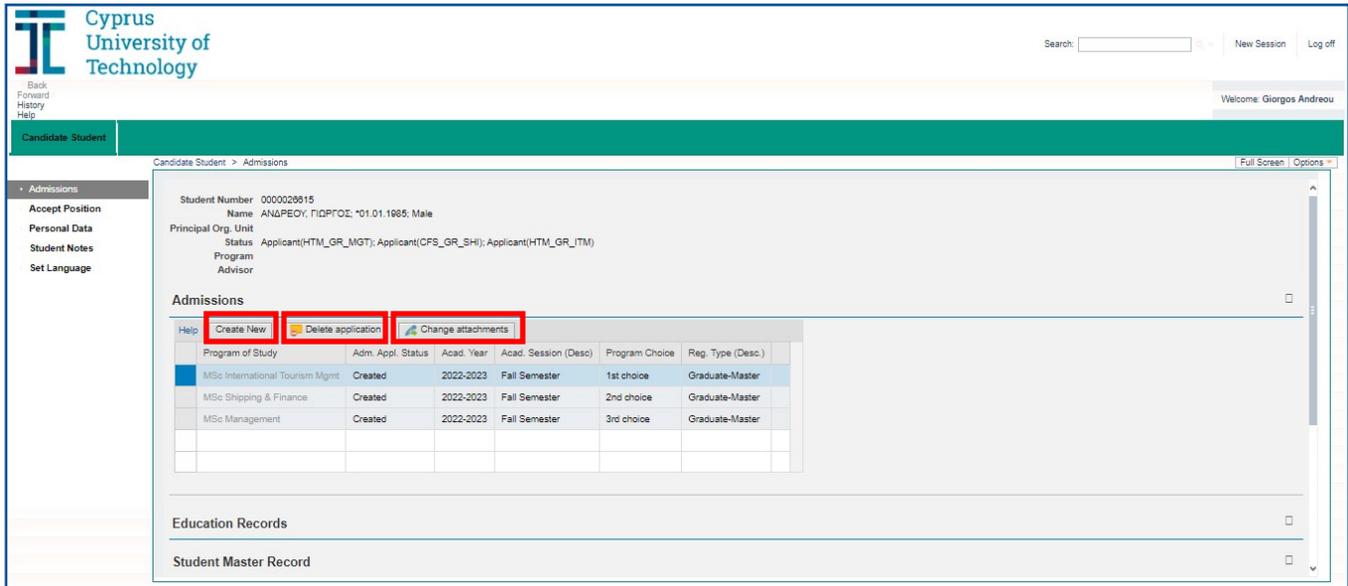
Picture 16

The following only applies for applications to postgraduate programs

Applications for postgraduate programs must be accompanied by the details of at least two persons that know the applicant on a professional and/or academic level and can be contacted to provide a reference if this is deemed necessary. The contact details of such a person are submitted by clicking on the "Add Reference Person" button which is found below "References" **(Picture 17)**.

Picture 17

Cyprus
University of
Technology

Studies and
Student Welfare
Services
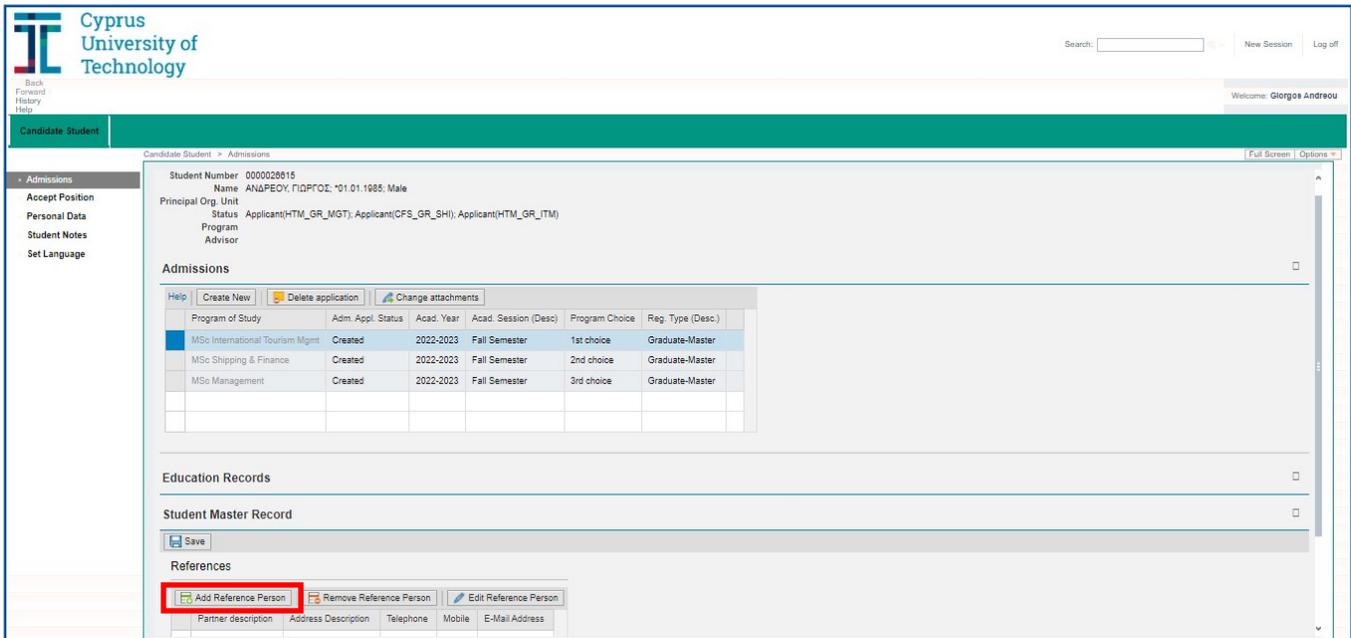
In the next window that opens up **(Picture 18)**, fill in the contact details of the person that the University can contact for a reference if it wishes to. All fields marked with an asterisk (*) are obligatory and must be filled in. After you have finished, click on "OK". Once you have added the details of all persons, click on 'Save" so that all details are stored.
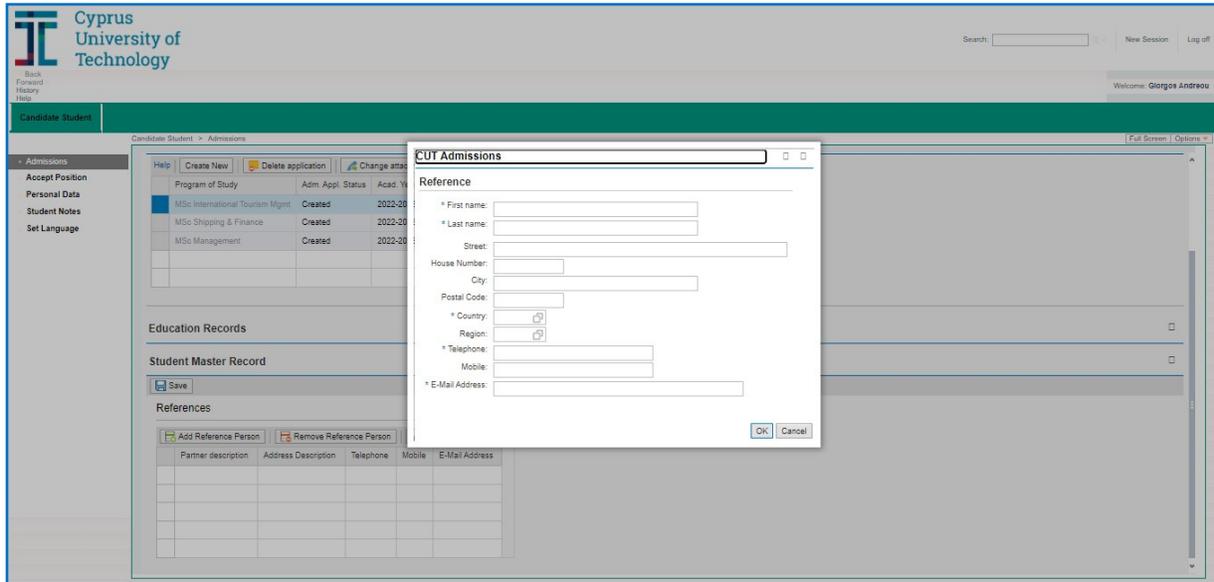
Picture 18
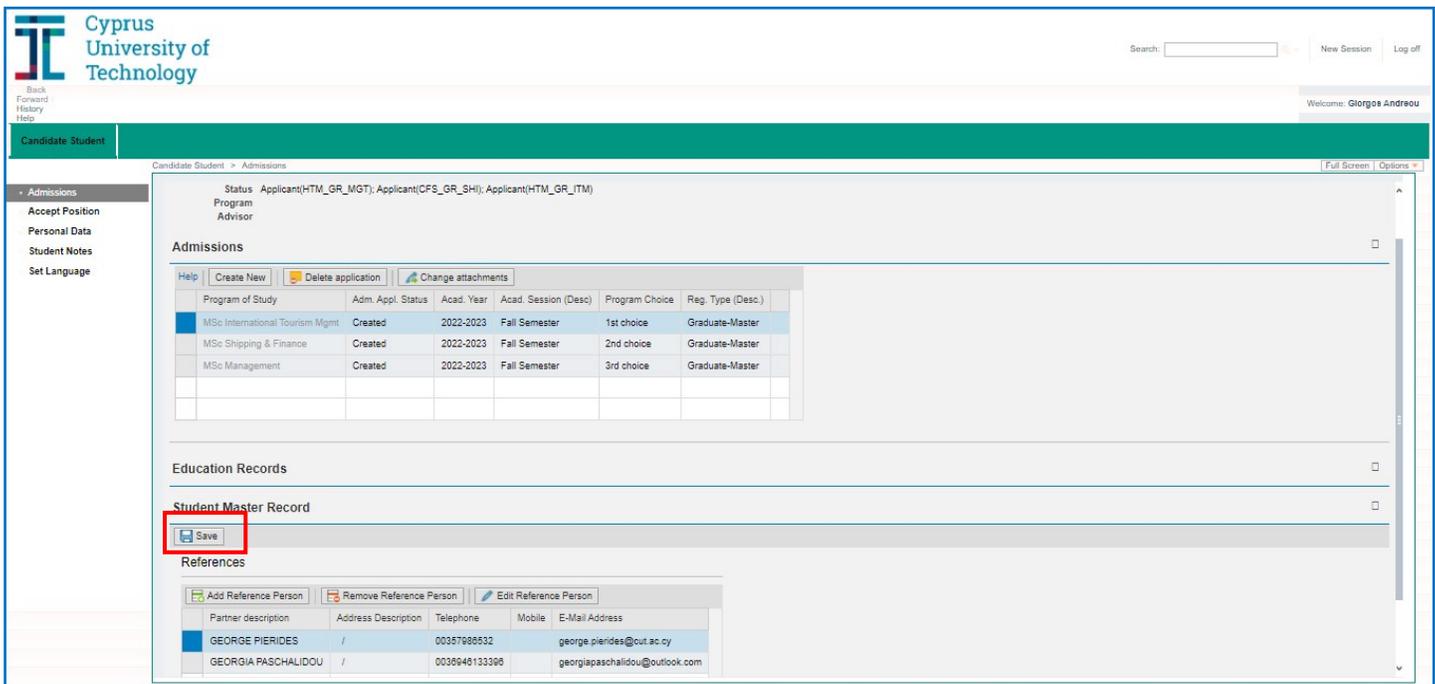
Picture 19

For any questions or assistance, you can contact the University at kep@cut.ac.cy or via telephone at 25002710/11.