UNDERGRADUATE STUDIES (Bachelors)

CITY College – the University of Sheffield International Faculty welcomes all applicants regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

ADMISSION REQUIREMENTS

Secondary Education Diplomas

Candidates for Undergraduate studies should be holders of:
- a **High School Leaving Certificate** with good performance
- the **International Baccalaureate (IB) Diploma** or at least six **IB Subject Certificates (including at least three** at the higher le**vel) with a minimum tot**al of 26 points, *or* **A Levels** obtained locally.

Good knowledge of English

Undergraduate applicants must have very good knowledge of the English language certified by:
- **IELTS** 6.0 *or*
- **TOEFL** internet based 79 / paper based 550 *or*
- any other recognized certificate proving advanced knowledge of English (Level C2 / "proficiency") *or*
- **CAE** (Grade C and above) *or*
- any other equivalent qualification.

Candidates who have completed their high school studies through the medium of English Language are not required to hold an English language qualification.

APPLICATION REQUIREMENTS

Applicants are requested to submit the following:

1. An application form

You can download and print an application form from our website www.citycollege.sheffield.eu or request a copy from the Admissions Office or the Representative Office in your country. In case you fill in the application form in your own handwriting, you should scan it, attach it to your email along with the required documents described below, and send it to admissions@city.academic.gr. Please note that your application and the required documents should also be sent by post to our Admissions Office (address at the end of this document).

Alternatively, you may apply online but the supporting documents must also be sent by post (address at the end of this document).

2. Photographs:

You should submit four (4) passport-size photographs (40x60). Alternatively, you may send the photograph by email to admissions@city.academic.gr

3. Certified Copy of the High-School Leaving Certificate and detailed academic records (transcripts of performance) from the last three years

You should submit a certified copy of the Secondary education Leaving Certificate. Candidates, who have not graduated from high school at the time of the submission of their application form, can submit only available transcripts. If your previous institution provides a high-school leaving certificate and transcripts in a language other than English, we require that you submit certified photocopies of the originals, as well as copies translated in English, which must be provided by the institution itself or a certified translator / translating service.

4. Certified Photocopy of the English Language qualification(s)

You should submit a certified copy of any English Language Certificate you hold. Candidates who have not acquired an English language qualification at the time of the submission of their application form are required to submit it by the commencement of the course.

5. A registration fee of €390

The registration fee is a one-time fee paid by all applicants. The registration fee is refundable in the event that the candidate's application is rejected, as well as in the event that the candidate withdraws the application before the 5th of July. When the application form and the associated documentation are posted, a copy of the bank receipt for payment of the application fee must be included. Payment details are provided in the tuition fees list.

IMPORTANT NOTE: *Due to the variation in standards of* ***secondary, higher secondary and undergraduate education,*** *students should include complete information regarding all their educational qualifications. The above list is for guidance only and is not conclusive. Students unsure about the acceptability of their qualifications should write for advice to CITY College's Admission Service with full details of their educational background*

All the above must be submitted or posted to:

The Admissions Office
CITY College, The University of Sheffield International Faculty
24 Proxenou Koromila St.
54622 Thessaloniki, Greece

Completed applications can also be submitted to the CITY College Representative Offices abroad. For a complete list and contact details of our Representative Offices:
www.citycollege.sheffield.eu/international-offices