FOREIGN STUDENT HANDBOOK (EU citizens)

PRIOR TO THE BEGINNING OF THEIR STUDIES

IN INTERNATIONAL STUDY PROGRAMS OF THE UNIVERSITY OF THESSALY

1. REGISTRATION PROCEDURE

*A. IN UNDERGRADUATE PROGRAMS*

International students who are interested in registering should submit their application form and the following supporting documents\* to the secretariat of the Department Reception in person or by an authorized representative or by registered post:

1. **Βaccalaureate/high-school diploma/certificate** along with an officially translated copy of it in Greek.
2. **Certificate of equivalence** of foreign secondary education diplomas issued by the Directorate of Αliens of Hellenic Descent Education, Intercultural Education, European & Minority Schools of the Ministry of Education & Religious Affairs or by the Greek Directorates of Secondary Education <http://dide.flo.sch.gr/Links/dde.html> or by the Education Coordinators of the Greek diplomatic and consular authorities abroad. This certificate is not necessary for the holders of a graduation certificate from a Cypriot senior high school.
3. In case the grading system of your country does not have the **20-point mark scale, a certificate of equivalence** is required, issued by the Directorate of Αliens of Hellenic Descent Education, Intercultural Education, European & Minority Schools of the Ministry of Education & Religious Affairs or by the Greek Directorates of Secondary Education <http://dide.flo.sch.gr/Links/dde.html> or by the Education Coordinators of the Greek diplomatic and consular authorities abroad. The total marks average should be issued on a 0-20 mark scale, 20 being the top mark and 0 the lowest mark.
4. A certificate issued by the competent educational or diplomatic authority of the candidate’s country, confirming that his/her graduation **certificate entitles him/her to enter universities in his/her own country**. This certificate is not necessary for the holders of a graduation certificate from a Cypriot senior high school.
5. A **certificate showing the candidate's origin** and his/her parents’ origin.
6. Three small-size **photographs** of the candidate.
7. A photocopy of the candidate’s **passport.**
8. **Certificate of proficiency in the English** language or other language (according to the international study program).

**ATTENTION: The graduation certificate must bear on the original either the Apostille stamp** (mentioned in the articles 3 and 4 of the Hague Convention and accepted by the accordant countries) or must be validated for the signature authenticity of the undersigned person by a Greek diplomatic authority abroad. (in this case, the documents must be validated by the Greek Ministry of Foreign Affairs in Greece <https://www.mfa.gr/kep-politon-kai-apodimon-ellinon.html> ).

The statutory data contained in the art.1 Law 4250/2014 (FEK 74/b/26.03.2014) are valid in respect of submission and certification of degrees, certifications and certificates. Degrees, certifications and certificates are submitted and are obligatorily accepted in a clearly printed photocopy of a document’s copy which has already been certified by a lawyer. All documents must be accompanied by official translation in the Greek language which will be submitted in original photocopy of the certified one. The official translation is carried out by the Translation Service or a Greek lawyer or Translators graduated from the Department of Foreign Languages, Translation and Interpretation of the Ionian University, certified by the Panhellenic Union of Professional Translators of the Ionian University (Ministry of Foreign Affairs Translators Register <https://metafraseis.services.gov.gr/> ).

*B. IN POSTGRADUATE PROGRAMS*

International students who are interested in registering should submit their application form and the following supporting documents\* to the secretariat of the Postgraduate Program Reception in person or by an authorized representative or by registered post:

a) **Degree of undergraduate studies** from an institution officially recognized in accordance with article 304 of law 4957/2022.

b) **Certificate of Place of Study**, which is issued and sent by the foreign institution (where necessary).

c) **Certificate of academic transcript**.

d) A **certificate showing the candidate's origin** and his/her parents’ origin.

e) A photocopy of the candidate’s **passport**.

f) **Certificate of proficiency in the English** language or other language (according to the international study program).

*\*The relevant secretariat of the School Reception may demand additional documentation according to the Rules of Procedure of the relevant International Study Program.*

2. STUDENT ACCOUNT

After registration, the secretariat assigns a user account **(user name, password)** that identifies an entity in the department of telematics of the University of Thessaly. The user name is unique at university level. When a user account is created, the name, the password and additional information are stored in the Directory Service of the University of Thessaly. The electronic services <https://it.uth.gr/users/students> provided to the academic community (such as the -e-class platform, online semester registration and courses declaration, online secretariat services, online application for academic ID card, online book statements via Eudoxus, online library, etc.) utilize the Directory Service as the main means of identifying/authorizing their users.

The student account is provided to the international students by the secretariat of the Reception School.

3. ACADEMIC ID CARD

Registered students of any study program of all Greek universities may apply online to the Academic Identity Acquisition Service to receive their academic ID card <https://academicid.minedu.gov.gr/> issued by the Ministry of Education & Religious Affairs supported technically by the GRNET network.

**ATTENTION:**

1. Prior to the above procedure, the candidates must possess a photo of their face in digital form (.jpg, .png).
2. **Do NOT** press the option “I am already a graduate of another department of the university or technological institute” because ID card issuing will not be possible.
3. **Do NOT** press the option “Erasmus students (to be pressed ONLY by foreign students)”

4. BOARDING

The department of student boarding is on the first floor of the Papastratos building on Argonafton & Filellinon St., Volos (tel. +30 24210 74506, +30 24210 74621, +30 24210 74593).

The following university restaurants are available:

**In Volos**, on November 2 & Vernardaki St., tel. 2421022850

**In Larissa** (a) at Viopolis, Mezourlo, in the facilities of the Faculty of Health Sciences, and (b) at Geopolis, in the facilities of the former Technological Educational Institute of Thessaly, Ring Road of Larissa-Trikala, tel. 2410 613611, 684401

**In Lamia** (a) in the facilities of the Faculty of Sciences, on Papasiopoulou 2-4 St., Galaneika, tel. 22310 33364, and (b) on Panouria 7 St., tel. 22310 43549

**In Karditsa**, on V. Griva 13 St., Mavromichali St. end, tel. 24410 71427

**In Trikala**, on Amalias 30 St., tel. 24310 31944

The university restaurants are open on weekdays. Breakfast is served at 8:00-10:00, lunch at 12:30-15:00 and dinner at 18:30-21:30.

For the academic year 2022-2023, the cost of the daily menu is 2.26 Euros including breakfast, lunch and dinner.

The weekly menu appears on the university website <https://www.uth.gr/zoi/foititiki-merimna/sitisi>, where more details can be found about boarding benefits.

5. ADDITIONAL INFORMATION

*RENTING AN APARTMENT*

Necessary documentation for renting an apartment:

1. Passport copy
2. Household lease agreement. Within 30 days after signing the lease agreement, the owner must declare it in the portal of the General Secretariat for Information Systems (GSIS) <https://www.gsis.gr/>. **ATTENTION:** the owner MUST press the option **“Lease contract from a foreigner without VAT number”**.

*HEALTH INSURANCE*

*EUROPEAN HEALTH INSURANCE CARD FOR EU CITIZENS*

The European Health Insurance Card is a free card that provides access to state-provided healthcare during temporary stay in any of the 27 EU countries, Iceland, Lichtenstein, Norway and Switzerland or UK, under the same conditions, and at the same cost (free in some countries), as people insured in that country.

The card is issued by national health insurance provider of registered students.