



**ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΥΠΟΥΡΓΕΙΟ ΕΣΩΤΕΡΙΚΩΝ**

**INFORMATION LEAFLET FOR APPLICANTS FOR INTERNATIONAL  
PROTECTION**

**ΥΠΗΡΕΣΙΑ ΑΣΥΛΟΥ  
ASYLUM SERVICE**



# INFORMATION LEAFLET FOR APPLICANTS

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## WHY DO YOU RECEIVE THIS GUIDE?

You have received this information leaflet as you are in Cyprus and have made or are considering making an application for international protection.

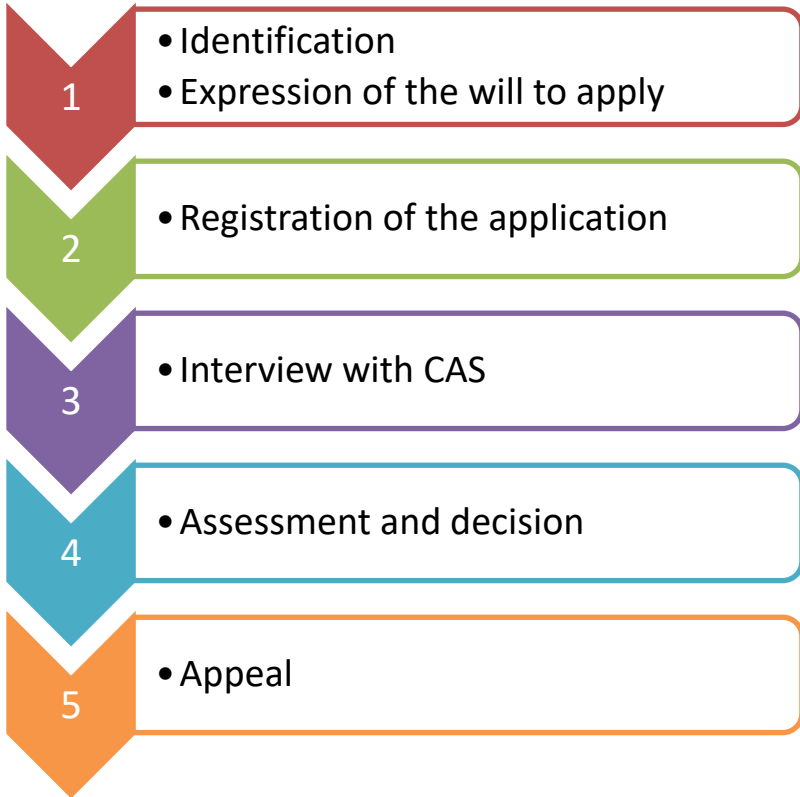
An applicant for international protection is a **person who is outside her/his own country of origin or residence and is unable or unwilling to return because she/he would be at risk there**, and the country of origin is unable or unwilling to protect her/him.

This is in accordance with the 1951 Geneva Convention relating to the status of refugees and the related 1967 Protocol, which provide the foundation for the system of protection for refugees generally.

This information leaflet is meant to provide basic information on how to access the international protection procedure, steps and criteria for the assessment and your rights and duties in the Republic of Cyprus.

It is in the applicant's best interest to read this leaflet carefully and to ensure that they understand it.

Here you find all the main phases of the international protection procedure, you will find information on every phase in the next pages.



## PART A: APPLYING FOR INTERNATIONAL PROTECTION

### Who can apply for international protection?

International protection is a set of rights recognize to third country nationals or stateless persons who are in Cyprus and are granted refugee status or subsidiary protection.

You might qualify as a **refugee**, if you cannot, or do not want to return to your country because you are afraid of being persecuted due to your race, religion, nationality, political opinion or membership of a particular social group, (e.x. gender)

You might qualify as a person eligible for **subsidiary protection**, if you cannot, or do not want to return to your country because you are afraid you will suffer serious harm, such as:

- Torture, or inhuman, or degrading treatment, or punishment;
- Death penalty or execution;
- Serious and systematic human rights abuses;
- Threat to your life, security, or freedom, because of indiscriminate violence in armed conflicts, or massive violations of human rights;

If you believe that you qualify as a refugee or for subsidiary protection, you may submit **the application for international protection** and seek the protection of the Republic of Cyprus.

## When do I apply?

You must apply with all family members accompanying you as soon as you arrive in Cyprus.

If you are already in Cyprus, you must apply as soon as possible.

If you entered Cyprus Irregularly you must present to the authorities without undue delay. Your illegal entry in Cyprus does not prevent you from applying for international protection.

## Where do I apply?

Your procedure starts by expressing the will to apply at any of the designated locations in the Republic of Cyprus, namely

- Asylum Service	70 Arch Makarios III Ave.,1077 Nicosia
- Civil Registry and Migration Department	Chilonos, 1457 Nicosia
- At every legal entry point	Larnaca Airport Paphos Airport All sea ports
Aliens and Immigration Unit Office	Nicosia, Pafos, Limassol, Larnaka, Derynia (see annex)

After you have expressed your will, either the same day, or in an appointment date, you will be asked to present yourself to officially register and lodge your application directly at Aliens and Immigration Unit of the Police of your district of residence.

If your entry in the Republic of Cyprus was irregular, you will be escorted to the First Reception Center, such as the FRC at Pournara , where your application will be registered and lodged.

If you entered regularly in Cyprus, WHEN YOU EXPRESS YOUR INTENTION to apply, either your application is registered the same day or you will be issued a Verification of intention to apply for International Protection. Then, you are obliged to proceed with lodging your application within six working days from the date of this Verification (date of making the application) to the nearest Aliens and Immigration Unit of the Police.

**If you are in prison or in police detention**, you always have the right to apply at the prison/detention center you are under restriction.

## What do I need in order to apply and lodge my application?

- If you wish to submit an asylum application, you will need to provide to a public official information about yourself, your family, your travel route and the reasons why you left your country of origin. The information will be provided in written form, through appropriate forms. It is your right to have the support of an interpreter that speaks a language you understand at any part of this stage of the procedure . Both the application form, as well as its submission is FREE OF CHARGE.
- It is your obligation to fully cooperate with authorities, therefore if you have any form of document that proves your identity - e.g your passport, identity card or any other document (e.x. birth certificate, driving license, electoral booklet) you need to present it at the Registration Officer. In case you cannot present any such document you can still apply for international protection.
- You DO NOT NEED a lawyer to submit an application for international protection. You have a right, however, to have a lawyer during all stages of the asylum procedure.



## STEP 1: How do I apply?

- You must go in person to the Aliens and Immigration Unit of the Police of your district of residence and apply with all your accompanying family members. If your entry was irregular, from the immigration offices you will be directed to the FRC, where you will be informed accordingly on the procedures
- Every adult person is entitled to submit an asylum application in person. Dependent adults (such as spouses, elderly parents) have the right to submit an application on their own behalf otherwise they need to provide their consent during the asylum application or later during the asylum -interview, authorizing the other adult member of the family to act on their behalf.
- Your accompanying minor children will be included in your application and all decisions taken in relation to your international protection application will apply to them. In case of minors who are more than 14 years old and are legally capable to participate in the procedures wish to apply on their own name, they may also apply in person.
- The assistance of an interpreter is a right and can be provided . In case you request this service, it is FREE OF CHARGE.
- Provide truthful and full information for the asylum application form and for the Dublin Form with all your personal details. You must also state the reasons you are afraid to return to your country. Please mention to the competent officer if you are not able to read/write.
- At the end of this step – it is your right to ask the competent officer to read back your statements. You will proceed in signing it, after you checked the information are correctly written. You must provide your address. It is very important to give your address correctly. Your file may be closed and the examination of your application may be discontinued if the Authorities cannot find you at the address you give.

- If you change address at any time you must inform the local Aliens and Immigration Unit of the Police, otherwise your file might be closed and consequently you will no longer be considered an applicant for international protection. You should inform competent authorities in case you are homeless, so that necessary measures can be taken, in regards to provide you with an adequate accommodation.
- In case you are a vulnerable person or you have any other special need you must immediately inform competent authorities.

## What if I am a vulnerable person or a minor?

If you are a vulnerable person (such as disabled person, elderly, pregnant (or you have just given birth), single parent with minor children, victim of human trafficking, person with serious illnesses, person with mental disorders and person who have been subjected to torture, rape or other serious forms of psychological, physical or sexual violence, such as victims of female genital mutilation) **or if you are under the age of 18** you should immediately inform the authorities about your vulnerability. Special reception conditions and special procedures will be offered to you accordingly.

If you are an unaccompanied minor, which means you are under 18 years old and not accompanied by an adult (family) person responsible for you, Social Welfare Services will act as your representative and guardian through the whole asylum procedure and will exercise legal capacity for you when necessary. Accommodation to a suitable shelter for minors will be arranged for you. If there are doubts concerning your age, a medical examination will be conducted with your or/and your guardian's consent.

## STEP 2: Dublin Procedure, which country will examine my application for international protection?

The fact that you asked for asylum in Cyprus does not guarantee that your application will be examined here. The country that will examine your application for international protection is established by the **Dublin Regulation** which is a European law determining which EU Member State is responsible for your application.

Cyprus is a Member State of the EU, and it is part of the so called “Dublin countries<sup>1</sup>”. The Dublin regulation is complex, but in general another Member State might be identified as responsible for your asylum application.

### IN CASE OF ADULT APPLICANTS AND/OR FAMILIES:

- If you entered or lived in another Member State, have had a visa or a residence permit issued by a Dublin Country, before entering Cyprus, you already made an application for international protection in another Member State

### OR

- If you have a close family member or a relative (e.g., spouse, unmarried partner, children, siblings etc) in another Member State and you wish to join her/him.

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<sup>1</sup> This law is applied in 31 countries ('Dublin countries'): a) the 27 European Union countries (Austria (AT), Belgium (BE), Bulgaria (BG), Croatia (HR), Cyprus (CY), Czech Republic (CZ), Denmark (DK), Estonia (ET), Finland (FI), France (FR), Germany (DE), Greece (EL), Hungary (HU), Ireland (IE), Italy (IT), Latvia (LV), Lithuania (LT), Luxembourg (LU), Malta (MT), Netherlands (NL), Poland (PL), Portugal (PT), Romania (RO), Slovakia (SK), Slovenia (SI), Spain (ES), Sweden (SE)), and b) 4 “associated” countries (Norway (NO), Iceland (IS), Switzerland (CH) and Liechtenstein(LI))

## IN CASE OF UNACCOMPANIED MINORS:

The Dublin system can help you if you are unaccompanied by a parent when you apply for protection.

PLEASE TELL THE STATE AUTHORITIES AS SOON AS POSSIBLE IF: — You are alone, and you think that your mother, father, brother or sister, aunt, uncle, grandmother or grandfather could be present in one of the other Dublin countries;

- If so, whether or not you want to live with them;
- You travelled to this country with someone else and, if so, with whom;
- You have already been to another one of the 32 'Dublin countries' listed
- Your fingerprints were taken in another Dublin country: fingerprints are images taken from your fingers that help identifying you;
- You have already applied for asylum in a different Dublin country.

If we have sufficient information about them, we will look for your parents or relatives in the Dublin countries.

If we manage to find them, we will try to bring you together in the country where your parents or relatives are present.

That country will then be responsible for examining your request for protection. If you are alone and have no other family or relative in another Dublin country, it is very likely that your application will be examined in this country.

We may also choose to examine your application in this country, even if by law another country might be responsible.

We can do so for humanitarian, family or cultural reasons.

During this procedure, we will always act in your best interests, and we will not send you to a country where it is established that your human rights could be violated.

What does it mean that we have to always act in your best interests?

It means that we will have to: — check whether it is possible to bring you together with your family in the same country; — make sure that you will be safe and secure, especially from people that may want to treat you badly/do you harm; — make sure that you can grow up in a safe and healthy way, and that you have food and shelter and that your social development needs are met; — take your views into account.

- It is important that you inform the Asylum Service as soon as possible regarding the above mentioned. In particular, if you wish to be united with your family in EU, you must provide relevant information and possible proofs, as soon as possible from the moment you apply, to allow authority to work the case in time.
- Until the authorities determine which Member State is responsible to examine your case, you are considered an applicant for international protection and you are entitled to all the rights enjoyed by applicants in CY. During that time, authorities will not examine your case and you will need to wait and stay in CY.

What if I don't want to go to another country?

You have the possibility to say that you disagree with a decision to be sent to another Dublin country, and may challenge that decision in front of a court or tribunal. You can also ask to remain in this country until your appeal or review is decided.

Also, when you submit your application, your fingerprints will be taken, as well as fingerprints of all the family members included in your application. The children under the age of 14 does not have to give fingerprints.

### Why am I being asked to have my fingerprints taken?

When you lodge a request for asylum, if you are 14 years of age or older, your fingerprints will be taken and transmitted to a fingerprint database called “Eurodac”.

You must cooperate with this procedure – you are obliged by law to have your fingerprints taken. Your fingerprints will be checked within Eurodac to see if you have ever applied for asylum before or to see if you were previously fingerprinted at a border.

This helps to determine which Dublin country is responsible for the examination of your asylum request. Your fingerprints may also be checked against the Visa Information System (VIS), which is a database that contains information relating to visas granted within the Schengen area.

If you have a current or previous visa for another Dublin country, you may be sent there for consideration of your request for international protection.

As you have made an application for asylum, your fingerprint data will be stored by Eurodac for 10 years – after 10 years, they will be deleted automatically from Eurodac. If you are successful with your request for asylum, your fingerprints will remain in the database until they are automatically deleted. If you become a citizen of a Dublin country, your fingerprints will be deleted at that point. Your fingerprints and your gender will be stored in Eurodac – your name, photograph, date of birth and nationality are not sent to the Eurodac database, but they may be stored in a national database.

### STEP 3: Confirmation Letter

Once you complete all the above steps, the Police/ CAS will give you a **Confirmation Letter**, proving that you have applied for international protection and that you are residing legally in Cyprus. You must keep the Confirmation Letter with you at all times.

### STEP 4: Medical Examination

After receiving your Confirmation Letter, you must go for a medical examination, at any District or General Hospital. The medical examination is FREE OF CHARGE. The results of the medical examination are confidential. If you apply for international protection in the First Reception Camp, all necessary medical tests will be conducted there.

(See Annex for Hospitals' addresses)

### STEP 5: Alien Registration Certificate

After receiving your confirmation letter and undergo medical examinations, you must present to the Immigration Office of your district for issuing an Alien Registration Certificate (ARC). The Alien Registration Certificate is an identity document issued to all foreigners, including applicants for international protection, in Cyprus.

The Alien Registration Certificate is NOT proof of legal residence in Cyprus although the Confirmation letter is a legal proof. All family members included in your application for international protection must get their own Alien Registration Certificate. Three passport- size photographs are required for the issuance of Alien Registration Certificate.

Issuance of an Alien Registration Certificate shall be processed through the Immigration Office of your district and is FREE OF CHARGE. If you apply for international protection in a First Reception Camp the Alien Registration Certificate will be issued there.

Certain basic Rights arise out of your status as an asylum seeker and as a holder of the Confirmation Letter (see below)

## WHAT ARE MY RIGHTS?

### Right to be informed

You have the right to be informed about your rights and duties, the procedure and about useful contacts for legal advise.

### Right to remain

You can reside and move freely in the areas which are under the effective control of the Republic of Cyprus while your application is being examined. You are not allowed to travel in the northern occupied area.

### Medical care

You are allowed to medical care on the basis of your annual income, on the same basis as for Cypriot citizens. You can apply for a medical card at the Ministry of Health, by presenting your Confirmation Letter. First aid treatment is provided under any circumstances. The Ministry of Health might need to check if your file with the Asylum Service is still open, before proceeding with issuing you a medical card. Applicants with low or no income should pay very small copayment fees.



Applicants who are receivers of any other kind of material reception conditions (for example residents of the Kofinou reception center) are exempted from paying any copayment fees and can be treated free of charge.

## Education

Minor applicants for international protection and/or minor children of applicants have access to public education institutions.

## Employment

You can apply for a job one month after the date of your application. You can be legally enrolled only in some specific categories: agriculture/livestock/fishing/animal shelters and hotels; manufacture/processing; waste management; trade/repairs; provision of services; food industry; restaurants/recreation centers; hotels; other activities. You must contact the Labour office for further details.

## Reception

If you do not have personal resources for accommodation, you can be entitled to stay in a reception center and/or receive special assistance.

## Traveling

In case you urgently need to travel for humanitarian reasons, you can apply at the Civil Registry and Migration Department and you may be issued with a relevant travel document. (See Annex)

## WHAT ARE MY OBLIGATIONS?

- I. You must respect and follow the laws and regulations of the Republic of Cyprus.
- II. You must not leave Cyprus without the permission of the Director of the Civil Registry and Migration Department. If you leave Cyprus without the permission, you may not be allowed to return and the procedures regarding the examination of your application will be closed.
- III. In case you change your address, you must inform the soonest possible the local Aliens and Immigration Units of the Police, otherwise the procedure regarding the examination of your application will be discontinued and your file will be closed.
- IV. You must respond to the letters addressed to you by the Asylum Service. If not, the procedure regarding the examination of your application will be discontinued and your file will be closed.
- V. You have to cooperate with authorities and provide all necessary elements for the examination of your asylum application.
- VI. You have to remain in the territory of Cyprus for the duration of the procedure. In case you urgently need to travel for humanitarian reasons, you can apply at the Civil Registry and Migration Department and you may be issued with a relevant travel document. (See Annex)

**NOTE:** YOU ARE ENTITLED TO THESE RIGHTS WHILE YOUR APPLICATION IS STILL EXAMINED AND UNTIL A FINAL DECISION IS TAKEN ON YOUR APPLICATION.

## PART B: PROVISION OF RECEPTION CONDITIONS

### Material reception conditions

#### Where can I stay?

- In Cyprus there is one Reception and Accommodation Center for international protection applicants and in particular vulnerable categories of individuals and is situated 3,5 km west of Kofinou village. Upon your application, in case you cannot ensure accommodation on your own, inform the person in charge in the Reception Center, district office of the Alien and Immigration Unit and request housing at a Reception and Accommodation Centre. Such an arrangement is made for a temporary period of time, and should not exceed 6 months. In case you refuse to reside in that reception center you might not be entitled to any other material reception conditions (e.x. monthly allowance)
- You are allowed to special assistance through the Social Welfare Services, in case you cannot be accommodated at a Reception Centre or there is no available place. The Asylum Service grants a monthly allowance to cover basic personal needs They may also partially support your rent, if you provide them a copy of your rental agreement.
- As an applicant for international protection in Cyprus, if you do not have personal resources for accommodation, you can be entitled to stay in a reception center. Upon your application, in case you cannot ensure accommodation on your own, inform the person in charge in the Reception Center, district office of the Alien and Immigration Unit and request housing at a Reception and Accommodation Centre.

- If you are an unaccompanied minor, you have the right to special shelters.

### **What are my rights and duties at the reception center?**

You have specific rights at reception, such as:

- dignified accommodation
- Sufficient food
- Clothes and essentials
- Medical assistance
- Information on the procedure
- Linguistic and cultural mediation

And specific duties and rules to respect, officer in the reception center will provide you the information.

### **Where can I apply for social assistance/benefits?**

To the Social Welfare Services in major cities of Cyprus

In order to apply, you need to present application form, confirmation letter (original and copy), Alien Book (3 pages) and rental agreement (original and copy).

**(See Annex for addresses)**

## PART C: Examination of the Application for International Protection

### STEP 1: Personal interview

#### What will follow after my application?

- Following your application, the Asylum Service may send you as soon as possible a letter inviting you to an interview. The letter will state the time, date and place for the interview. If not possible, the Asylum Service will inform you via phone.
- It is extremely important that you present yourself at the date and time scheduled by the Asylum Service. Due to the high number of cases processed, it may not be possible to accommodate individual requests, unless for specific urgent needs with valid justifications that are highlighted.
- In case you do not show up on that date and time for your interview, **the Asylum Service will close your file and the examination of your application may be discontinued.**

In case an emergency arises, due to which it is impossible for you to show up for your interview you **MUST IMMEDIATELY INFORM** the Asylum Service, in order to avoid that your file will be unjustifiably closed. You can inform the Asylum Service by telephone. In such a case, a new date for the interview will be set, on which you have to attend.

If you are hosted into a Reception Center, your personal interview might be organized during your stay in the center.

## What can I expect at my asylum interview?

- The interview is conducted by a trained officer of the Asylum Service, in order to understand in detail and clarify the fact that led you to apply for international protection.
- If you wish, you have the right to a lawyer, or legal counselor to be present during the interview
- If you are an unaccompanied minor, your appointed legal guardian must be present during the interview.
- If you need an interpreter, the Asylum Service will provide you with one FREE OF CHARGE. You must inform the officer immediately, if you cannot understand the interpreter. It is also possible – upon justified reasons – to request the change of the interpreter
- You can request for interviewer and/or interpreter of the same gender.
- When the interview ends, you must read your statements carefully so as to make sure that what you have said is correctly written and sign the interview record.
- There is a possibility that a second interview may follow, if the officer of the Asylum Service deems it necessary

### **During the interview:**

- You have the opportunity to explain the reasons you are applying for international protection in detail and give any evidence and documents to support your statements.

- In case your country is considered to be a Safe Country of Origin you will need to provide with serious grounds on why your country of origin is not safe for you and explain your personal circumstances (see Annex list of Safe Countries of Origin and info provision)
- Your statements must be truthful and accurate.
- Anything you say during the interview is STRICTLY CONFIDENTIAL. You are therefore expected to respond in detail to the interview questions and provide all relevant information.
- You will sign the transcript of the interview as proof of your agreement in the content. The transcript will include also the signature of the case officer and the interpreter

### Can I have access to my personal file?

You or your legal adviser may access the information in your personal file upon the basis of which a decision has been made or will be made.

## STEP 2: Decision

### What happens if my application is accepted?

If your application is accepted, you will receive a letter stating the status you will be granted. By this letter you will be either granted:

- Refugee status; (3 years residence permit) or
- Subsidiary protection status (1 year residence permit)

Both residence permits can be renewed at the Civil Registry and Migration Department for same period of time, upon decision of the Asylum Service.

## What happens if my application is rejected?

- If your application is rejected, you will receive a letter explaining the reasons of the rejection.
- You have the right to appeal against this rejection, within the time limit stated in the rejection letter. Appeal means that a higher state authority (a Court) will examine for 2nd time your asylum claim.



## NOTE ONLY FOR APPLICANTS FROM SCoO

Cyprus considers some countries of origin to be safe as there are no acts of persecution or risks as a general assessment. Right now the Safe Countries are:

1. Albania;
2. Algeria;
3. Armenia;
4. Bangladesh;
5. Benin ;
6. Bosnia Herzegovina;
7. Egypt ;
8. Gambia ;
9. Georgia;
10. Ghana;
11. India;
12. Kenya;
13. Kosovo;
14. Moldova;
15. Mongolia;
16. Montenegro;
17. Morocco;
18. Nepal;
19. Nigeria;
20. North Macedonia;
21. Pakistan;
22. Philippines;
23. Senegal;
24. Serbia;
25. Sri Lanka;
26. Togo;
27. Tunisia;
28. Ukraine (except for Crimea Donetsk, Luhansk);
29. Vietnam

Decree 225/2021 on the basis of Article

12B3of the Refugee Law (26 May 2021)

If you come from one of these countries, your application for international protection can be channeled into accelerated procedure and be examined faster as it is considered safe to go back.

However, situation will be assessed case by case and if you come from these countries but you consider there are serious reason which would put you in danger if you return, explain them clearly to authorities. It is important you explain the risks you may be subjected in case of return and the reasons.

If your application is channeled through accelerated procedure, if it is rejected you can appeal within 15 days.

## PART D: Appeal Procedure

### What if I don't know the procedure on how to submit an appeal against the decision of the Asylum Service?

#### Provision of legal and procedural information free of charge

Upon request, the Asylum Service will provide you legal and procedural information in the light of your personal circumstances and the decision issued, a clarification of the reasons for such decision and information as for how to submit an appeal against the decision issued by the Asylum Service.

### Where do I submit an appeal?

You can submit an appeal before:

The **International Protection Administrative Court (IPAC)**. The IPAC is a new Court established in 2019 situated in Nicosia. It is responsible for examining applications for international protection and has exclusive jurisdiction to adjudicate on any appeal against a decision, an act or omission of the Cypriot Asylum Service relating to the provisions of the Refugee Law.

**Address:** Costi Palama 5, 1096, Nicosia, Cyprus

**Contact Information:** Tel: (+357) 22747500/501

Fax: (+357) 22747537

Email: [registry@ipac.judicial.gov.cy](mailto:registry@ipac.judicial.gov.cy)

### How can I submit an appeal?

You can submit an appeal before the IPAC, **within 30 days or within 15 days**, depending on what is written in the decision letter issued by the Cypriot Asylum Service; the deadline starts from the date of the receipt of the decision and is extremely strict.

You must present yourself at the Court's Registry and prepare an application form for an appeal, in Greek. To submit your appeal, you will need to pay €96 Court fees, in Stamps. You shall purchase the relevant Stamps prior of your submission e.g. Post Office, Cyprus Bar Association. Once submitted, the Court's Registry will give you your application's unique case number and the date of the first hearing. The first hearing date is set by the Court's Registry and will approximately be scheduled at 30 days from the date that you submitted your appeal application.

Along with your application, you will need to attach a copy of the letter of the decision of the Asylum Service and you will be asked to provide identification documents e.g. ID/Passport and/or the 'Confirmation Letter'.

You may also attach any other new evidence/documents to support your appeal, which you have not previously submitted to the Asylum Service.

Following your application submission, you must service your submitted appeal application form by an approved Process Server (a list of approved Process Servers is published by the Supreme Court

<http://www.supremecourt.gov.cy/judicial/sc.nsf/All/B5F4C7F9F3C7DF08C2258570002DD3E0?OpenDocument> ), within 10 days from the appeal application date. Services connected to this cost €16.50. The appeal may be rejected by the Court, if you do not service the submitted appeal within this period.

The Asylum Service has the right to file an objection against your appeal that must be filed within 20 days from the service of the appeal. Once the objection is filed, you have the right to submit a written opinion presenting the detailed reasons for your appeal in writing, in Greek, and within 30 days from the date that the

objection was filed. You need to explain both legally and on a factual basis the reasons why you cannot go back to your country, and include the reasons why you believe this was not duly considered in your first examination, and/or problems you had with the procedure. If you have any new facts or new evidence concerning your case or why you cannot go back to your country, you must also include this information and you can attach evidence and case law supporting your arguments.

You will need to immediately serve a copy of your written opinion, in Greek, to the Asylum Service (€16.50).

The Asylum Service has also the right to submit a written opinion detailing the reasons for its objection to your appeal, to be done within 30 days from the day your written submission was served.

Following the written opinion of the Asylum Service, you have the right to submit a further written reply within 10 days, in Greek.

Any new documents and/or additional evidence and/or any other testimony must be presented to the Court as soon as possible, and before the 'clarifications stage'. If this is not possible – you must be able to justify why, through no fault of your own, you were unable to submit them earlier. The Court is only obliged to consider any further representation if they significantly increase the probability that your appeal will be successful.

At the 'clarifications stage' you and the Asylum Service are given a maximum period of 15 minutes each to orally present their case according to the written opinions.

The Court may then reserve the decision, also known as “Judgement Reserved” or issue a decision in the Court (‘ex-tempore’). If Judgement is reserved the decision must be issued within 6 months.

The Court will contact you to notify you and the Asylum Service of the date for the issuance of the decision. You will be asked to attend Court to receive the decision in person.

If your appeal application is rejected by the IPAC you may appeal before the Supreme Court, which should be done within 14 days of the issuance of IPAC’s decision. However, if you wish to proceed with an appeal before the Supreme Court, you may have to apply to remain in Cyprus for the examination of your appeal at the filing of the appeal itself.

Note that, should you wish, you may seek private legal representation services i.e. hire a qualified lawyer to represent you before the IPAC. However, if the probability of a successful appeal before the IPAC is increased, and if you significantly lack sufficient resources to hire a lawyer, then you may seek free legal aid, according to the Legal Aid Laws.

### **Am I entitled to free legal aid before the (IPAC)?**

If the probability of a successful appeal before IPAC is increased, and if you significantly lack sufficient resources to pay for a lawyer, you may apply for **legal aid** provided for free by the State of Cyprus. For this you may submit an application at the Court Registry as soon as possible after receiving the notification of the decision from the Asylum Service and preferably after you have arranged a date with the Court’s Registry. The application form for legal aid is available in a number of languages at the Court: Greek, Turkish, English, French, Afghan, Bangladeshi, Indian

(Punjabi), Sri Lanka, Georgian, Arabic, Kurdish, Persian, Pakistan (Urdu), Vietnam, Philippines, Ukraine, Chinese. You will be assisted free of charge by a certified interpreter, to be arranged by the Court, to complete the legal aid application. When you submit the application for legal aid you will be given a unique case number and the date of the first hearing before the Court. If you do not appear in Court on that date your legal aid application may be rejected.

During the hearing before the Court, you will be given the right to be heard before a Judge, with the support of an interpreter, and the same right will be given to the representative of the Attorney General's Office.

The Judge will ask if there is any objection from the State to your legal aid application and to submit the reasons in writing in a Note.

However, in practice the Note is already available to the Court at first hearing and it will be translated to you prior of the hearing. The Court will ensure that you have received the note, that it has been translated to you and that you have understood its contents and whether you agree with it or not.

You must clarify there if you were not given the Note before the hearing, to ask more time to examine it, and/or if you have objections/disagree with the content.

If the Court is satisfied that on the merits of the case you have an increased probability for your appeal to succeed, the Court may ask for the submission of a socioeconomic report by the Welfare Services or otherwise you will be asked on your financial situation by the Court.

The Court will then contact you to notify you of the date for the

issuance of the decision on the legal aid application.

If the application is successful, then the State will provide you with a lawyer. You may also choose a lawyer from the list of legal aid lawyers kept by the Court.

Note that all expenses are covered from the date that your legal aid was approved.

## **Am I entitled to submit a new asylum application?**

### **SUBSEQUENT APPLICATIONS**

After the examination of your case, new issues might be raised or new evidence might be presented by you.

In this case you have the right to apply again for protection and submit new evidence and/ or facts; CAS will firstly examine whether this evidence is new and relevant for your application; if they are, your application will continue and you become again asylum seeker; if not, you retain your right to appeal to IPAC.

## ANNEX

- **Aliens and Immigration Units**
- **Hospitals**
- **Social Welfare Services**
- **Labor Offices**
- **Civil Registry and Migration Department**
- **UNHCR**
- **NGOs**
- **List of Safe Countries of Origin**

**Do you still have a question after reading this information leaflet?**

You can contact the Asylum Service

### **Asylum Service- Ministry of Interior**

70, Arch. Makariou III Ave., Afemia House, 1077  
Nicosia

Tel.: 22445265, 22445272, 22445245

For more information: [www.moi.gov.cy/asylum](http://www.moi.gov.cy/asylum)