



International Students Guide.

Dear student,

Welcome to the International Faculty of the University of Sheffield, CITY College!

Congratulations once again on becoming a member of the CITY-Sheffield community!

The International Students Guide has been created to assist you in preparing for coming to Thessaloniki as well as to adjust while you live here. It contains a lot of detailed and useful information from everyday life.

The International Students Guide consists of three major parts:

Coming to CITY;

A-Z Guide to Living in Thessaloniki;

Essential Reading.

Make sure to read this booklet before arriving to Thessaloniki in order to be as prepared as possible; to adjust much easier with your new life experience.

We would like you to have the best possible experience so we gathered many information and sources to make the adaptation to this new step in your life easier and effortless. For things you are not very clear or even if you do not find the answer to your questions please do not hesitate to contact us. We will be glad to assist you and help you to settle down and feel at home in Thessaloniki.

The Student Services & Alumni Department is here to give you advice and guidance during your stay. You will find contacts in this booklet's section Essential Reading.

Looking forward to meet you soon!

Kind regards,

Theofano Kyriakou (Ms)

tkyriakou@city.academic.gr

Director of Student Services & Alumni Department

Section A: Coming to CITY College

A. BEFORE YOU LEAVE HOME

-CONTACT THE LOCAL COUNTRY MANAGER

Before coming to Thessaloniki it would be best to be in contact with our [representative office](#) in your country. Usually, all new students meet through local offices and they get to know each other before they come to Thessaloniki. Students have the chance share info on accommodation, life in Thessaloniki, activities and get advise from someone who has been through the experience to study abroad and particularly at CITY College.

Bellow you will find contact info for the different country offices

BULGARIA

Ms. Dessie Pencheva
Country Manager
Representative Office
Sofia 1404, 27 Tvardishki prohod street, Fl. 8 office 36
Tel. +359 2 961 62 63, +359 888/ 43 57 50
Fax. +359 2 961 63 63
e-mail: bulgaria1@city.academic.gr

ROMANIA

Ms. Alina Toader
Country Manager
Representative Office
Mosilor Business Center, Calea Moșilor 158,
Bucharest, 020883, RomaniaTel: + (4021)315.27.23
Fax :+ (4021)312.18.33
email: alina.toader@city.academic.gr

SERBIA - MONTENEGRO - BiH

Dr Nikolaos Dimitriadis
Country Manager
Representative Office
38-40 Vladimira Popovica Street,
11000 Belgrade, Serbia
Tel.: +381 11 715 6905
e-mail: ndimitriadis@city.academic.gr

Mr Aleksandar Cankovic
MBA Course Administrator, MBA in Belgarde, Serbia
Representative Office
38-40 Vladimira Popovica Street,
11000 Belgrade, Serbia
Tel: +381 11 715 6905
email: acankovic@city.academic.gr

KOSOVO

Ms. Hana Hoxha
Country Manager
Representative Office
Tringe Ismajli, 1/7, 3rd floor
10 000, Prishtine, Kosove
Tel: +386 49 422 424
email: hhoxha@city.academic.gr

UKRAINE - BELARUS

Mr. Vasyl Buzhak
Country Administrator
83-D Melnykova str., floor 4, office 409
04119, Kyiv, Ukraine
Tel: +38 (044) 500 11 15
Mobile: +38 063 184 46 92
email: buzhak@sheffield-city.com.ua

F.Y.R MACEDONIA

Ms Marija Nikovska
Country Manager
Representative Office, Managers Academy
14 Skupi Str. (2nd floor), 1000 Skopje

Tel/Fax: +389 2 3064 533

email: office@managersacademy.mk

ARMENIA - RUSSIA - BELARUS – GEORGIA

IEP International Educational Consulting Agency

Ms Lilit Shahzadeyan

Country Manager

2 Nar Dos street, Yerevan, Armenia, 0018

Mobile in Armenia : +374 555 22 338

Mobile in Greece: +30 693 710 43 33

email: lshahzadeyan@city.academic.gr

B. FIRST THING FIRST

ISSUE PASSPORT OR RENEW IT

This is a very important issue! Ensure you have a valid passport. If not you may have serious troubles with your residence permit application (see Essential Reading). Also check if you have enough empty pages in your passport.

APPLY FOR STUDENT VISA (for non-EU students)

All non –European Union students should apply for **student visa**, no matter if they are or they are not VISA nationals. According to the Greek Immigration Law all international students must enter Greece with student visa and within the first few months must apply for student residence permit.

In order to apply for a student visa, the Greek Consulate in your country will basically require from you the following documents:

- a. A valid passport
- b. A certificate issued by CITY College certifying that the applicant has been admitted for matriculation
- c. A statement that the applicant has secured the necessary financial means to cover the living and study expenses in Greece
- d. An official “health certificate, from a health institution in the applicant’s country, declaring that the student does not carry any transmitted (contagious) diseases.
- e. An official certificate that the applicant has no criminal record
- f. Evidence of efficient knowledge of the English Language
- g. 2-4 passport size pictures
- h. A completed application form

Important Note: *Nevertheless, and since Greek Consulates in each particular country, may have additional or less requirements, or they might even change requirements, for the student visa application, we would advise you to **consult** them before you proceed in preparing the above required documents for your application.*

You should apply for the student visa no earlier than beginning of September. When you finally come to stay for your studies (and not during in between visits – if you plan any) **you should enter Greece with the student visa** and no other type of visa i.e. tourist, multiple entry etc.

EU nationals do not need a student VISA to study in Greece you enter and stay with your passport.

SECURE ACCOMMODATION /ROOMMATE

Though CITY College has no dormitories we provide guidance and help students to find suitable for their requirements accommodation. Before you come it is advisable to take care of this issue. Contact the local Country Manager so you find a possible flat mate from your country and deal with the accommodation matters together. Bear in mind that you would save a lot of money and time if you have someone to share expenses, initial obligations with the moving in, chores etc.

Important Note: Make sure that you read the lease agreement before signing the contract and note down that except for emergency cases once you sign the contract you are not allowed break the contract before it expires.

July-August is a good time period to look for a flat and rent it since at that time you will have more options.

If you are not clear with any of the above **DO CONTACT & ADVISE** the Department of Student Services and Alumni.

CHECKLIST

ARRANGE THE FOLLOWING	√
In case of a conditional offer due to missing papers (Degree, English test results) send it in due date	
Accommodation (To be secured by mid July)	
Passport	
Student VISA	
Passport photos (in the beginning you will need many)	
The date of your arrival in order to attend the Induction week and the scheduled advising sessions	

C. ESTIMATED COST - WHAT TO BRING

MONEY

Make sure that you will bring with you enough money to cover initial costs. Usually during the first month students spend much more than the other months due to expenses associated with accommodation and furniture, books, residence permit application, health insurance, tuition fees etc. Find bellow rough guide to your expenditure within the first month. Use it to calculate your living budget for this period.

Estimated cost

Accommodation	200-450€
Furniture and electrical appliances	Based on your needs (special prices for CITY students)
Books and materials	30-100€ per book
Insurance	130€
Residence permit fee and associated cost	150€ standard fee /year

Food, coffees, going out	250€
Bank account	To open a bank account you will need 400€ at least while you need a bank statement with minimum 400€ for the residence permit.
Tuition fees	According to your course of study

CLOTHING

As the weather in Thessaloniki in October and till the beginning of November is still hot and the temperatures vary from 25°C to 15°C you will need to bring summer and spring clothes to begin with. You will need winter clothes later on. Some warm cloths as a jacket or a sweater for morning and evening hours are always essential.

PERSONAL BELONGINGS

Bellow we provide you a short list of items you may need during your studies.

Appliances/Electronics

Computer, printer*
Extension cords
Stereo, CDs
TV
Hot pot
Alarm clock

First Aid Stuff

Aspirin or any pain medication
Cold or Flu medicine
Stomach medicine
Cotton, bandages, alcoholic solution

Bedding /Linens

Sheets and pillow cases
Blankets
Pillow
Towels

School Supplies

Calculator
Notebooks
CDs
Pen, pencils,

Kitchen Stuff (Preferably to buy in Thessaloniki)

Bowls, plates, cups, mugs
Opener
Utensils

Miscellaneous

Calendar
Batteries
Some photos, posters, images
Sewing kit

*It is not obligatory neither required to have your own computer since the college has computer labs and equipment.

PASSPORT PHOTOS

Bring with you several passport size photos since they will be needed at the beginning of the term.

COPIES OF DOCUMENTATION

Take with you all documentation the college sent you but also all verified papers from the Greek consulate related to your visa application.

D. WHEN YOU ARRIVE IN THESSALONIKI

ARRIVAL DATES

The Academic year officially begins in **October**. You are expected to arrive **two weeks in advance** since you have scheduled advising meetings with the Department of Student Services & Alumni and your personal advisor. Don't forget and you should attend presentations during induction week. Absences are not kept throughout this week but your presence is required. We will be there to help you with your adaptation and ensure that this time will be both informative and exciting.

PASSPORT AND IMMIGRATION CONTROL

EU students enter Greece only with a valid passport or an Identification Card. Have with you your CITY College acceptance letter.

All **non-EU students** will need a valid passport and a students VISA. **Do not enter Greece as visitors!** It is obligatory to enter the country with a student VISA and upon arrival to arrange your legal status as student (See Essential Reading-Residence Permit Application). Make sure to have with you your acceptance letter.

CUSTOMS

Goods as cigarettes, wine, and spirit liquors, perfumes or hi tech equipment cannot be imported in Greece if their quantity is more than certain allowances. If you have goods to declare you must speak to the Custom officer and if you fail to do so the authorities may prosecute you. Prohibited goods are unlicensed drugs, offensive weapons, pornographic material, meat, milk and other animal products. You can bring along your dog or cat if they meet the conditions of the Pet Passport Scheme.

BORDER POLICE

Below are some useful telephones:

Border Stations

Evzoni	+30 23430 51223
Doirani	+30 23410 97097
Niki	+30 23850 45560
Promahona	+30 23230 41241
Kristallopigi	+30 23850 45809

Airports

Macedonia Airport (Thessaloniki)	+30 2310473 212 (info), +302310 471 560 (lost and found)
Eleftherios Venizelos Airport (Athens)	+30 210 3530000

YOUR JOURNEY TO THESSALONIKI

COMING BY BUS:

There are numerous buses coming to Thessaloniki. Almost all of them arrive at the Macedonia Bus Station (Iperastikos Stathmos Makedonia). After you arrive at the bus station, you have 2 choices. The first one is to take a taxi. There is a taxi stand outside the station. The taxi fare from the station

to the centre of Thessaloniki costs approximately 8€-12€, depending on arrival time, traffic and your number of luggage. The other option is to take the bus (Buses no 8 or 31). You should get off at the Venizelou and Egnatia street bus stop and go down to Venizelou Street until you reach Tsimiski Street where the headquarters of the College is located. The fare costs approximately 1€. You can buy your ticket inside the bus from an automatic ticket machine but you have to have the exact amount of 1, 10€ (tickets issued by the machine cost plus 0, 10€).

BY TRAIN

After you arrive at the Central Train Station of Thessaloniki (Neos Sidirodromikos Stathmos), you have 2 choices. The first one is to take a taxi. There is a taxi stand outside the station. The taxi fare costs approximately 8€-12€s depending on arrival time (midnight double fare), traffic and number of luggage you carry. The other option is to take the bus number 12 and get off at Ionos Dragoumi - Ag. Mina bus stop and walk down the street until you find Tsimiski Street. The ticket costs 1€. You can buy your ticket inside the bus from an automatic ticket machine but you have to have the exact amount of 1, 1€ (tickets issued by the machine cost plus 0, 10€).

*Please note the Tsimiski building is closed during the weekends.

BY AIRPLANE

Take a flight for the Thessaloniki “Macedonia Airport”. Its international air flight code is SKG. There are numerous flights coming to Thessaloniki. At the airport, you have 2 choices. The first one is to take a taxi. There is a taxi stand outside the airport. The taxi fare from the airport to the centre of Thessaloniki costs approximately 15-20€, depending on arrival time, the traffic and number of luggages. The other option is to take the air shuttle bus from the airport to the centre (bus no 78). The ticket costs 1€. You can buy your ticket inside the bus from an automatic ticket machine but you have to have the exact amount of 1, 1€ (tickets issued by the machine cost plus 0, 10€). If you are interested to come to the College, you should get off at the “Aristotelous” bus stop.

ARRIVING AT THE INTERNATIONAL FACULTY CITY COLLEGE

INDUCTION WEEK

Below are the activities that will take place throughout the induction week:

“Welcome to CITY” Presentation

Your induction week will kick off with a presentation introducing the International Faculty and your Department of Studies. This presentation aims to provide students with answers to their initial questions about what will be expected from them during their studies

Using the Library

You will be given a tour of our Information Learning Commons and you will be introduced to all of services the library has to offer.

The library will play an important role in your studies, providing you with the tools to conduct research and make the most out of your modules. The ILC provides many facilities aimed at personal development. There is a good range of fictional literature and a Self-Access Audiovisual and an English Language Learning Resource Centre aiming to help you improve your English and learn at your own pace.

Students Clubs

CITY has many clubs and societies that are student run but fully supported by the Faculty. They form a large part of student’s social lives and range from Sports to Research Club. During your

induction week there will be a presentation of the different clubs and societies at CITY and you will have a chance to become a member of them.

Welcome Party

Your Induction Week will end with a Welcome Party. A party where you can relax, have fun, meet friends, enjoy some music and celebrate your decision to continue your education at CITY College.

SHORT TERM ACCOMMODATION

In case you have to stay for a few days in Thessaloniki, while looking for a flat, we can recommend you some hotels, which are situated nearby CITY College premises. Check the next section under letter H or contact the Student Services & Alumni Department for a hotel list. Please know that Thessaloniki hosts the International Fair in September (2/9 – 20/9), which means that the prices are higher and reservations hard to find. If you need to arrive around this period make sure you have made a reservation early on.

Your A-Z Guide

Life in Thessaloniki



ACCOMMODATION

CITY's Student Services & Alumni Department offers advice and guidance on all accommodation issues. There is a good selection of private accommodation offered directly by the owners or through Agencies.

Accommodation expenses in Thessaloniki vary according to the area, condition of flat, facilities, etc. Usually flats in the downtown area are old and more expensive than in other areas.

Students must note that although Thessaloniki is a big city, it is very easy to travel around, and no matter how far away you find a flat, bus service will be available.

In case you wish to find another student to share a flat with, you are advised to contact the Country Manager, the Department of Student Services & Alumni or to post an ad through our Social Media.

TYPES OF ACCOMODATION

- Private Halls of Residence

Private halls are not owned by the university but may appear to be similar to the traditional halls of residence. These are fully furnished studio or one apartment. They are located in new or refurbished buildings in Thessaloniki city centre. Studios are 18 sq.m and the 2-bedroom apartments 55 sq.m. .

Bellow you may find a list of amenities;

- Kitchen / Kitchenette (hot plates, air-extractor, sink, fridge)
- Gas / solar heating
- Hot water 24/7
- Communal laundry facility (washing-drying machines, ironing boards)
- Communal GYM (weights, ping-pong table, etc)
- Communal study room
- Bicycle parking
- Storage area
- Central water filter
- Fire alarm and fire safety equipment
- Security cameras
- Double glazed windows
- Access control cards
- Elevator

Wired or wireless internet access in every room

You can either rent a 2 bedroom with a roommate or rent a studio by yourself.

It is a relatively easy option compared to renting a private house as your bills are included, communal areas are cleaned and looked after, and there are maintenance staff on site.

You can either rent a 2 bedroom with a roommate or rent a studio by yourself.

- Private Renting

For years this has been the most popular form of student accommodation! The College will provide you with a list of agents and apartment owners and you will need to deal with a landlord or an agent who will have certain expectations about how you use and maintain the property.

Consider the cost carefully as a cheap house will be cheap for a reason - either size, location or quality, and bills will be payable on top of the rent. These apartments can be furnished or not. The benefit of renting a non furnished apartment is that you can decorate it on your own and make it feel homey.

The other benefit is that the agent you will choose will be responsible to show you apartments based on your needs and budget.

Accommodation Agencies

Below you may find few Accommodation Agencies we collaborate with which can assist you find proper accommodation. Please keep in minds Agencies charge a fee for their Services

Mr Kostas Georgakas Politechneiou 25 2310 220111 6972 295095 6975 166171 Mr Menexes George	Aggelou Real Estate Mitropoleos 6949335074 George Zagoridis
---	---

REMAX Mr Kyrourdis +30 2310 588-411 www.remax-delta-thessaloniki.gr	Ms Papanakli Ntina 3, Ioannou Michail str. 2310 265880 2310 228723 e-mail: sales@papanakli.gr
Mr Pazartzis Vasilis 25, Analipseos str. +30 2310 854095 +30 6944 281658	Mr Kontos Christos 70, Filippou str. +30 2310 283894 + 30 6944 960876
Ms Papadaki – Ms Kefala 110, Makedonias str. + 30 2310 300301 +30 6947 940385 web site : www.gaiopolis.gr	Liberty Real Estate 21, Agias Sofias +30 2310 272737 +30 6988 222828 - Mr Leventoudis
Mr Garoufallidis Panagiotis +30 6977 299280	Ms Iordanou Anastasia +30 2310 229125
Mr Vasilis Stamatis +30 2310 557210 +30 6937 105008	

Condominium Expenses

Please keep in mind, every apartment is subject to maintenance fees which are not included to the price of rent. These charges vary according to the type of building and the facilities available. If the building has central heating, the charge for it is also included in the monthly maintenance fees.

Tenancy Agreements

When you rent an apartment you need to sign an official contract. Upon signing the contract it is requested to pay a deposit on top of the first months rent. Also, please keep in mind that in order to sign an apartment contract, you will need to have a TAX ID number. Please contact the Department of Student Services & Alumni for directions on how to obtain one.

ADDRESS

It is very important to know your address. Note that in Thessaloniki there are many streets with the same name, so what you need also to know is the postcode. You can learn your address from the owner of the apartment or the Accommodation Agent who helped you sign the lease agreement.

APPLIANCES & EQUIPMENT

Bellow you may find a suggested list of department stores where you can purchase appliances, furniture etc.

IKEA ltd
 12th klm from
 Thessaloniki to Peraia
 57001 Pylaia
 Tel. : +30 2310 490400
www.ikea.gr

Carrefour
 15, Tompazi str.
 Pylaia 57001
 Thessaloniki
 Web site :
www.carrefour.gr

Media Markt
 Posidonos (K12) Touba
 Thessaloniki
 Tel: 2311-807800
 Fax: 2311-807888
www.mediamarkt.gr

Leroy Merlin
 11th klm from Thessaloniki to Peraia
 57001 Pylaia
 Tel.: +30 2311 990400
 Fax.: +30 2310 383240
www.leroymerlin.gr

ART IN THESSALONIKI (museums, cultural centres, galleries, concert hall)

The city is rich with culture, monuments and art. Below there are some suggestions of what you can visit and what is worth seeing in Thessaloniki.

Contact Information	Opening Hours
Archaeological Museum Displaying Sculpture of the archaic, classical and Roman Periods and impressive pieces from Vergina. Hanth Square Tel: 2310 830 538 Bus Route: 12, 39	Mon 10.30 - 17.00 Tue – Sun - 8.30-15.00
White Tower The architectural signature of Thessaloniki, part of the great city walls	Mon 15.00 - 21.00 Tue – Sun - 9.00-21.00
Museum of Byzantine Culture 2 Stratou Avenue Tel: 2310 868 570 Bus Route: 10, 11 12 31 39	Mon 10.30 - 17.00 Tue – Sun - 8.30-15.00
Macedonian Museum of Contemporary Art Helexpo Grounds Tel: 2310 281 567 Bus Route: 12, 39	Monday Closed Tue – Sat – 10.00 – 14.00 & 18.00 –21.00 Sunday 11.00 –15.00
Technical Museum Industrial District, 2nd Street Building 47 Tel: 2310 799 773 Bus Route: 51	Mon – Fri – 9.00 – 15.00 Sat & Sun Closed
Eptapirgio (Fortress) Ano Poli (Old City) Tel: 2310 204 734 Bus Route: 22	Monday Closed Tue-Sun – 8.30- 15.00
State Museum of	Mon – Fri – 9.00 -21.00

Contemporary Art	
Moni, Lazariston 25-27 Kolokotroni Street Tel: 2310 600 123 Bus Route: 34, 38, 27, 56	Sat & Sun 10.00 –22.00

For more information on cultural events and places in Thessaloniki and Greece please do visit the following website:

<http://www.cultureguide.gr/events/index.jsp>

<http://www.hri.org/culture97/tour/museums/> (list of museums and their description)

B

BANKING

Operating Hours for Greek Banks are Monday to Friday 8:00am – 2:30pm (2:00pm Friday). Opening a bank account in Greece is fairly straightforward.

Most of the banks have several branches in the centre and other parts of the city. At every branch there are ATMs that accept all international credit and debit cards (VISA, MASTER CARD, AMERICAN EXPRESS etc).

In case you lose your credit card you can contact the following numbers:

American Express	+30 210 339 72 50
Diners	+30 210 929 36 73
Eurocard	+30 210 950 36 73
Mastercard	00 80 01 18 87 33
Visa	00 80 01 16 83 04

Important! Upon arrival you should open a Bank Account at any Greek bank and deposit estimated living budget for one year (approximately 500€ per month). Ask the bank to give you a **bank statement** (and not receipt or any other informal paper) for the amount of money you hold in the account you opened. This is necessary for your residence permit application (please check section Essential Reading). Please note that in order to open a bank account you will need a TAX ID Number. Contact the Student Services & Alumni Department for direction on how to do so.

Please keep in mind that in some big bank branches there is a particular **waiting system**. Next to the entrance there will be an electronic machine from which you will get a waiting number. While inside the waiting area follow the digital screen that will indicate your turn and at which counter you will be served. This system is applicable for many other institutions as Post Office, KEP centres (Centre for serving the citizens) etc.

BILLS(utility)

The electricity, water and phone bills can be paid in different authorized stores and of course banks. You will see the logo of the companies- providers at the entrance of the shops if they are authorized:



Always make sure to check the payment due date at the front site of your bill

Alternatively you can pay the bill at the

DEI (National Electricity provider): 37, Agiou Dimitriou str., 546 32, 2310 526921-5; 110, Mitropoleos str., 54621, 2310 243360, 243366 63; Alexandrou Papanastasiou str., 54443, 2310 929311-7

OTE (Telecommunication company): 33 Karolou Dil str. 54410, 2310 3610001, 26th October str, Dimokratias sq., 54626, 2310 522999, 130 Papafi str., Touba area, 54453, 2310 941999

EYATH (Water services): 127, Egnatia str., 546 35, 2310 966 600, Fax: 2310 212 439

Monthly building maintenance bills are usually paid to the building administrator.

BOOKS

There are many bookstores around the city that sell books in Greek and other languages as well. Bellow you can find contact details of some popular bookstores near CITY.

Public www.public.gr

24 Tsimiski str.

33 Mitropoleos str.

Protoporia 3 Nikis str www.protoporia.gr

Malliaris Pedia www.malliaris.gr

39 D Gounaris str.

53 Ermou str

10 Aridotelious str.

Text books can be purchased at “**Public**” bookstore, where CITY students receive a 10% discount. Make sure to have your Student ID with you when purchasing Text Books

The required text books are also available at the ILC (information Learning Commons) located at the Leontos Sofou Building. For more information on library services please do check the library section at CITY’s official website.

There are also other libraries in Thessaloniki which services you can use such as the Aristotle University Library (University campus Tel 2310 995323), Macedonia University Library (156 Egnatia str. Tel. 2310 891 751) Central Public Library of Thessaloniki (27 Ethnikis Aminis str. Tel.2310 3740800)



CITY Student Union

CSU is the student representative body. Every year during the 2nd and 3rd week of the classes the Students' Elections take place. Officers will be the voice of students for the following academic year. They are responsible for decisions affecting student issues but also for various events, tournaments, excursions, parties, trips and society meetings. Contact: <https://www.facebook.com/CITYCSU>

CLIMATE AND WEATHER

Greece has a Mediterranean climate with plenty of sunshine, mild temperatures and a limited amount of rainfall.

The winters are mild in lowland areas, with a minimum amount of snow and ice, yet, mountains are usually snow-covered. Moreover, a common phenomenon is the occurrence of different climactic conditions during the same season (for instance, mild heat in coastal areas and cool temperatures in mountainous regions). Summers are long and dry, with extremes of 37°C (99°F), making the yearly mean temperature about 17°C (63°F).

Read current weather forecast on http://www.hnms.gr/hnms/greek/index_html (Hellenic national meteorological service)

COMMUNICATIONS

Post

ELTA is the state-owned postal service provider of Greece.

<http://www.elta-net.gr>

Courier

ACS courier	2310 567912
UPS	2310 406000
SPEEDEX	2310 752020
ELTA door to door	2310 651402, 588556-8, 605769

Telephone line

In case you want to activate your home or a cellular telephone line you must visit the one of the Telephone Providers and apply by showing your passport and your tax ID number (see the tax number section).

Mobile communications

Roaming agreements exist with most international mobile phone companies. Coverage is excellent. Greece has many mobile telecom companies; Cosmote, Vodafone, Wind etc

Press

Greece is the European country with the bigger number of newspapers. In the centre of Thessaloniki foreign press can be found at the two kiosks on Aristotelis square corner with Tsimiski; also at any newspaper shop with indication foreign press.

Internet

There are several internet providers in Thessaloniki such as Otenet, the internet services division of OTE (www.otenet.gr), or FORTHnet one of the main Greek Internet Service Providers (www.forthnet.gr).

For more information on prices and services provided please do visit their official websites (information available in English).

Internet Café in Thessaloniki

In the centre of the city many different chains of Internet Cafes can be found where different services are offered such as gaming, surfing etc. If you are looking for an internet café on days or hours the labs of CITY are closed. You can visit the following:

G-Net - www.gnet.gr

K. Melenikou 37

Thessaloniki 54634

COMPUTER FACILITIES AT CITY

There are six Computer Labs with computers (PCs) connected to a local area network. All computer labs are equipped with laser printers. The laboratories are open to the students from 9:00 am to 21:30 pm (Monday to Friday) and 11.00 am to 17.00 pm (Saturdays & Sundays).

Internet Services: All labs PCs are connected to the Internet through 3 ADSL lines providing web access and a personal e-mail account access to every student. Also, another 3 ADSL lines provide wireless access to the mobile devices of Students and Staff.

E-Mail accounts: Every student in City College has a unique Mailbox which is used to send and receive emails. Email checking can be done using the Microsoft Outlook Web Access service URL: <http://www.city.academic.gr/exchange>

Intranet: The main purpose of City College's Intranet is to share information and computing resources among academic staff and students. Access to the Intranet services is granted to all students, academic staff and lecturers who have a CITY user account. When trying to access the Intranet a user name and a password are required. When a user is outside the college he/she can access the Intranet using the following URL address: <http://www.city.academic.gr/intranet>.

MOLE- CITY's E-Learning Management System

MOLE allows students to have access on module details, coursework, class notes, on-line chat, discussion boards, etc. The service can be accessed from the following URL.

<http://mole.if.sheffield.eu/>

Lecturers of each course can upload notes, past exams, assignments, announcements, practical maps, tutorial notes and other documents. This means that every student at CITY can access this information from anywhere in the world and view or download course material.

User Support: The Computing Support staff provides Help all students. A student can ask for advice or assistance on any problem that he/she faces in the labs. Computing Centre support staff can be reached at the System Administrators' office from 09:00-22:00 (Monday to Friday) and 09.00-14.00 (Saturdays).

CONSULATES

In case you need to contact your country's consulate or other foreign diplomatic missions please check the information provided bellow. To view all the Greek foreign diplomatic missions visit the Ministry of Foreign Affairs website: www.mfa.gr

Diplomatic Missions	Contact Details
Albania	6 Odisseos str Tel. 2310 547 494
Austria	81 Egnatia str., Tel.2310 236500
Bulgaria	1 Abot str, Tel. 2310 829 210, Fax. 2310 412 639
Canada	12 Tsimiski str, Tel.2310 256 350, Fax. 2310 256351
FYROM	43 Tsimiski str, Tel 2310 277 347-8
Germany	4a Karolou Dil, Tel. 2310 251120, Fax 2310 240393
Romania	16 Santas str. Tel 2310 340088
Russia	5 Dimosthenous str., Tel. 2310 257 507
Serbia	4 Komninon str.,Tel. 2310 244 265, 244 266,Fax. 2310 240412
Turkey	151 Agiou Dimitriou str., Tel. 2310 248 452
USA	43 Tsimiski str., Tel. 2310 242900
Ukraine	179 K. Karamanli str., Tel. 2310 319715

CULTURE

Cultural Events in Thessaloniki

Thessaloniki holds a number of annual events that attract a worldwide audience.

Some of these events include:

§ **Demetria** - Demetria takes place during October and November; an artistic and cultural event hosting a number of first class plays opera and dance performances as well as conferences and lectures.

§ **International Film Festival** - Thessaloniki hosts the annual International Film Festival held in November, attracting new and established directors and actors from all over the world.

§ **International Trade Fair** - Thessaloniki hosts the International Trade Fair, which is of a commercial nature each September and simultaneously organises cultural events and highly regarded conferences.

§ **Book Festival** - Every June Thessaloniki hosts a book festival on the seafront for two weeks.

D

DISCOUNTS AT CITY

Discounts are offered to all members of CITY's Community!

The discounts include a variety of services and products, such as restaurants, photography & technology services, bookstores, internet stations, foreign language & ECDL courses are offered in special lower prices only for CITY's students. You can find list of discounts on the intranet. For more information please contact the Student Services & Alumni Department.

DRIVING

Driving Your Own Car: You need a valid *registration*, proof of internationally valid insurance (check with your insurance company), and your driver's license.

Driver's Licenses: EU citizens can use driver's licence issued at their own country. Other nationals should have an International Drivers License

Speed Limits Use these as a guide, but always obey the posted limits, which may vary: urban areas 50km/h, outside 110 km/h, and freeways/highway 120 km/h.

Parking Most streets have restricted parking of one kind or another. Follow the blue signs with their white "P" and you may be lucky enough to find an available space. Usually, you are charged for this and prices start from 2€ per hour. On some streets, signs usually yellow, and with the directions in English as well as Greek will indicate that you can park along the street but must purchase a ticket from the nearest kiosk. Otherwise, be prepared to park fairly far from your base or destination.

Cell Phone Usage It is illegal to use your cell phone while driving in Greece. Violators can be stopped and issued a fine.

Toll Roads: The two special roads called *Ethniki Odos*, the National Road, and *Egnatia Odos* do require tolls, which vary and must be paid in cash.

E

ENTERTAINMENT

There are many ways to spend free while in Thessaloniki.

Bellow you may find some info on different types of entertainment

Thessaloniki Concert Hall

Thessaloniki Concert Hall is a new venue, which specializes in classical and opera productions. Situated on the pier, the hall has state of the art facilities and attracts many first rate productions.

Address: 25th Martiou and Paralia Tel: 2310 895 800

www.tch.gr/English

Moni Lazariston – A Concert Venue and Exhibition Hall

Tel: 2310 652 020

Cinemas

Thessaloniki has number of multiplex and single screen cinemas throughout the city.

Details of the most well known are:

Ster Century Cinema Multiplex (11 screens) – in Pylea at the Carrefour Shopping Complex Tel: 2310 469 300 www.stercentury.com.gr

Village Centre Multiplex (9 screens) – 11km from the city centre on the Airport Rd (near IKEA) Tel: 2310 473 333

Alpha Odeon (8 screens) – Tsimiski 43, Tel 2310 290 290

Macedonikon Ericsson (Art and Independent Film)– City Centre, Tel 2310 261 727

Olympion (3 screens) (Greek films and the Film Festival) – Aristotle Square Tel 2310 378 404

All films in Greece are shown in their native language with Greek subtitles. New movies are available quickly after they are released.

Clubs and Bars

There are many clubs in Thessaloniki that offer different kind of entertainment throughout the whole year.

An exciting experience to all international students is “bouzoukia” – a live stage with Greek performers singing live popular Greek music. The most visited bouzoukia places are: Mamounia live, Rodon live, Mouses, Gala live, Pylh Axiou, Fix live.

ENGLISH LANGUAGE

The **English language Support Unit** (ELSU) has the aim to ensure that all CITY students would have the support and facilities needed to study at under- and postgraduate level in the medium of English. Therefore, the ELSU provides a wide range of services to assist students in improving and developing their language skills. All CITY undergraduate students take compulsory Academic English courses during their first year, which focus on both language improvement and developing academic fluency and literacy skills. Other services the ELSU provides are IELTS preparation. For further information on any of the above services contact:

The English Language Support Unit

2nd Floor Strategakis Building

Tel: + 30 2310 224421

EMPLOYMENT

Career, Employability & Enterprise (see **SUPPORT & SERVICES at CITY**)

Summer Jobs

CITY’s Career, Employability and Enterprise Office organises each spring a career fair, allowing students to search for career opportunities and internships.

Career advice is available for all students throughout the year.

ELECTRICITY

The power supply in Greece is 220 V AC at 50 Hz. You may require an adapter for the round two-pin sockets in use in Greece. Power cuts are not uncommon but only in rare occasions and under early notice. The national electricity company is called DEI (www.dei.gr) for customer information centre dial 10 500.

For paying your bills and malfunctions check the relative letter sections B and M.

EMERGENCIES

If you are faced with an emergency, the telephone numbers to connect you to the emergency services are as follows:

Police	100
Immigration Police Alien's Dep.	2310 510829
Hospitals & Pharmacies on duty	1434
Poisoning centre (Athens)	210 7793777
Immediate Assistance	166
Fire Department	199
First Aid (Red Cross)	2310 514-473
Road Assistance	104
Traffic Police of Thessaloniki	2310 554144, 2310 550779
Road Traffic Accidents department	2310 566 206

F

FOOD – RESTAURANTS

Eating in Thessaloniki

Thessaloniki has over 10,000 places to eat! Lovers of good cuisine will discover that Thessaloniki has assimilated a wide variety of tastes in cooking and confectionary from Europe and the Middle East and is justifiably considered the 'Queen of Exquisite Cuisine' in Greece.

You do not have to travel far in any direction in Thessaloniki before you stumble across an area of restaurants, cafes and bars. However, we have listed below a few areas that are well known for their eateries to get you started:

Ladadika, Ouzon Melathron, Athonos Square, Nikis Avenue, Aristotelous square – are all well-known restaurant districts in the city centre with a reputation for excellent Greek, BBQ and *ouzerie** style cuisine. The old town "Ano Poli" and Panorama have great food combined with breath taking views; Nea Krini, and Kalamaria are all well known for fish and seafood on the sea front.

There is a Cafeteria the **CITY's BREAK** at Leontos Sofou building, 7th floor where you can buy snacks and sandwiches, and beverages. Close to the college facilities there are many bakeries and fast food restaurants where you can grab a quick lunch or snack between and after classes.

G

GREECE

Greece has a total area of more than 130,000 km². Greece consists of the mainland and islands; the islands comprising 20% of the total area. Greece borders on the north with Albania, FYROM, and Bulgaria and on the northeast with Turkey. It is Europe's closest link to the Middle East and is considered the gateway to, and the capital of the Balkans. Mountains cover 80% of the land in Greece, the highest being Mount Olympus. A short fact file for your information is given below:

Name of the country: Elliniki Dimokratia (Ellas, Ellada)

People: Ellines (Hellenes)

Size: 131.940 sq. km (land 99%, sea 1%)

Coastline: 13676km

Population: just under 11.000.000 (46% men, 54% women)

Language: Greek (Ellinika)

Borders to: Albania, The Former Yugoslav Republic of Macedonia, Bulgaria, Turkey

Highest mountain: Mt Olympus, 2917 m

Capital: Athens

Currency: EURO €

Religion: 98% Greek Orthodox, 1,3 Muslim, 0,7 Other

Government: parliamentary republic, until 1974 monarchy

If you are interested to learn more about Greece and its history check the following links:

<http://www.gnto.gr/> (Greek National Tourism Organisation)

<http://www.gogreece.com>

<http://www.ime.gr/chronos/en/> (Hellenic History)

GREEK LANGUAGE

CITY College offers Greek classes held one time per week within the college facilities

Besides CITY, there are other institutions that provide Greek language courses such as private schools and public Universities. For more information visit the following websites or contact the Student Services & Alumni Department

<http://web.auth.gr/smg> (Aristotle University, School of Modern Greek)

Basic vocabulary and useful expressions in Greek

English	Greek	Transcription
Good morning/afternoon	Καλημέρα	[kalimera]
Good evening	Καλησπέρα	[kalispera]
How are you?	Τι κάνεις	[ti kanis]
Where?	Πού	[pu]
When?	Πότε	[pote]
How?	Πως	[pos]
Excuse me	Συγγνώμη	[signomi]
Here you are	Ορίστε	[oriste]
Thank you	Ευχαριστώ	[efharisto]
Please	Παρακαλώ	[parakalo]
Where is the...?	Πού είναι	[pu ine]
Bus station	Η στάση	[I stasi]
Railway station	Ο σταθμός	[o stathmos]
Port	Το λιμάνι	[to limani]
Airport	Το αεροδρόμιο	[to aerodromio]
Bank	Η τράπεζα	[I trapeza]
Post office	Το ταχυδρομείο	[to tahidromio]
Tax office	Η εφορία	[I eforia]
Municipality	Το δημαρχείο	[to dimarhio]
University	Πανεπιστήμιο	[panepistimio]
Library	Βιβλιοθήκη	[vivliothiki]
Hospital	Νοσοκομείο	[nosokomio]
Doctor	Γιατρός	[iatros]
Health certificate	Πιστοποιητικό υγείας	[pistopiitiko igias]
Insurance	Ασφάλεια	[asfalia]
Certificate	Βεβαίωση	[veveosi]
Passport	Διαβατήριο	[diavatirio]
Residence Permit	Αδεία παραμονής	[adia paramonis]
My name is	Με λένε...	[me lene]
Water	Νερό	[nero]
Room	Δωμάτιο	[domatio]
Embassy	Πρεσβεία	[prezvia]
Consulate	Προξενείο	[proksenio]
Foreigner (male/female)	Ξένος / ξένη	[ksenos/kseni]
Bank account	Τραπεζικός λογαριασμός	[trapesikos logarizmos]
Photocopy	Φωτοτυπία	[fototipia]
Kiosk	Περίπτερο	[periptero]
How much?	Πόσο κάνει	[poso kani]
Telephone	Τηλέφωνο	[tilefono]
Phone Card	Τηλεκάρτα	[tilekarta]
City map	Χάρτης της πόλης	[hartis tis polis]
Newspaper	Εφημερίδα	[efimerida]
Magazine	Περιοδικό	[periodiko]
Classified ads in the	Μικρές αγγελίες	[mikres angelies]
Ticket	Εισιτήριο	[isitirio]
Bus	Λεωφορείο	[leoforio]

Working hours	Ωράριο	[orario]
Open	Ανοιχτά	[anihta]
Closed	Κλειστά	[klista]
Where do you live?	Πού μένεις	[pu menis]
Hotel	Ξενοδοχείο	[ksenodohio]
Flat	Διαμέρισμα	[diamerizma]
How much is the rent?	Πόσο είναι το ενοίκιο	[poso ine to enikio]
For rent	Ενοικιάζεται	[enikiazete]
For sale	Πωλείται	[polite]
Street	Οδός	[odos]
Taxi	Ταξί	[taksi]
Left	Αριστερά	[aristera]
Right	Δεξιά	[deksia]
Straight	Ευθεία	[efthia]

GREEK MISSIONS ABROAD

Please use the following link to find embassies and consulate offices at your own country

<http://www1.mfa.gr/en/appendix/greece-bilateral-relations/a.html>

H

HEALTH

No vaccines are required to travel to Greece. European Union citizens have access to free treatment in public hospitals with a valid European Insurance Health Card. For prescribed medicines you will pay and in some cases your insurance company will refund you some percentage.

Greek public hospitals are well equipped, at least in the major cities, but are often overcrowded. The conditions and services of the private hospitals are much better but are quite expensive. A good health-insurance policy is essential.

In case of emergency call:

Ambulance Service: 166

Duty Hospitals and Clinics: 1434

Pharmacies: 1434

Health insurance

A good health insurance policy is essential when living abroad.

All international non-EU students will need obligatory medical insurance with yearly coverage for the duration of the whole programme with a signed contract in Greece. We strongly advise that your insurance policy is issued in Greece since it is related to the residence permit criteria and in this case the contract includes particular clauses (for details see the section Essential reading).

Hospitals

A.H.E.P.A.

University Hospital

St. Kyriakidis 1 54636

2310 993 310-1 <http://www.ahepahosp.gr/>

General Peripheral Hospital Ippokratio

49 Konstantinopoleos str.

2310 837 921-9

Inter Balkan Medical centre (Private)

10 Asklipiou str., Pylea

(12 th km. Thessaloniki Airport)

2310 400000

e-mail: info@interbalkan-hosp.gr

Euromedica General Clinic (Private)

11 Maria Kallas & 2 Gravias str.

2310 895153

Pharmacies

Pharmacies have specific open hours. Pharmacies are open on rotation on a 24 hour base. You can check schedules on the front door of each pharmacy.

HEATING

There are various heating systems at apartment buildings ranging from oil to gas and electricity. Many older buildings have no central heating subsequently tenants need to buy electric radiators or a/c for heating purposes. Usually the owners of apartments without heating systems establish air conditioners with double cool and heat function.

For those apartments that have independent oil based system require the tenant to order individually oil on a regular basis. For shared building heating you will receive monthly payments for the oil expenditure of your apartment.

HOLIDAYS

Holiday

New Year's Day

Epiphany (3 Kings' Day) - (Religious Holiday)

Ash Monday

Greek National Day

Good Friday - (Religious Holiday)

Easter - Christian

Easter Monday - (Religious Holiday)

May Day / Labor Day

Pentecost Monday (Religious Holiday)

Assumption Day - (Religious Holiday)

Óhi Day - Greece

Christmas - (Religious Holiday)

Day after Christmas, St Stephen's Day, Boxing Day

In order to find out College schedule please have a look at the Academic calendar on the website, links Current students-Academic calendar.

HOTELS

Bellow is a short list of different category hotels. When you first come to Thessaloniki and need a short-term accommodation you can book a room fitting your preferences and possibilities. More hotel details can be found on www.saloniki.org. The site provides also on line booking, maps and distance from the centre.

Hotel Pella

65, Ionos Dragoumi St.,
Tel & Fax: +30 2310 524.223

Hotel REX

39, Monastiriou str.,
Tel.: +30 2310 517051-2 &
Fax: +30 2310 539697

Hotel Orestias-Kastorias

14, Agnostou Stratiotou –
Olympou St.,
Tel.: +30 2310 276.517

e-mail: info@okhotel.gr

Electra Palace – 5 star

9 Aristoteles Square
Tel: +30 2310 294 000
Fax:+30 2310 294 001
www.electra-hotels.com

CITY Hotel- 4 star

11 Komnion St.
Tel: +30 2310 269 421
Fax: + 30 2310 274 358
www.cityhotel.gr

Holiday Inn- 4 star

8 Monastiriou St.
Tel: +30 231 0563 100,
Fax: +30 231 0563 101
email:
info@hithessaloniki.gr
www.hithessaloniki.gr

ABC Hotel- 3 star

41 Aggelaki St.
Tel:+30 2310 265421
Fax:+30 2310 276542
www.hotelabc.gr
e-mail:info@hotelabc.gr

Luxembourg 3 star

6 Komnion St.
Tel: +30 2310 252600
Fax: +30 2310 252605
e-mail:
info@hotelluxembourg.gr
www.hotelluxembourg.gr

Park Hotel 3 star

81 Ionos Dragoumi St.
Tel.+30 2310 524 121
Fax +30 2310 524 193
e-mail:
info@parkhotel.com.gr
www.parkhotel.com.gr

Tourist 3 star

21 Mitropoleos St.
Tel.+30 2310 270 501
Fax.+ 30 2310 226 865
e-mail:
info@touristhotel.gr
www.touristhotel.gr

Nea Mitropolis 3*

22 Siggrou St.
Tel: 2310 525.540,
Fax: 2310 539.910
info@neametropolis.gr
<http://www.neametropolis.gr>

Excelsior Hotel 5 star

10 Komnion St. & 23
Mitropoleos Av. /
Tel. +30 2310021000
<http://www.excelsiorhotel.gr/>

**Grand Hotel Palace
5***
305- 307 Monastiriou St.
Tel: +30 2310 549000
www.grandhotelpalace.gr

Mediterranean Palace 5*
Salaminos 3 & Karatasou St.
+30 2310 552 554
www.mediterranean-palace.gr

El Greco 3 star
23, Egnatia St.
Tel: +30 2310 520620
www.hotelelgreco.gr

Le Palace 3 star
13, Tsimiski St
Tel: +30 2310 257400
www.lepalace.gr

Hotel Egnatia 4 star
16, Antigonidon St.
Tel: +30 2310 222900
www.aegeonhotels.gr/EGNATIA

I

ISIC

International Student Identity Card gives to students and young people the opportunity to enjoy a wide range of discounts of culture, travel shopping and many other services. The ISIC is an identity document proving your full time student status with validity based on the academic year plus some additional months to allow you to travel, up to maximum 16 months.

For further details visit the site www.isic.org where you can find many interesting information and ideas as well as the requirements, price and points in your country where you can apply for it.

INVITING FAMILY MEMBERS

Students can invite their family to visit them in Thessaloniki. You can visit the Student Services and Alumni Department of CITY College and request an invitation letter for first degree relatives.

L

LEGAL SUPPORT

Since all students coming from a Non-EU Country must apply for the residence permit for studies, they have to collect all the documents required and proceed with the submission of their application always using the guidance of the Student Services & Alumni Department. In case students wish to

avoid this time consuming and a bit tensed procedure they can use the option to authorize a lawyer to submit the requirements and follow the progress of the residence permit. Contact details of lawyers who deal with these issues can be provided to you by the Student Services & Alumni Department.



MALFUNCTIONS

Electricity

Malfunctions phones: Eastern Thessaloniki 10 503, 2310 928243

Centre: 10 502, 2310 511972

Western Thessaloniki 10 201 2310 520010

Water

2310 212231

MINISTRY OF FOREIGN AFFAIRS

For information regarding visa issues you may visit the web site of the Greek Ministry of Foreign Affairs. www.mfa.gr/

MINISTRY OF INTERNAL AFFAIRS – FOREIGNERS in Greek territory

For information about immigration laws and instructions concerning the legal stay of the foreigners in the Greek territory please visit the following web site

<http://www.ypes.gr/allodapoi/content/GR/default.htm#>

MOBILE PHONE

Upon arriving in Thessaloniki it is advisable to change your mobile number with a local one to avoid the Roaming service charge. Check the links below to compare the offers of the providers.

www.cosmote.gr

www.vodafone.gr

You can also visit the closest mobile companies' stores:

MONEY MATTER

It is rather difficult to define cost of living since more or less it depends on one's lifestyle. Bellow we provide you information, on basic expenses and prices of everyday goods. The rent for a small apartment with two rooms, kitchen and bathroom start from 300€ per month, electricity will not be more than 35-40€ per two months (if heating is paid separately), and water bill would be 10-15€ per 4 months.

The price of the coffee drinks outside varies from 3.00€ -5.00€, a sandwich can be bought for 1.50-3.00€.

The ticket for cinema cost 7€.

The entrance for a night club is 10€ and includes a drink (when there is no guest DJ or special programme)

*	PRICES
Flat Rent	200-450 €
Building maintenance monthly bill	15-25 €
Electricity	35-75 €
Water	15-20 €
Cinema ticket	7.00 €
Bread	0.60-1.20 €
Coffee	3.00-5.00 €
Drink	6.00-8.00 €
Gyros Sandwich	1.50-3.00 €
Souvlaki	1.50 €
Soft drink can	0.50-1.50 €
Bottle of water	1.00 € (0.30-0.60 € small one)
Bus Ticket	1.00 €
Gas per litter	1.40-1.60 €
Prepaid phone card (outdoor card phones)	5 €
Prepaid phone card (cell phones)	10 € and up
Taxi (Airport-Centre)	10.00-15.00 €

**This chart is a good point of reference, but please keep in mind that prices can vary from place to place.*

Currency

Since January 2002, Greece's currency is the Euro due to its membership of the Euro zone. The banknotes are in denominations of 5, 10, 20, 50, 100, 200 and 500. Each banknote has a different colour and size. Every country has a separate design for each of their coins; in Greece, the designs are inspired by Greek mythology, history, politics and shipping. The coins, called lepto (or cent), come in the following denominations 1c, 2c, 5c, 10c, 20c, 50c, 1 Euro and 2 Euro.

Bear in mind that for the **international money transfer**, you will need to know your account number, Iban, SWIFT code, and address of the bank branch. You should ask these data when you open the account.

Your **tuition fees** can be paid two ways – cash or Bank transfer. If you wish to pay in cash you can do it at the Reception desk of CITY College at Tsimiski Building (13 Tsimiski str) and upon payment you will receive your receipt of payment. Below are given payment details, which you will need if you prefer to pay through a bank transfer.

ALPHA BANK

Branch: 19 Mitropoleos str., 546 24, Thessaloniki – GREECE.

Account Number: 700- 00- 2002-010971

Account Name: "CITY Ltd."

SWIFT CODE: CRBAGRAAXXX

IBAN: GR 7701407000 700002002010971

After depositing your fees, it would be greatly appreciated, if you sent a copy of the transaction receipt, via e-mail or fax for the College Accountant (fax: ++30 2310 287.564, e-mail: acadreg@city.academic.gr).

P

PASSPORT

We would advise you to check your passport making sure it is valid!

If your passport gets lost or stolen you should report it missing as soon as possible to the police station. It is essential you obtain a police report for the loss.

The next step is to contact immediately the consulate/embassy of your country in Thessaloniki. Contact details of Diplomatic Missions in Thessaloniki are provided in section C. For assistance you should also contact the International & Student Services Office.

PEER SUPPORT on stress related issues

When should I seek the help of a “Peer Supporter”?

- If you feel overwhelmed with your responsibilities but you are not ready yet to visit a counsellor
- If you seek tips and techniques on how to deal with time/stress

The Peer Supporter Role

- Offering one-on-one support on stress related issues
- Listening and Understanding of emotional, social or practical student experiences
- Assisting fellow students in acquiring new strategies for coping with the stress of daily life
- Making referral to professional counselling, if required

Please note the Peer Supporter is NOT a counsellor; however, he can help students to seek professional counselling support if needed.

Who can contact a Peer Supporter?

- All students of all programmes and years of study.

Confidentiality

- Peer Supporters are required to maintain to strict confidentiality in all interactions with fellow students.

Where and when can I meet a Peer Supporter?

Fridays 1pm-3pm, at Library’s “employability corner”

COMMUNITY COUNSELLING CENTRE

The University of Sheffield International Faculty, CITY College runs a Community Counselling Centre with the mission to provide psychological services to the community surrounding our Faculty.

The Counselling Centre is located at the main campus in Thessaloniki. Students who wish to book an appointment may call (2310) 22 45 21 or email at counseling@city.academic.gr

POLICE DEPARTMENT ON FOREIGN AFFAIRS

The Police Department of Foreign Affairs deals with issues regarding Foreign Affairs and offers information about the legal stay in Greece.

4, Dodekanisou str. 54626, Thessaloniki Tel.: 2310 500988

PRINT SERVICES

If you need to photocopy documents or papers you can do it at the college facilities, at the library. You can also go to Copy Speed Centre (10 Salaminos str. /corner with Tsimiski) Tel.2310 534 111.



RADIO

Thessaloniki has many radio stations for all preferences and tastes. Bellow is some radio frequencies preferred by young people:

Music Republic 103.0 FM

Banana 104.0 FM

Safari 107.1 FM

Zoo Radio 90.8 FM

Star FM 91.7 FM

Heart FM 93.1 FM

RSO 97.1 FM

88 miso 88.5 FM

1055 Rock

Rock Radio 104.7 FM

Enjoy Greek music at Panorama 98.4 FM, Antenna 97.5 FM, Palmos 96.5 FM

Ola 91.4 FM, Cosmoradio 95.1 FM

RECYCLING

The Municipality of Thessaloniki participates in many Environment protection and recycling programmes. In all major streets of Thessaloniki you can find special bins for gathering paper, glass and plastic refuse. Many other organizations contribute to the global effort in energy saving e.g. ALPHA Bank, Praktiker Department store etc., which offer special bins in their facilities for battery recycling.

RESIDENCE PERMIT FOR STUDIES

All non-EU students require a residence permit for studies for which they apply with their student visa and other relative documents. A list of the requirements and instructions are available on the back of this guide.



SAFETY

Greece is one of the safest countries in the world. Large cities like Athens and Thessaloniki have experienced an increase in crime in specific areas (like the red light district near Omonia, Athens, Vardaris square, and Thessaloniki) that you should avoid. **Violent crime is rare**, but petty theft and burglaries have been on the rise in recent years.

Overall though the crime rate in Greece is among **the lowest in the European Union** and you feel generally safe in the streets even in the middle of the night.

Some pickpockets have been known to work around the **train stations**, so some extra attention is advised, although easily ignored in the relaxing atmosphere. Always place valuables in places that are hard for others to reach. It is not a huge problem though, so no need to be paranoid at the train stations, where security is always nearby anyway.

SCHOLARSHIPS

CITY College offers many scholarships to its students. The policy of the college is to award scholarships based on outstanding academic record and overall performance throughout the academic year at the college. Detailed information concerning types of scholarships and criteria can be obtained from the college's website visiting the link [Current students](#).

SHOPPING

Thessaloniki is ideal place to shop for a wide variety of products. Prices are reasonable in relation to product quality and visitors are able to find something for every budget.

Shops are open Monday through Friday from 09.00 till 14.30 and on Tuesday, Thursday and Friday also from 17.30 through 21.00. On Saturday shops open from 09.00 till 15.00, while they are closed on Sunday. Supermarkets and kiosks may stay open till 21.00. In the centre of the city some kiosks are open from early in the morning till late at night, seven days a week and also big department stores and shopping centres work 09.00-21.00 every day except Sunday.

SALES

Total sales in Greece are held twice per year with duration of one month. During winter, sales start immediately after the Christmas and lasts till about the end of February and during the summer start around 1st of July. One may find sales at 30-40% and at some instances they reach 80%. Right after the sales' month and before the new collections and products to be launched all shops still keeps the prices low and it is called offers' period.

SMOKING

Smoking is prohibited at all public places.

All the college premises are smoke free environments, thus smoking is allowed **ONLY** at designated areas. Students who fail to follow smoking regulation can face discipline committee

SPORTS and CLUBS

During the induction week there is a presentation on all clubs and societies available for students.. Registration forms are distributed to all students and they are submitted within the first week of the classes.

Feel free to express your interest in a specific club which does not exist or a special talent you do have in designing posters, writing texts, being a DJ etc. CITY welcomes all new ideas and initiative.

Amusement Theme Parks

For the fans of amusement theme parks an exciting experience that Thessaloniki has to offer is a visit to the Magic Park and Waterland.

Magic Park houses a log flume, waltzes, bumper cars and roller coasters to suit height restrictions.

Magic Park is located opposite the Diavaikaniko Centre approximately 12 kilometres from the airport. It is open from 10.00 a.m. until 02.00 p.m. every day. Entrance usually costs around 9 - 15 €.

Tel.: 2310 476 771

www.magicpark.gr

Waterland offers 150 acres of water pools and gardens. It is situated a few kilometres from the airport in Tagarades. There is ample parking space or a free shuttle service offering return rides from Aristotelous Square in the City Centre. Once the initial entrance fee has been paid, wave pools and water slides beckon one's audacity. A high wooden DJ tower makes a good landmark for the centre of the park. There are also available basketball and tennis courts or perhaps you may prefer to try your hand at volley ball. Waterland is open daily from May - September 10.00 a.m. until 6.00 p.m. although closing times are extended during the height of summer. Entrance fees are € 9 for 5-14 years, € 12.50 for adults.

Tel.23920 72025

www.waterland.gr

SUPPORT AND ADVICE AT CITY

In addition to the excellent academic services, there is a variety of student support services offered, through associated administrative offices. These could be summarized to the following:

The **Student Services and Alumni Department** deals with visa and immigration issues, accommodation matters, student clubs and activities, CITY's student union, and Career Advising matters.

At CITY College, graduates of the college continue to be an important part of the academic community long after graduation. The role of the **Alumni Coordinator** at CITY College is to enable former students to keep in touch, not only with the college but also with each other and to

encourage the continued participation of graduate at the activities of the college. It offers wide range of services.

You can use the Alumni network to contact students from you country before you come to Thessaloniki, Thus you can get answers to many of your questions related to the experience of live and study abroad. To get in touch with students contact the local Country Managers.

The Department also offers a full career management service, offering extensive support for project and job searches. This includes vacancy circulation, general advice on job search strategies, one-to-one career counseling, coaching and advice in preparing CVs as well as the organizing of a Career Fair, with employer presentation and interviews, each spring.

Counselling service offered through CITY to all students. Counselling is about enabling you to explore your feelings and relationships more effectively. It gives you a chance to find the right solutions for you rather than telling you what to do and to look at issues in some depth, and gain a more confident perspective. What happens in the sessions is confidential. This means, in nearly all cases what is discussed will stay between you and the Counsellor.

The Service is open to everyone in the College and it is free of charge. In order to book an appointment with a counsellor you should send an e-mail at: counselling@city.academic.gr & you will be notified by the counsellor about your appointment's date & time.

The Department of Psychology of CITY College operates **e-help**, a free of charge on-line counselling service (**e-counselling service**). Everyone is eligible user of this service. All you have to do is write us an email to help@city.academic.gr explaining your problems and ask your questions. Your emails will be answered by postgraduate psychology students, specifically trained on online counselling, who will be constantly supervised by specialists. Thus, in a few days the client will receive a reply from the counsellor who specialises on related to the issue of concern in the letter.

It is intelligible that all cases are treated with full anonymity. Please note that no further personal contact is allowed between counsellor and client.

Every student at CITY has appointed a **Personal advisor**, an academic staff member of the college with whom you can discuss academic and personal issues.

Never forget that in CITY you are not alone! For any advice, for anything that occurs and you do not know how to face it or deal with it our doors are open for you! And of course we are open to any proposals for new and interesting thing that comes to your mind.



TAX NUMBER (AFM)

An AFM is a tax roll number. To get this nine-digit number you have to submit an application at the tax office which is located at Tsimiski 43.

- You will be asked to fill an M1 form. It's a standard form: name, address, telephone number etc. The International & Student Services Office will give you a filled sample to help you fill it in.

- Non-Greek and non-EU foreigners need to present a passport and residence permit and submit a photocopy of this document.
- EU citizens will need to show their passport or ID card.
- The tax office employee will then process the information on a computer. This should only take a few minutes. A printout with the AFM number is issued.

The reasons why students sometimes need to issue this number may be: for telephone line and Internet, to sign the house rent contract etc.

THESSALONIKI

315 B.C. Thessaloniki is founded by King Cassander of Macedonia. The city soon became the commercial and cultural centre of Macedonia and of the Balkan Peninsula. 168 B.C. the Romans make Thessaloniki the capital of the Roman province of Macedonia and the Southern Balkans.

The city takes on a Byzantine character which it has maintained to the present day, with more (and more significant) Byzantine monuments than any other city in Europe. 1430 Thessaloniki is occupied by the Turks. After a period of economic and cultural stagnation, the city begins to exploit the reforming tendencies of the Ottoman Empire and becomes once again a commercial and cultural beacon for the peoples of the Balkans.

A tour of the city will also give the tourist a comprehensive picture of the city's historic past. One should start at the Ramparts, which in their present form extend over 3 kilometres and include 6 towers, the main one of which is the White Tower - the symbol of Thessaloniki. Then one should make one's way to the Galerius complex, which dates back to the 4th century A.D. with the triumphal arch, the palace and the Rotunda, then to the Ancient Roman Agora and the Odeon, and finally to the churches, magnificent examples of early Christian and Byzantine art.

The city of Thessaloniki today, possessing as it does the second largest and most important port in Greece, the International Fair - which attracts commercial interest from all over the world- and the largest university in the country, and offering cultural events, theatres, Modern Art galleries, libraries, some of the most exclusive spots in Greece, an immense variety of high standard recreational facilities and examples of modern architecture, art nouveau and eclecticism, offers the visitor an exciting experience.

Sightseeing-Walks in Thessaloniki

- What to visit in Thessaloniki

The city is rich with countless historical monuments and museums that everybody should visit. We will propose the most prominent ones and for additional instructions please do contact the International & Student Services Office at CITY.

Starting from the church of Aghia Sophia (1) continue to the Catacomb of Aghios Ioannis the Baptist (2) and then going through the streets of Palaion Patron Germanou and Alexandrou Svolou you will reach the Triumphal Arch of Galerius (3) know as Kamara, one of the main landmarks of the city. North to Kamara it is located the Church of Aghios Georgios (4) or Rotonda. From

Rotonda, walking through the Isasonidou Street you will reach the Ancient Market (5). North from the Ancient Market (5) you will find the church of Aghios Dimitrios (6) the church of the protector of Thessaloniki



The **second route** starts from Kassandrou and Olimpiados Streets where you will meet the Vlatadon Monastery (7) from which the Byzantine Walls (the Castles) (8) can be seen. From there, walking downhill through the Kastron Avenue to the west you will be able to see The Church of Aghios Nikolaos Orfanos (9). Continuing through the main avenue and crossing the Aghiou Demetriou Street you will come across the Campus of Aristotle University (10) and close to it the Thessaloniki Museum of Jewish History (11).

The **third route** starts from Angelaki Street and the Tower of Helexpo from where you can see the HELEXPO Exhibition Centre (13). Opposite to the centre are the Archeological Museum (14) and the Byzantine Museum (15). Lastly, heading towards the sea you will reach the main city landmark Lefkos Pyrgos or the White Tower (17). From the White Tower, walking along the seaside of the Nikis Avenue, on the right the main city square can be reached Aristotelous Square (18). There you

can enjoy the picturesque view of the Thermaic Gulf by drinking coffee or having a snack in one of the many coffee places and bars located in the area.

TIME ZONE

Greece is in the **Eastern European Time Zone**. Eastern European Standard Time (EET) is 2 hours ahead of Greenwich Mean Time (GMT +2).

Like most states in Europe Summer (Daylight-Saving) time is observed in Greece, where the time is shifted forward by 1 hour; 3 hours ahead of Greenwich Mean Time (GMT +3)

After the summer months the time in Greece is shifted back by 1 hour to Eastern European Time (EET) or (GMT+2).

TELEVISION

Greece has a real plethora of TV stations serving every type of interest.

99% of Greek TV channels have 24 hours broadcast.

All the TV series and films are shown in the original language, subtitled, which is great news for non-Greek speakers.

If you are interested in seeing popular TV channels you should install a satellite antenna.

Another option is NOVA the first digital satellite television platform in Greece which offers to the subscribers the most popular pay TV programmes in the world, with satellite quality of sound and picture (www.nova.gr).

TRANSLATION SERVICES

In case you need to translate and verify some documents some lawyers' and translation agencies addresses and contacts are indicated below:

Hrisoula Dimitrova, Translation and Lawyer
23 Politehniou St., 2nd fl., tel; 2310 547 886

Maria Dimova-Hrisafopoulou, Translation and Lawyer
19 Vas. Iraklio, 3rd fl, tel: 2310 277 271, 6972866076

Konstantinos Hrisostomidis, Translation agency
1 Egnatia str. 5th floor, Tel. 2310 550 960

Lexis EPE, Maria Manolli, Translation Agency
26 Aristotelous Square, 6th fl., tel: 2310 225 511

Gavril Tsaligopoulos, Translation Agency
8 Venizelou St., 3rd fl., tel: 2310 283 143

TRANSPORTATION & TRAVELLING

Airport

Thessaloniki's airport is considered to be one of the safest in Europe. There are many connecting flights within Greece and abroad. Charter flights from Europe arrive in the summertime.

<http://www.hcaa-eleng.gr/thes.htm>

Buses

City Bus Service– usually the busses are on the road from 04.00 till 24.00, but the time schedule depends on the day and the city area. For detailed information you can visit the O.A.Σ.Θ. (Public transport of Thessaloniki) official website where you can find time schedule, lines, maps etc. (most of it is in Greek but road maps could be very useful for you.)

www.oasth.gr Tel.185, 2310 433212.

A ticket cost 1€ or 1, 20€ if purchased inside the buses. The ticket is valid for 70 minutes from the time of issuance or from the entrance in the bus.

Monthly card costs 30€ and is valid for all city's destinations. The closest point where you can issue a card is at the OASTH kiosk in Eleftherias Square

Inter-City Bus Service

The K.T.E.L. bus service connects Thessaloniki with most of the cities in Greece. Tel. 2310 500111.

Train

Rail services link Thessaloniki with Athens and the towns of Macedonia and Thrace, while the line through Serbia provides connections with Central and Western Europe, the line through Bulgaria with Eastern Europe and the line through Turkey with the countries of the Near East. In Thessaloniki, the train station (tel. 2310/517-517) is on Odos Monastiriou, which is the extension of Odos Egnatia west of Vadari Square, site of numerous shady bars.

The Eurail Passes and InterRail are valid in Greece.

For more information please check the site www.ose.gr or call the customers service line 1110.

Port

The port of Thessaloniki, the natural gate of the Balkans to the sea, is rapidly being developed to accommodate international cruise liners and local ferries as an outlet to the islands of the Aegean.

Boats leave from Thessaloniki harbour to the Aegean and Sporadic islands as well as Crete. For more information please call port authority tel: 2310 531 504-7

Taxi

If you need to call a taxi below you can find some phone numbers to order. When you try to catch a taxi from the street you need to know that it is possible to stop a car that has already passengers inside. If you are at the same direction the driver will take you also. You are going to pay your own bill.

Eurotaxi	2310 86 68 66
Lefkos pirkos	2310 21 49 00
Makedonia	2310 55 05 00
Mercedes Club	2310 52 50 00
White Tower	2310 214 900
Omega	2310 511 855, 546522
Megas Alexandros	2310 866 866, 816216
Thessaloniki	2310 551 525
Ermis	2310 249100

Rent a Car Services

There are several Rents a Car Services Offices in the centre of Thessaloniki, where you may find information about renting a car. Documents required are your valid passport and driver's license. Cars for rental are also available through Travel Agencies in the city. Check the Travel Agencies section for further details.

Here are few Rents a Car Services Offices listed below:

The principal ones have branches at the airport.

ACE Rent a car, N.Paralia, Tel: +30 2310 881880, 848687

ANSA International, Laskaratou 19, Tel: +30 2310 419109, 471040

AutoRent, Polytechniou 6, Tel: +30 2310 520607

AVIS, L.Nikis 3, 268300, airport, Tel: +30 2310 473858

BUDGET, Angelaki 15, Tel: +30 2310 274272, airport: +30 2310473952

Hellas Cars, Venizelou 6, Tel: +30 2310223827, 271801

HERTZ, Venizelou 4, Tel: +30 2310 224906, airportTel: +30 2310 473952

TRAVELLING

If you are fans of travelling here are nice places you can visit in close proximity

Chalkidiki is a peninsula, southeast of the city of Thessaloniki. With its characteristic three peninsulas (Kassandra, Sithonia, Athos), it resembles a trident piercing the Aegean. Sunny, golden sandy beaches, deep and picturesque gulfs, traditional villages and modern tourist resorts, small islands and sheltered bays, pine-clad hills descending to the sea, Mediterranean climate and magnificent natural beauty compose the picture of today's Halkidiki.

More info at: www.halkidiki.com www.halkidiki-hotels.gr

Pieria-Dion is the region where one can ideally combine mountain holiday with time spent by the beach. On one side are the beautiful sandy beaches of Thermaikos Gulf and on the other one can enjoy the Mount Olympos, the mountain of the Gods. The main city of this area is Katerini. 17 km south of Katerini is Dion the place where the Olympic Games were once held. You can visit the excavations walking along the streets of the ancient city with its Roman Baths, villas, shops inside the walls as well as the Theatre and the Sanctuaries outside the walls.

Pella is the birthplace of both Phillip the II and Alexander the Great. You may visit the excavations with the unique pebble floor mosaics. Later go to Vergina, first capital of ancient Macedonia and burial place of all Macedonian Kings. Visit the newly completed exhibition bearing founds of the all 3 Tombs, one of them famous as the Royal Tomb of Philip the II, father of Alexander the Great. Vergina is located 75 kilometres southwest of Thessaloniki. Organized tours are available from virtually every travel operator in Thessaloniki (an indicative list is provided at the end of the section Travelling).

Of course a very nice and interesting destination is the city of **Athens**. If you decide to visit the capital have a look at this site <http://www.athensguide.com> , it has any info you need to know about Athens.

An essential element of the Greek tourism product peculiarity is the island phenomenon. A total of 227 inhabited islands (of which 164 are washed by the Aegean Sea) are part of the Greek territory. Still, only 78 islands have more than 100 inhabitants. It will be an incredible experience to visit some of the famous **Greek islands**: Mykonos, Santorini, Paros, Siros, Paros, Skopelos, Skiathos, Rodos, Karpathos, Crete and others.

You can find very useful information regarding travelling around Greece, hotels, organised tours, travel agencies etc. in the links below:

<http://www.gto.gr>

www.touristorama.com

www.diakopes.gr

Travel agencies:

For your convenience we collected some travel agencies contact details. The provided list is indicative.

Zorpidis Travel
76 Egantia str
Tel. 2310 244 400
Fax 2310 274 422
www.zorpidis.gr

Vogia Travel
1 Venizelou str.
Tel. 2310 272830
Fax. 2310 271559
www.voyatravel.gr

Day Rise Holiday
44, El. Venizelou Str.
Tel 2310 230 987
Fax 2310 251115

FP Travel
5 Anagenniseos str.
Tel. 2310 537031-2

Dion Tours
26 Mitropoleos Str.
Tel.:2310 263421
Fax : 2310 287280

Simeonidis Tours
14, 26th October Str
Tel. (2310) 540970,
540971, 521445
Fax. (2310) 553575

WATER

Drinking the tap water is generally safe but because tap water may be treated differently in Greece than in your country, we recommend that you rely on bottled water. Bottled water is available in every supermarket and kiosk and a set of six bottles costs from 1.70€ to 2.20€.

The water supply company in Thessaloniki is called EYATH (**EYATH**) and is on 127 Egnatia str, Tel.: 2310 966 600, Fax: 2310 212 439. Water as a supply is not expensive for instance for small flat of 35 m2 the cost for two mounts is around 12€. Bills arrive every four months, for paying check letter B.

WORKING HOURS

The Public service offices are open from 08.00 to 14.00 from Monday to Friday. Private companies are opened from 09.00 till 17.00. Stores are opened Monday-Wednesday- Saturday from 09.00 to 15.00 and Tuesday-Thursday-Friday from 09.00 to 14.00 and 17.00 to 21.00.



USEFUL

Weather report	1448
Time	14844
Theaters-Cinema	1422
Telephone enquiries	11888

Periptero- word useful to know, even we used it many times in this guide. This is a booth that sells cigarettes, candies and newspapers but also you can buy phone cards, pay-to-go cards for your mobiles, Internet cards, bus tickets, aspirins etc.

SECTION C ESSENTIAL READING

- Key persons
- Requirements for residence permit

KEY PERSONS/DEPARTMENTS CONTACT LIST

Office/Person	Name	Contacts
Student Services & Alumni Director	Theofano Kyriakou	L. Sofou Building – Ground Floor tkyriakou@city.academic.gr
Career, Employability & Enterprise Centre	Vassilios Tsoulis	vtoulis@city.academic.gr
Computer Science Department Course Administrator	Sofia Fotiadou	L. Sofou Building 6 th floor, fotiadou@city.academic.gr
Business Administration & Economics Department Course Administrators	Undergraduate programmes Christina Michou Postgraduate programmes Sofia Koukouvani	L. Sofou Building, 7 th floor cmichou@city.academic.gr L. Sofou Building Building, 7 th floor skoukouvani@city.academic.gr
Psychology Department Course Administrator	Roula Ververidou	Strategakis Building, ground floor stververidou@city.academic.gr
English Studies Course Administrator	Natasa Kassiara	akasiara@city.academic.gr
System Administrator Technical Support Team	Stergios Nikolopoulos Dimitris Tsamitros	L. Sofou Building, 7 th floor support@city.academic.gr
Counseling Centre		counselling@city.academic.gr

What documents do I need to apply for a residence permit for the first time?

1. REGISTER WITH THE INTERNATIONAL & STUDENT SERVICES OFFICE

Fill in the Student Services & Alumni Office Registration Form and submit it to the office along with a photocopy of the personal data page of your passport.

2. COLLECT ALL THE REQUIRED DOCUMENTS

Before you apply for the residence permit, you need to collect a number of documents, which need to accompany your application. **Don't forget, you must apply for a residence permit**

REQUIRED DOCUMENTS:

2.1 Four passport size color photos

2.2 Photocopy of the passport (ALL PAGES even the blank ones) and the Student Visa

2.3 Certificate from CITY College confirming your registration as a student

(Come to the Student Services & Alumni Office for a copy)

2.4 English Language Certificate from CITY College

(Come to the Student Services & Alumni Office for a copy)

2.5 A Health insurance contract/certificate (for one year) from a private company.

The Student Services & Alumni office has collected for you a number of reasonable health insurance offers from different companies. Nevertheless, Thessaloniki has several private insurance companies and you are of course free to seek alternative offers. The estimated period time you need to wait to receive the health certificate is approximately 1-2 days. In order to get insurance certificate issued, you need to bring your passport and studies' certificate with you, as well as to fill in the insurance form.

Here there are some insurance companies that have made a special discount for CITY students:

Action Group Insurance Services Str. Brantouna 5, 1 st floor Thessaloniki 2310 514600, 6945874949 Attn Mr. Avgitidis	InterSalonika Kountouriotou19 2310 554641 Ms Kalaitzidou	Interlife Insurance Pavlou Mela 15 2310 415910
---	---	--

2.6 Applications to the authorities

Please, fill in the application form.

2.7 Folders and copies

When you have gathered all the documents please make copies of all of them and put them in two identical folders, the folder with the originals and the folder with the copies. You will have to submit both of these to the Municipality.

2.8 150€ administration fee (Paravolo in Greek) Request the voucher to be prepared by the Front Desk of Leontos Sofou Building. You later pay the amount at any bank. The receipt of the payment has to be enclosed with the rest of the documents needed.

3. SUBMIT THE ABOVE DOCUMENTS TO THE MUNICIPALITY

When you collect all the above documents, submit them to the Municipality (Periferia). You must apply at the office of the Municipality of Thessaloniki (Kalamaria). Make sure to go to office #14. When you submit all the documents you will receive the Blue Certificate (veveosi is the Greek name) which recognizes that your application for a residence permit has been submitted.

BE VERY CAREFUL: This certificate is your identification paper until your residence permit is issued. If you lose it, there is no official proof that you are staying in Greece legally.

The residence permit can only be received in person; nobody else can collect it for you.

4. APPLY FOR AN AFM (TAX Nr)

Have a photocopy of your passport & blue certificate

A letter from CITY College

Go to 24, Proxenou Koromila., 7th floor, Secretariat

4.1 Proof of Financial Support

You should open a bank account at any Greek Bank and deposit estimated living budget for **one year** (approximately **400 per month – 4800 Euros total**). Ask the bank to provide you with a **bank statement** of the amount of money you hold in the account you have opened. If you prefer not to deposit the entire required amount immediately (4800 Euros), you can simply make a deposit of 400 Euros, and along with a bank statement for it, make an official written declaration, (affidavit) that you will renew this amount of 500 Euros every month. You can ask for the relevant declaration form from the Department of Student Services & Alumni.

Please note that some banks require **fee (20 Euros)** in order to provide you with **the bank statement**.

4.2 Financial Support to Authorities

To complete the process and in order to receive the actual residence permit you **MUST** submit the bank statement along with the above mentioned Affidavit to the municipality.

THANK YOU!