

## Express Services Office

### In the case you have lost your University card

In case of lose your student card please advise immediately by sending an electronic message to [athosc@ucy.ac.cy](mailto:athosc@ucy.ac.cy) also copying (Cc) the Express Services Office [express@ucy.ac.cy](mailto:express@ucy.ac.cy) informing us about the loss of your card including full personal details (name, department, identity card number and phone number).

#### **Students:**

The amount of €10 must be paid for the re issuance of a new card, to the Express Services Office.

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#### **Academic and Administrative Staff:**

The amount of €20 must be paid for the re issuance of a new card, to the Express Services Office.

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#### **External collaborators:**

The amount of €12 must be paid for the re issuance of a new card, to the Express Services Office.

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**IMPORTANT:** You can collect your card from the Express Services Office, social activities building block 07, Office Number 014, daily between the hours 09:00-13:00 a.m. or on Monday afternoon between the hours of 15:00 p.m. and 17:45 p.m.

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*For any info or clarification needed, please contact us:*

#### **Express Services Office**

Express Line: 22 89 5555

Email: [express@ucy.ac.cy](mailto:express@ucy.ac.cy)

Fax: 22 89 5480

Social Activities Centre Block 7, Office Number 014