



## APPLICATION FOR MEAL AND ACCOMMODATION FOR ACADEMIC YEAR 2025-2026

Applications for free meals and accommodation are open to all active students (undergraduate, postgraduate, doctoral candidates) of the University of Crete.

Applications are accepted exclusively by electronic submission through the University of Crete Student Affairs website.

To apply for meals, please select: *Σίτιση (Meal)*

To apply for accommodation and meals, please select: *Και τα δύο (Both)*

Before completing the application, you must have submitted a tax return for fiscal year 2025 (for fiscal year 2024). Financial information from earlier years will not be accepted.

### Dates of applications

Applications will be submitted

On a closing date of Thursday, 17 July 2025, until Wednesday, 23 July 2025,  
at 14:00.

There will be no extension of the deadline

### A. Right to apply

The student whose family has an annual family income not exceeding forty-five thousand euros (45.000,00 €) when the family has one child is entitled to claim student benefits (food and accommodation). For families with two or more children, the above amount is increased by five thousand (€5,000.00 for each child in addition to the first. The above income is increased by three thousand (€3,000) for each sibling who is an active first-cycle student.

- Annual family income means the total annual taxable income (actual or presumed), which includes the exempt or special taxable income of the student, his parents, and his minor siblings from any source.
- For students over 25 years of age: Family income means the individual student's income. The individual income of students over 25 years old must not exceed twenty-five thousand euros (€25,000.00).

### B. The following categories are not eligible to apply for food/housing:

#### Undergraduates

- Students who were accepted for a second first-cycle degree.
- Students who are studying in a year longer than  $n+2$ ,  $n$  = years of the intended curriculum of the Department / School (Government Gazette 114/A/4.8.2017, Law 4485/2017, Article 2, paragraph b)



- Students who have reached the age of 25 at the time of initial application for accommodation
- Part-time students

### **Postgraduate students**

- Those who are studying for a year longer than  $n$ , where  $n$  = years of the School's planned curriculum (Government Gazette 114/A/4.8.2017, Law 4485/2017, Article 2, paragraph bb)
- Those who have reached the age of 30 years for accommodation

### **Doctoral candidates**

- Those who are studying in a year longer than the 5th year of the School's curriculum (Government Gazette 114/A/4.8.2017 Law 4485/2017 article 2 par. cc)
- Those who have reached the age of 30 at the time of initial application for accommodation, -

Students whose permanent residence is in the same municipality as the municipality where the School is located are not entitled to free accommodation.

## **C. Mandatory supporting documents - all documents must be officially translated into Greek**

1. A copy of both sides of the **academic ID card**, which is valid.
2. **Certificate of analytical scores:** can also be obtained through eduportal (<https://eduportal.cict.uoc.gr>)
- 3-4. A certificate from their country's competent Public Financial Service, officially translated into Greek, showing the family income earned in 2024. A certificate is required for the parents, the student, and other dependents of the family if the student and/or other dependents file a tax return. **Important note:** If the applicant student is over 25 years old (>25), only his/her financial data for the tax year 2024 is submitted. In this case, the criteria relating to members of the extended family (e.g., disabilities of parents, siblings, brothers, and sisters of students, etc.) will not be considered.

## **D. Optional marking criteria - all documents must be officially translated into Greek**

1. Proof of unemployment: unemployment certificate from an official organization of the country of origin. Unemployment is credited when it is longer than 12 months.
2. Parental divorce/decreed of dissolution of marriage. In case there is no court order of dissolution of marriage, the student must submit the financial document data of both parents.
3. Multi-child status: certificate from an official organization of the country of origin valid on the date of application. Please note that the number of dependent members is weighted.
4. Siblings Students: A certificate of study dated within the current academic year of a sibling of an (active) undergraduate student, if not already holding another degree.



5. Proof of Disability: a recent and valid disability certificate from an official organization in the country of origin.
6. Death certificate of a parent.
7. In the case of an unmarried mother with an unacknowledged child, in addition to the certificate of marital status, a formal declaration must be submitted stating that she is not married and has not entered into a cohabitation agreement. The declaration should be certified for authenticity.

**It is noted that:**

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- The application is valid and will be evaluated **only if all four (4) mandatory documents from the above list (C. Mandatory supporting documents) have been correctly attached** in electronic format (PDF files).
- The remaining optional supporting documents will be evaluated and added to the applicant's total points if they are attached and meet the requirements set out for them.
- Applications with either illegible, incorrect, or incomplete records that CANNOT be evaluated will result in disqualification from the application benefits.
- The declaration included in the online application form for food/housing is a declaration of responsibility under Law 1599/1986, and the accuracy of the information submitted with this declaration can be checked based on the records of other services (Article 8(4) of Law 1599/1986).
- The submission of false information or falsified documents will lead to the exclusion of the applicant from the benefits.

### **E. Submission procedure**

Log in to the platform <https://www.merimna.uoc.gr> under the **Applications (ΑΙΤΗΣΕΙΣ)** menu.

To log in to the application form use:

- Username: your academic e-mail
- Password: the password you have created in the <https://myaccount.uoc.gr>

### **Form of supporting documents**

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Each attached document must meet the following requirements to be correctly uploaded to the application form:

- File format: PDF
- File name in roman characters without spaces and without special characters (.,/,\*, - ...etc.), up to 15 characters
- NO GREEK CHARACTERS
- File size up to 5MB per file



- Each document must be in one (1) electronic file and not on each page separately. If the supporting documents are listed on separate pages, they will not be accepted.

**Files that are not saved in the manner described above will not be uploaded correctly to the application and will not be displayed.**

### Submission Instructions

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1. Upon completion of the application, you will receive a confirmation message in your institutional e-mail: 'Your application has been submitted' « Η αίτησή σας έχει υποβληθεί» and you are invited, through the link that will be sent, to check the correctness of the documents and data of your application. The verification step is not compulsory for applying, but it informs you of the documents you have submitted.
2. In case you are outside the university network, and to check the correctness of your data, you will be asked to install **vpn** on your computer to access the internal network of the University of Crete. For installation, see instructions here: <https://ict.uoc.gr/index.php/el/ypostiriksi/egxeiridia>
3. After applying, no processing can be carried out by the applicants. In case you do NOT receive confirmation in your institutional e-mail, or your details and/or the files you have attached to your application are not correct, you should contact the Student Services Offices electronically to receive the necessary instructions.
4. A copy of this e-mail, with the ID number, must be kept as proof that you have applied.

### F. Application Evaluation

The Student Services Office will review your application, and you will receive a response to your institutional email.

If your application is complete, the response board will be labeled «**Αξιολογήθηκε**» (Evaluated), and the number of points received will be indicated. If your application has deficiencies, the response panel will be marked “**Δεν Αξιολογήθηκε**” (Not evaluated), will not have a point number, and the Remarks field will contain information about the type of deficiency and the process that must be followed for the application to be evaluated.

The list of applicants for food and/or accommodation with grade data will be posted on the Student Services website ([www.merimna.uoc.gr](http://www.merimna.uoc.gr)) after approval by the relevant Student Services Committee and validation by the University Council.

The place and time of provision of services (food and accommodation) to beneficiaries will also be announced.

Objections/requests for redress will be submitted by e-mail within the exclusive deadline set by the Student Affairs Office from the date of posting the above list.



**Contact the Student Affairs Offices:**

For Rethymnon Schools: [f.merimna-reth@uoc.gr](mailto:f.merimna-reth@uoc.gr)

For Heraklion Schools: [f.merimna-her@uoc.gr](mailto:f.merimna-her@uoc.gr)

**Students' communication with the Student Affairs Office should only be done via academic email.**

**Supporting documents and requests sent from other electronic accounts will not be accepted.**

**Information on the progress of applications is given exclusively to the applicant student and not to third parties.**