

# Road Map for applying in Bachelor program in VUZF University

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The candidates of foreign citizenship who wish to study in the bachelor degree programs at VUZF University can apply and be enrolled as students based on submitted documents as follows:

1. Photocopy of passport (if not, a copy of ID card or any document for identification)
2. Four current photos, size 3.5 x 4.5 cm.
3. An original medical health certificate, issued within a month before the date of application, stating that the applicant is in good physical and mental health to pursue a training course.
4. A copy of document for completed secondary education (diploma or secondary school leaving certificate).
5. A copy of the official transcript of all studied subjects in secondary education (high school) as well as the obtained final marks in the subjects.
6. A confirmation of results and eligibility for admission to a higher institution.
7. Completed, printed and signed application form of the student ( VUZF University will provide this document to the candidate)
8. Proof of paid application fee.

Documents between 3 and 6 must be legalized in accordance with the provisions of the international treaties of the Republic of Bulgaria with the issuing state. In the absence of such provisions – the general procedure for legalization, translation and certification of documents and other papers is applicable.

This means: notarized true copies; certified with the Apostille stamps. For more information regarding the Apostille stamp and the authorities, authorized to issue Apostille, please refer to <http://www.hcch.net> or [www.apostilleinfo.com](http://www.apostilleinfo.com)

**ALL DOCUMENTS SHOULD BE TRANSLATED IN BULGARIAN LANGUAGE.**

*Note: Citizens of countries, which are not members of the EU and EEA, are admitted after approval of submitted application documents (which must meet the admission requirements) by the Bulgarian Ministry of Education and Science.*

## Application procedure of foreign applicants STEP by STEP

1. When VUZF University receives the translated and notarized documents they are firstly forwarded to the National Centre for Information and documentation in order to start procedure for recognition of the Bachelor diploma, issued by a non-Bulgarian institution. After that, the set of documents are forwarded to the Ministry of Education, Youth and Science in Bulgaria together with an Enrollment letter from the university or a letter which certifies that the student is attending a language preparation course or is enrolled as student in bachelor or master degree in VUZF University for admission purpose along with Accommodation letter.
2. After an approximate one month time period a certificate from the Ministry of education in Bulgarian language will be issued. This certificate will be given to the applicant personally or to the agency send by express mail /courier/ after the applicant presents a bank document/ receipt which verifies that a payment for the first semester tuition fee to VUZF University is made.
3. Then the university will issue an official document that a payment is made.
4. The next step is then for the applicant personally to submit the certificate and the other documents required for a long-term student visa type “D” to the Bulgarian embassy/consulate at the permanent place of residence of the applicant or the missions accredited in the state of the applicant's permanent residence
5. When the visa is ready the applicant or a representative of the agency must go to the Bulgarian embassy/consulate to receive it. Please, make sure you or the agent carry the passports with you/him. The Agent must carry with him along with the passports an authorization /power/ letter from the students and their Airplane tickets /reservations/, in order for the visa to be inserted in the passports. Keep in mind that embassies usually need around 30 days to issue the visa.
6. After the arrival in Bulgaria, the applicant must be issued a Bulgarian ID card by the Bulgarian ministry of internal affairs. Bulgarian ID card expenses are in addition to visa fees.

***Important notes:***

Note that the content and the movement of money in each applicant's account is an obligation of the applicant and the agency. If the agency is paying, we require a list with all the names of the students paying their tuition fees and must be clear who is paying what. The payments made by bank transfer should include the name of the certain candidate, the subject for the payment should be "tuition fee" and right after must be written also the name of the program the student is paying for, for example: *Alan Smith, tuition fee, BA Business Management and Marketing*. Otherwise the payments would be not accepted!

In order to be a student at the VUZF University in Bulgaria the student must have a Bulgarian ID card. This is Bulgarian Law and there can be no exceptions. It can be obtained only when the student enters in Bulgaria with a student visa (type D).

**IMPORTANT!**

*If the student does not make payment by the following deadlines, he will be forced to discontinue his/her study.*