

HIGH SCHOOL OF INSURANCE AND FINANCE

Necessary documents for applying for a bachelor's degree with a high school diploma issued by a foreign school

1. **Diploma for secondary education and application with grades** - with legalized translation, notarization and apostille (depending on the country that issued the documents)
2. **Copy of passport**
3. **Confirmation of the result and eligibility for admission to a higher education institution issued by the Ministry of Education in country that issued the documents** - with legalized translation, notarization and apostille (depending on the country that issued the documents)
4. **English language certificate or you can take an English language test at VUZF**
5. **4 passport size photos**
6. **Completed online application form** - <https://forms.gle/QpZHDHTet2EYm2Kp8>
7. **Certificate from Regional Department of Education in Bulgaria** - the certificate is issued on the basis of the diploma for secondary education - [Regional Department of Education in Bulgaria](#)

More information:

Steps for legalized translation, notarization and apostille:

1. Apostille - depends on the country that issued the documents – more information about that you can find at - https://nacid.bg/en/foreign_qualifications_in_bulgaria_b_m/bm_page_3/ you need to make it at the nearest Bulgarian embassy.

2. Translation and notarization – You can use Bulgarian online translation (like <https://www.lafit-trans.com/online-translations/>) or you can make it at the nearest Bulgarian embassy.

Then we will send documents to our Bulgarian institution about Viza D. Once we receive permission that you are eligible to apply for a D Visa, you will be able to apply for the Visa itself at the Bulgarian Embassy.

Procedure for issuing a certificate from the Regional Department of Education in Bulgaria -

It is necessary for the applicant or an authorized person to personally go to the Regional Department of Education and submit an application for the issuance of a certificate accompanied by documents in items 1-6. The procedure takes 1 month. In case you are not in Bulgaria - the document is issued after your arrival in the country.

Study period: 4 academic years / 8 semesters

Tuition Fees:

Application fee - EUR 205 / BGN 400

Semester fee for “Business Management and Marketing” program - EUR 1500 / BGN 2932

*The semester fee can be paid in installments in four equal installments, with the first installment being charged an administrative fee for deferred payment in the amount of BGN 70.

Important: The programs start with a minimum number of 10 (ten) enrolled students in the respective program.