

HIGH SCHOOL OF INSURANCE AND FINANCE

Necessary documents for applying for a master's degree with a diploma issued by a foreign university

1. Diploma for secondary education and application with grades - with legalized translation, notarization and apostille (depending on the country that issued the documents)

2. Diploma for higher education and application with grades - with legalized translation, notarization and apostille (depending on the country that issued the documents)

3. Recognition of an diploma and academic transcript by NACID - After we receive all the documents, VUZF submits your diploma for recognition

4. Copy of passport

5. Certificate of English language proficiency or a successfully passed test at VUZF

6. 4 passport size photos

7. Completed online application form -

<https://docs.google.com/forms/d/e/1FAIpQLSdm2ItJ9tRFksrhmAehlU4VkbvxCj330pWzZjEraVnNsL3mHA/viewform>

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, use one of the following options:

1. Use Bulgarian online translators like <https://www.lafit-trans.com/online-translations/> ; <https://word-box.net/en/>
2. Go to the nearest Bulgarian embassy and use their translators
3. Send us your documents and we will use our translator

Recognition of diploma and an academic transcript by NACID - After providing all the listed documents, an application will be sent for recognition of the academic transcript by NACID, which will take one month.

After receiving a positive answer from NACID, the candidate enrolls as a student at VUZF and 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.

DURATION OF STUDY:

Depending on your previous education, we will also determine the duration of the master's degree. If your previous education is not economics you need to have an additional semester (one or two).

Tuition Fees:

Application fee - 205 EUR

Translator fee – for English documents is 18 BGN per page for translation and 36 BGN per document for notarization. The fee may be different if the original documents are in different language from English.

Semester fee for an additional semester – 750 EUR

Regular Semester fee for:

- “Business Management and Marketing” -1500 EUR
- “Business software and ERP platforms” in partnership with "ERP Academy"-1960 EUR
- “International banking and finance” - 3425 EUR

*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.