

## UNIVERSITY 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 - **Candidate student documents on English - Master**
8. Completed application for recognition of an academic transcript by NACID - <https://forms.gle/vu9dKRkbQRt8tc9982>

**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/](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.

**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 Visa 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.**

**The duration of study depends on the duration and direction of your transitional education**

**Tuition Fees:**

*Application fee* - 205 EUR

*Semester fee for:*

- “Business Management and Marketing” -1700 EUR
- “Business software and ERP platforms” in partnership with "ERP Academy"- 2200 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.