

UNIVERSITY 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. - 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 want us to assist you with the issuance of document №7, it is necessary to sign the power of attorney form, which you must certify before a Bulgarian notary public. You can find a Bulgarian notary in the nearest Bulgarian embassy in the country you are currently in. Then you need to send us the original power of attorney by DHL

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/ **The place from where you will get the apostille depends on the category in which your country falls**

2. Filling out a power of attorney to sign before a notary public

3. 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

Then 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 in the country you are currently in.

Study period: 4 academic years / 8 semesters

Tuition Fees:

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.

Application fee - EUR 205 / BGN 400

Semester fee for “Business Management and Marketing” program - EUR 1650

*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.