

Application Steps

Please, read carefully the following steps in order to keep track on the status of your application process. The students who hold a passport from countries outside the European Union will need to review all the steps since Steps 4 and 5 include instructions how to apply for student's type visa D .

1. Initial documents for application:

The first step from the application process is to kindly provide us with the following documents in one e-mail:

- **Scanned copy of application form for VUM**
- Scanned copy of international passport
- Proof of English proficiency preferred but not a must (TOEFL, IELTS, SAT or equivalent English language test) or institutional exam.
- Scanned copy of **secondary** school diploma & transcript with grades (please note that this is compulsory for both Bachelor's and Master's degree students)

Each applicant needs to have 62% or higher out of the maximum possible grade in two general (non-local languages and non-religious) subjects, in order to be approved by the Ministry of Education / Regulation for admission of foreign students of the Ministry of Education, 09.05.2000, amended 2004/.

Note to Master's degree applicants: Together with the above-mentioned required copies of documents, a scanned copy of higher education (university) diploma with grades transcript must be provided.

English language requirements: As English is the language of instruction at VUM, all the applicants must have a level of English sufficient to participate and be successful in the learning process. To prove your level of English, you need to provide us with internationally recognized English language certificate (TOEFL, SAT, IELTS, PTE, CAE, etc.) or sit for an English language test at VUM.

Admission interview is obligatory.

We accept the following results:

TOEFL IBT with score of min. 79 points

SAT with over 1000 points from two sections

IELTS 6.0 (or equivalent score from other internationally recognized testing system)

Regarding the international students whose mother tongue is English or whose language of instruction at school was English (and are able to provide proof of that), are exempted from the English language test.

2. Application review and interview

Once you have submitted all requested documents our admissions team will review them and you may be contacted for further application process – admission interview via Skype. It will schedule for time and date suitable for both sides.

3. Acceptance letter and place reservation

The admissions office considers potential student's full profile including academic records, personal motivation, work experience (if any), any letters of recommendation as well as the interview results.

If the application is successful and the requested course is still available we will send you Certificate of Acceptance letter along with Invoice for Application fee of 90 EUR within 5 working days. The due date for transferring this invoice is 20 days after receiving the invoice.

Full bank account details will be included in the invoice.

Payment for the first annual tuition fee should be wired latest 20 days working days after receiving a copy of an If the deposit/tuition fee is not paid on time, the place in the course is not guaranteed.

4. Acceptance and Visa D application (for holders of passport from countries outside the EU)

If the application is successful and the requested course is still available we will send you Certificate of Acceptance letter along with Invoice for Application fee of 90 EUR within 5 working days. The due date for transferring this invoice is 20 days after receiving the invoice.

In order to proceed with the admission process and visa application you need to prepare the following documents:

- 4 passport size photos
- 100 euro application fee
- originally signed application form (could be downloaded [here](#))
- Original Health Certificate issued not earlier than a month prior to the application form and stating that you are healthy and you can travel; could be examined Hepatitis B and C, HIV, Syphilis and Tuberculosis.
- school certificates: notarized copy or original of diploma for completed secondary education along with the transcript with grades

- a document stating that you have the right to continue your education in any college or university in your home country. It could be issued by your school or Ministry of Education of your country.

All above mentioned documents have to be certified/attested by the Ministry of Education and the Ministry of Foreign Affairs, then translated into Bulgarian language and finally attested/legalized by the Bulgarian Embassy in your. When this is done, the documents have to be translated into Bulgarian language. The translation could be done by you in your home country, or we can submit them here in Bulgaria to a certified agency.

N.B. Please, note that there is a group of countries that have signed the Hague convention and in this case your documents could be certified **only** with Apostille stamp by the Ministry of Foreign/External Affairs in your country. [Here](#) is a list with the countries that have signed the Hague convention.

Also there is another group of countries that have signed bilateral legal agreement with Bulgaria and if your country is one of them you need **only** original stamp from issuing authority and Translation into Bulgarian language. [Here](#) you can check the list with those countries.

We recommend that you scan and e-mail us the documents prior to posting. This will allow us to check the documents in advance and prevent any delays in case a document needs to be corrected.

Once the documents are ready and you have confirmation from our side that everything is in order you need to send us your documents to the following address:

To the attention of **Admissions Office**
Varna University of Management
13A, Oborishte Street
Varna 9000
Bulgaria

We will send them to the Ministry of Education of Bulgaria for approval. This takes around 3-4 weeks. They will evaluate them and if you are awarded admission, the Ministry issues a certificate which is necessary for obtaining Visa at the Bulgarian Embassy/Consulate.

5. Visa Application in nearest Bulgarian diplomatic mission

Upon successful transfer of all fees it is time for the last step of the visa procedures - we will prepare and send to you the approval from the Ministry along with two more letters, necessary for visa applying in Bulgarian Embassy, so that you will receive in total 3 letters from us:

- Admission letter from us, stating that you are admitted for a preferred program and you will start in a preferred intake
- Accommodation letter stating that you've transferred all necessary fees to the University
- Approval letter from Ministry of Education

You can apply for visa D with those documents in Bulgarian embassy and the visa issuance takes about a month.

N.B. For additional information and requirements, please, visit the website of the Bulgarian Ministry of Foreign Affairs: [General information](#) and [Issuance of Visa D](#). The complete list of Embassies of the Republic of Bulgaria is available on the following link: [Bulgarian diplomatic missions](#). You can contact the respective Embassy for detailed information and assistance. Bulgaria is currently in the process of joining the Schengen zone.

Refund policies:

A full refund of fees will be made only in case a visa D is denied by Bulgarian Embassy.

The University cannot be held responsible for documentation which was either received late or incomplete. After arrival of the student in Bulgaria, refund will be made as follows:

1. Tuition fee - students who paid a tuition fee for the relevant semester, but decided to leave, the tuition fee paid is refundable according to the internal rules and regulations published on the University webpage.

6. Arrival in Bulgaria

Once you obtain your student's type visa D you will need to arrange your arrival to Bulgaria.

All students have to arrive to Varna or Dobrich as pick up can be organized only for those two cities. Also the travel itinerary has to be e-mailed to admission@vumk.eu minimum 5 business days in advance so that we can organize a pick up.

Along with the travel itinerary you should read carefully and then send us a signed and scanned copy of the Acceptance of Admission Offer pdf. file which includes all the rules and regulations of the University.

Please let us know if the process is clear and should you need any assistance, don't hesitate to contact us.

Kind regards,

VUM Admissions Team