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Welcome to Varna University of Management

Dear student,

Congratulations on deciding to study at Varna University of Management (VUM)!

I would like to take this opportunity to extend a very warm welcome to you. As you are already aware of, Varna University of Management supports three campuses in Bulgaria. All of them are located in the central area of the cities – Varna (headquarter), Dobrich and Sofia.

This guide is designed to answer practical questions about living and studying in Bulgaria, especially in the cities of Dobrich and Varna. Both cities are among 10 biggest cities in Bulgaria!

Varna is known as the sea capital of Bulgaria. It is the largest city on Bulgaria's Black Sea coast and the main port for both naval and commercial shipping. While Dobrich is a town with extremely rich history, combining the age-old traditions and a dramatic past with image of a modern, fast growing European city, making a name as a centre of innovation, creative energy, and beauty. Both cities are close neighbour to the popular coastal resorts of Golden Sands, St. Constantine & Elena, and Albena, and have a cosmopolitan atmosphere. They are also the host cities of numerous prestigious cultural events all year around. I am sure that you will be pleased to call any of them home during your studies.

Whether you are coming here for a short course or staying on for a longer programme, your time at VUM will be a valuable educational experience which will enhance both your personal and professional development. Be aware that you are joining an institution which is modern and forward- looking. Varna University of Management is ranked as the best Bulgarian Business School. By coming here you are joining a truly international community with students and staff from more than 40 different countries.

Please read the information carefully. It will prepare you for coming to Bulgaria, with tips on what you need to do before arrival, settling into students' life, discovering everything you need to do when you arrive and discovering the aspects of University itself. I believe that this book will remain a useful reference tool throughout your time with us. If you find you need more information please contact any of the people listed in this brochure either before you arrive or when you reach Bulgaria.

I wish you a safe journey and we look forward to welcoming you to Varna University of Management.

Assoc. Prof. Todor Radev PhD

How to use this guide?

Coming to study from another city and another country is an exciting experience and we know that you will have many questions. This guide is designed to help answer some of those questions and provide you with further information which should be useful throughout your time in Bulgaria.

We have prepared a checklist on the first page of this guide to help you with your preparations. You may want to add this to yourself as you read the guide.

The guide includes details of many University and other organizations with their contact details. You can communicate with them before you arrive if you have any concerns. If you cannot find the information you are looking for, there is an index on page 43.

Remember to keep this guide in a safe place and bring it with you to Bulgaria. You will find it to be a useful reference tool throughout your studies.

If, after reading the information, you still have questions or would like clarification on anything, contact any of the people listed in the guide and they will be pleased to help. If the question you have is of a more general nature or you are not sure whom to ask, please contact:

Admissions Office:

- 1) Varna University of Management – Varna and Dobrich Campus
13A Oborishte Street, Varna, 9000, BULGARIA or
3, Bulgaria Street, Dobrich, 9300, Bulgaria
Tel: +359 885 398 650 or +359 885 398 630
E-mail: admissions@vum.bg

International Office (Erasmus + Mobility and/or a Year/Semester Study Abroad, Extending Visa Permit and any personal questions that may arise during your stay in Bulgaria)

1) Head Office Varna

13A Oborishte Street, Varna, 9000, Bulgaria, **Office: 403**
Tel: +359 887 751 516
E-mail: erasmus@vumk.eu
Open from 09:30 – 18:00, Monday – Friday

2) Dobrich Campus

3, Bulgaria Street, Dobrich, 9300, Bulgaria, **Office: 34**
Tel: +359 886 744 433
E-mail: erasmus@vumk.eu
Open from 09:00 – 17:30, Monday – Friday

If you have an Emergency situation requiring First Aid, Fire brigade or Police, please dial – 112.

If you have a serious problem when you arrive outside BG office hours, please contact the admissions or international office mobile numbers, shown above!

Feedback

If you would like to give feedback on this guide, you do so by emailing us at: admissions@vum.bg

Useful web links:

About The University: www.vumk.eu and www.vum.bg
About Culinary Arts Institute: www.culinaryartseurope.com
About Varna, Bulgaria: <http://www.varnainfo.bg/index.php?page=varna&lang=en>
http://www.tripadvisor.com/Attractions-g295392-Activities-Varna_Varna_Province.html
About Dobrich, Bulgaria: http://www.dobrich.bg/en/info_pages/14-about-dobrich
http://www.tripadvisor.com/Attractions-g616050-Activities-Dobrich_Province.html
About Sofia, Bulgaria: <http://www.freesofiatour.com/>
http://www.tripadvisor.com/Attractions-g294452-Activities-Sofia_Sofia_Region.html

www.vum.bg

Follow us on:

Facebook: <https://www.facebook.com/pages/Varna-University-of-Management/139880169422990?sk=timeline>

Twitter: https://twitter.com/VUM_Varna

LinkedIn: <https://goo.gl/056LMT>

Google+: <https://plus.google.com/u/0/113658202244945882760/about>

Vkontakte: http://vk.com/vum_bulgaria

Instagram: https://instagram.com/vum_bulgaria/

Your offer

If your offer is “Non-conditional”	If your offer is “Conditional”
<p>This means that the University does not require any further evidence from you to prove that you meet the admissions requirements. If you have not done so, you should formally accept your offer of a place by e-mailing back to the e-mail address from which you have received your offer letter. You should also make sure you have followed the deposit, pre-payment instructions per your offer letter.</p>	<p>This means that the University requires further evidence of your qualifications before they can give you admission to the University. Your offer letter will state what the conditions of your offer are. The offer may be conditional on a document you have yet to submit; application form you have yet to fill (including health self-assessment).</p> <p>You can accept your offer of a place before you meet the conditions of your offer. However, in order to be eligible to continue, you need to follow the requirements per your conditional offer.</p>

The letter of acceptance/ non-conditional offer will be issued upon receipt of the payment of the registration fee and/or the required deposit. This letter and receipt of payment are necessary to apply for the student visa D (when required for international students).

If you are a Year/Semester Study abroad or Exchange student

You will have been made a formal offer and will have to fulfil any requirements communicated to you by the terms of the study abroad/exchange programme. If you are unsure for the requirements, please contact your home university international office.

If you are an Erasmus+ student

You will not have to fulfil any requirements other than those already communicated to you by the terms of the Erasmus+ programme and within your letter of acceptance. If you are unsure of requirements, please contact the Erasmus Office at your home university.

Immigration Procedures: Visas and Residence permits Information:

Preparing to study in another country is an exciting time, but there are a number of processes to go through.

General Advice

Passport

Please ensure that you have a valid passport - if you need to get a new one or if your current passport needs to be revalidated, do this as soon as possible because the process can take several months. You must have at least one page which is blank on both sides in your passport and we recommend that your passport needs to be valid for at least six months after you arrive in Bulgaria, all international students that need to apply also for residence permit should always follow on the validation date of the passport.

Bulgarian Immigration Rules

The Bulgarian Immigration rules affecting everyone coming to live and study in Bulgaria are available on the Bulgarian Ministry of Foreign Affairs (MFA) website (details on page 42) or you can also get relevant information from Bulgarian Embassy/ Consulate in your country or the partner agency you have been in touch with.

There are three options available for visa regime applicable in Bulgaria:

Stay up to 90 days

Stay up to 90 days do not require visa to enter Bulgaria. In this category we count all international students, who are enrolled on a short English course at VUM. Only holders of biometric passports are exempt from the visa obligation. Holders of non-biometric passports still require a visa, in which case the visa facilitation agreements apply. Check your country, whether is within the list of countries that do not require visas to enter Bulgaria here: Albania, Andorra, Antigua and Barbuda, Argentina, Australia, Bahamas, Barbados, Bosnia and Herzegovina, Brazil, Brunei, Canada, Chile, China, Hong Kong, Macao, Costa Rica, Croatia, Dominica, El Salvador, Grenada, Guatemala, Honduras, Israel, Japan, Macedonia, Malaysia, Mauritius, Mexico, Monaco, New Zealand, Nicaragua, Panama, Paraguay, Puerto Rico, Republic of Korea, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Serbia, Seychelles, Singapore, Taiwan, Timor-Leste, Trinidad and Tobago, United Arab Emirates, Uruguay, USA, Vanuatu, Vatican City State, Venezuela.

Students' citizens of the EU, EEA and Switzerland

Students' citizens of the EU, EEA and Switzerland are exempted from the requirement to have a long-term visa and to have work permit when staying in Bulgaria more than 90 days. – Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Lichtenstein, Lithuania, Luxemburg, Malta, Netherland, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

If you are a citizen of the EU, EEA (European Economic Area) or Switzerland and you have been accepted on a course of study, you are entitled to enter Bulgaria freely and have the right of residence here for the duration of your course/programme. Please, look on the website of Bulgarian Ministry of Foreign Affairs for further details (page 42).

All other international students

Students who are willing to begin their Bachelor or Master degree programme in Bulgaria, and come from countries which are not members of the European Union, European Economic Area (EEA) or Switzerland need to apply for Long-Stay (Students) Visa, Type D. They should apply for visa (immigration permission) in your home country before traveling to Bulgaria or, if you are already in Bulgaria, you may need to apply for an extension permit.

3.1 Immigration Rules

Type D Long-stay visa regulations affect anyone from a country outside the EEA/ Switzerland area who plans to study in Bulgaria. According to these, international students can only study at an education institution which has been accredited by the Bulgarian Ministry of Education.

For more information about coming to Bulgaria with Type D visa, long-term stay, please, read the quick guide for students on our website and the website of Ministry of Foreign Affairs.

3.2 How will Visa D (Student) Immigration Rules affect you?

Visa D students have a number of specific duties and responsibilities imposed by Bulgarian Ministry of Foreign Affairs. This means that you have to:

- Comply with the conditions of your visa D e.g., register with the police, apply for a residence card minimum one month before your visa expires;
- Register on a full-time course of study at the education institution which is printed on your Certificate for Admission issued by Bulgarian Ministry of Education;
- Attend your timetabled teaching periods, practical and laboratory classes as well as any supervision sessions or meetings which have been arranged by the University;
- Explain any absences or unsatisfactory work to your Student Relations representative;
- Provide the University with specific information including:
 - ✓ A copy of your current passport and visa;
 - ✓ Original copy of your Police Clearance Form;
 - ✓ Updates on your current address, e-mail, telephone number and other contact details for person in case of an emergency call;
 - ✓ Updates on any other changes e.g. an extension to your immigration permission (visa);
 - ✓ Comply with any requests from the Ministry of Foreign Affairs e.g. meeting immigration officers when they are on an inspection visit or contact you for a meeting in their local representative administration usually located in the local Police Headquarter, named Immigrations Department.

3.3 The University's responsibilities

Any education institution in Bulgaria that wishes to admit students from outside EEA or Switzerland must hold accreditation by the Bulgarian Ministry of Foreign Affairs. Varna University of Management is a highly trusted officially accredited university. Our responsibilities include:

- Ensuring that all our students have immigration permission which allows them to study with us;
- Keeping a record of:
 - ✓ Your current passport and immigration permission (visa);
 - ✓ Your ID card if one has been issued by the local authorities;
 - ✓ Your current address, telephone number and other contact details;
 - ✓ Any changes to your immigration permission;
- Monitoring your attendance at supervision sessions, tutorials, laboratory classes, etc.;
- Reporting to the Ministry of Foreign Affairs if your attendance is poor, if you interrupt your studies or if you leave the University;

Advice and Assistance on BG immigration

Before you arrive and while you are studying with us, specialist advice on complex immigration matters is available from the Admissions Department prior to your arrival and from the International Department after your arrival at Varna University of Management. If you experience any immigration problems, please contact us immediately.

Admissions Department Team provides immigration advice and services to prospective students in order to obtain all necessary approvals and documents for visa application.

All non-EU international students must extend their period of stay no later than 1 month before the expiration of their Visa D for studies. That is done by the assistance of VUM International office and at the local police station with a set of documents.

Students with families

If your spouse and/or children are citizens of the EEA (European Economic Area) or Switzerland, then they do not have to apply for immigration permission before travelling to Bulgaria.

If you and your family are not EU, EEA or Swiss citizen then each family member needs to apply for immigration permission before travelling to Bulgaria. You should hold a residence permit that is valid for at least one year, only then you is entitled to apply for family reunification. You can reunite with the following family members: your spouse and/or your minor children and those of your spouse. Before travelling to Bulgaria your family members must obtain a visa and a residence permit.

- Where and how to apply - You must submit an application for family reunification to the embassy or consulate in your home country. As soon as the application is approved, your family members must, if necessary, obtain a visa at the Bulgarian embassy or consulate in their country of origin. Family members who plan to stay in Bulgaria for more than six months must also obtain a residence permit from the Migration Directorate after arrival in Bulgaria.

- Documents required - To be eligible for family reunification, family members must prove: accommodation; sufficient financial resources; and medical insurance coverage for the duration of their stay.

- Duration of validity permits - Your family members' residence permits will be valid for the duration of your residence permit.

- Further requirements - After their arrival, family members have five days to notify their address of residence to the competent authorities.

- Appeals - Decisions related to work permits can be challenged before the administrative courts.

Students should be aware that International Affairs Office do not arrange documents and assistance within the family reunification. For organising it please refer to the official standards and requirements appointed in Ministry Foreign Affairs in Bulgaria, as well as to European Union Immigration Portal.

Health Requirements

International students who apply for a student visa will be required to obtain a Health Insurance prior to their arrival in Bulgaria. Local and European students are requested to apply for a European Health Card in their home country for health coverage at government hospitals throughout the European Union. Incoming mobile students are often provided with a health insurance from their home/sending university, or possess one before arrival. International students from non-EU countries will have to present a new insurance for the period of the residence permit, when their visa expires. In order to obtain long-stay permission the person should have a home, obligatory health insurance, sufficient subsistence means, without resorting to the social assistance system, amounting to at least the minimum monthly wage or the minimum pension according to Bulgarian law for the period of stay.

Arriving in Bulgaria

Once you have arrived in Bulgaria with your valid visa (in case you need a visa to enter the country), you must also obtain a residence permit from the Migration Directorate one month prior to your visa expiration.

Length of your visa/immigration permission

A long-stay visa of up to 6 months and a right to stay of up to 180 days is issued to foreigners who wish to settle for a long term or permanently in the Republic of Bulgaria (under article 15, paragraph 1 of the Foreigners in the Republic of Bulgaria Act). The long-stay visa entitles the holder to multiple entries in the territory of the Republic of Bulgaria within its validity term. The long-stay is cancelled on issuing a permit for stay by the authorities for administrative control of foreigners.

Students need to apply for the renewal of their residence permit one month before the expiry date of the visa or previous residence permit. The duration of your residence permit is aligned to the duration of your study programme. It is granted for a maximum of one year and is renewable.

Once your study programme ends your residence permit will no longer be valid and you must return home. If you apply even one day after the expiry date of your residence permit, the penalty is between 500 to 5000 BGN. Have in mind that the Director of the Migration department can decide instead of penalty, to deport you immediately, **SO DO NOT ALLOW YOUR VISA TO EXPIRE UNDER ANY CIRCUMSTANCES!** Note that it takes 4 weeks to get the residence permit and during these 4 weeks you cannot leave the country.

For more info please contact the Student Welfare Department in Head Building of Varna University of Management or in Dobrich Campus. Contact details find in Crucial Guide Directory, see page36.

Registration with the police

A foreigner entered on the national territory is obligated 5 days after his entry in the country to declare in writing the address of his residence before the authorities for administrative control over foreigners or before the police station in the place of residence. Each last Tuesday of the month from 11 a.m. until 12 p.m. is Migration Directorate's Director Reception's day. Every Tuesday and Thursday from 11 a.m. until 12 p.m. there is a reception hour for foreigners' administrative attendance.

English Language Requirements

We want you to make the most of your studies, and therefore it is important that you have a level of English which will allow you to benefit from lectures and tutorials.

The ability to communicate well in English is essential to your academic career. You will also find that a high level of English is a valuable skill which can significantly improve your job prospects.

If your first language is not English, we recommend that you find out your level of English before you come to Bulgaria. If you have a conditional letter offer, it may require you to achieve a certain IELTS score. This is to ensure that your English is good enough to follow your academic studies.

IELTS

IELTS is a test which gives you a score based on the level of your English and is recognized worldwide. The IELTS test is available at most British Council offices and places to fill up quickly at the more popular test centres, so early booking is essential. The British Council offers IELTS tests in six locations across Bulgaria: Sofia, Varna, Plovdiv, Burgas, Veliko Tarnovo and Ruse, up to 22 times per year. Registrations take place in person, by post or online. More information is available at the website: <http://takeielts.britishcouncil.org/locations/Bulgaria>

Pre-sessional English Courses

1. Varna University of Management (VUM) organizes at the beginning of each academic year free English courses for future and current students.
After settling the registration fee each student might join a free English language course

within both campuses of VUM in Varna and Dobrich.

The course is suitable and recommended for all current students who wish to improve their knowledge and improve their skills in English. The course itself is consisted of 90 hours and is advisable for the part and full time students.

2. Summer English semester with duration 30 up to 90 days, starting in June each year. It contains 20 academic hours per week. The students achieve extensive basic and advanced knowledge in English language with the assistance of native speakers. The course is paid.
3. Business summer school which consists of economic and business classes designed for those students who wish to achieve a better final mark.

English support during your studies

You may wish or be asked to take an English test shortly after starting your academic programme. The results will only be used to indicate to your tutors where you may need English language support. Your tutors may recommend that you attend part-time English classes, which are free to registered international students. Admission Office provides more information about the support services. Find contact details in Directory.

Bulgarian Language Course

All international students have the possibility to attend Bulgarian Language Course for Foreigners. The course is free of charge and is optional to your educational programme. By attending those classes, you will be able to get in touch with the Bulgarian culture and traditions, as well as to make your stay in Bulgaria much easier and pleasant.

Accommodation

Students can take advantage of our modern dormitories placed within the cities of Varna and Dobrich. The flats consist of both single and double rooms furnished suitably for students.

How to apply for accommodation

Accommodation in the Student Dormitory is done by prepaying a deposit, by which students guarantee their accommodation in the Student Dormitory in both cities (Varna and Dobrich). Upon arrival you will be met by the representative of the International Affairs Office, who will assist you with your accommodation and present you in front of the Dormitory Manager.

Accommodation in a particular room is preceded by a registration in the Dormitory Address Book, against an address card completed by the accommodation candidate. The address registration in the Dormitory Address Book is done by the Manager / administrator. Within 30 days after accommodation in the dormitory, the accommodated person shall make a current address registration at ESGRAON (see, contacts on page36) municipal service, according to the Civil Registration Act, and submit a copy of the address card to the Manager.

Upon check-in and check-out, a protocol shall be drawn up for acceptance/ turning over of the residential premises and the property therein, together with the Internal Rules and Regulations. The protocol shall be signed by the Manager or the administrator and the student.

Upon check-out, the Manager or the administrator shall note the check-out date in the Address Book and issue a Certificate of absence of liabilities to the Dormitory.

Dormitories based in city of Varna, suggests accommodation in a single, double, triple room with a private or shared bathroom or a studio with a private bathroom. The conditions of accommodation vary through the type of the rental and **the rate starts from 80 and goes up to 160 Euro per bed per month, including utilities, such as water and electricity.**

While dormitories based in city of Dobrich suggests accommodation in modern one and two bedroom apartments, where students share bathrooms and kitchen. The conditions of accommodation vary through the type of apartment. **The rate starts from 80 and goes up to 180 Euro per month.**

www.vum.bg

Deposits for both campuses up to 4 months' rental - 300 Euro

Deposits for both campuses for more than 10 months' rental – 600 Euro

Students have also the possibility to book their room during the summer break/placement duration by paying half of the amount of the monthly rental. In this way after their return they can enter the same room they used to live before, without removing their personal belongings.

When to apply

You should submit your request as soon as you have been offered a place (conditional or unconditional) on a course at the University. Due to the possibility of enrolment throughout the year, students should apply for accommodation no later than a month ahead of their induction day/week.

University and private accommodation

There are two ways of booking an accommodation – either to book an apartment in student dormitories or get in touch with some of the local real estate agencies suggesting flat rental.

Please, be aware that you should not commit to any private accommodation without seeing it. If you need to look for private accommodation, please arrive 1-2 weeks early to give yourself time to search before your course starts. Admission office can email you a list of hotels and answer any other queries by email or phone before you arrive.

You can find some of the real estate agencies on page 37. If you decide to book your apartment through an agency, please be aware that you need to sign a lease with 1-year duration and also a deposit for 6 months should be also prepaid. The deposit is refundable if you pay all bills on the property and do not damage the property. If you rent a property through an agency, you may have to pay an agency fee. Do not sign a tenancy agreement until you are sure that you understand it and are willing to abide its terms including length of the contract. Never sign a contract for a longer time than you intend to stay in the city. You will be liable for the rent for the full term of the contract (unless you can find another suitable student to replace you). Make sure that the amount of rent you need to pay is clearly stated on the contract and always get a receipt for any money you pay.

Insuring your belongings

You should insure your personal valuable belongings against loss, theft as soon as possible after arriving.

Find contact details of recommended brokers who might help with choosing the best insurance coverage on page 37.

Check the premium carefully to see what is covered by the insurance. Cost and cover may vary, depending on where you live and the worth of your possessions. Valuable items may need to be insured separately such as musical instruments, bicycles and mobile phones. Some items, particularly electronics such as music systems and CDs, may have an upper limit on claim. Check that there are no exclusions which might be relevant if, for example, if you share a house or a flat.

Travelling to Varna

As you begin to pack your luggage before coming to Bulgaria, you may find it helpful to get advice from other people in your country who had some experience of living in Bulgaria. When you have finished packing remember to check that you are able to carry the luggage yourself, as you will need to do this during your journey.

Once you obtain your student's type visa D you will need to arrange your arrival to Bulgaria. In case you have any doubts or would like to double check your plane tickets fares, you can always get in touch with us and ask for an assistance.

All students have to arrive to Varna or Dobrich (8 Euro per person transfer from Varna Airport to Dobrich) as pick up can be organized only for those two cities. Also the travel itinerary and plane ticket have to be e-mailed to admissions@vum.bg minimum 5 business days in advance so that we can organize a pick up.

Planning what to bring

Luggage

- ✓ Do not travel with a lot of luggage. It can be cheaper to buy things in Bulgaria
- ✓ Pay careful attention to your luggage allowance. If you go over this you will have to pay for excess baggage or unaccompanied freight charges
- ✓ Label your luggage clearly with your name, your home address and the address of the place you are going to live

You are also advised to carry the following in your hand luggage:

- ✓ Valid passport with visa
- ✓ Original documents to prove financial support for tuition fees and maintenance
- ✓ Original offer letter from the University stating home address
- ✓ Travel insurance details
- ✓ Health certificate/ check-up details
- ✓ Details of your destination – address/telephone number
- ✓ Bulgarian currency
- ✓ Spare passport-size photographs
- ✓ Warm clothing and comfortable shoes, in case you are coming spring/autumn or winter time
- ✓ Laptop (if applicable).

You are advised to carry the following in your suitcase(s):

- ✓ Photocopies of important documents (you should also leave a copy with your friends or family)
- ✓ Police Certificate issued prior your departure of your home country, verified and signed by the closest Embassy of Bulgaria
- ✓ A suit or formal dress for official occasions that will be held during the academic year
- ✓ Sharp objects (e.g. scissors, razor blades) in suitcase, not in hand luggage.

You should not bring:

- ✓ Very valuable items, e.g. jewellery that is expensive or is of sentimental value.
- ✓ Plants/seeds, dairy or meat products. For further instructions, check the website of Ministry of Foreign Affairs of the Republic of Bulgaria.

Finances

Please, make sure that you are financially secure and that your arrangements will cover all your tuition fees and living expenses while you are here. Here are some things you should bear in mind:

- ✓ Get travel insurance to cover your journey and first 2 weeks in Bulgaria
- ✓ It may take 2 weeks before you are able to fully open a bank account.
- ✓ Bring at least 300 BGN in cash with you for your journey and for your immediate living expenses on arrival in Bulgaria
- ✓ You should have additional money in your bank account. Please do not bring large amounts of cash. You need to take into consideration also some additional expenses for the international students that study a regular Bachelor or Master program such as:
 - Visa deposit fee* (refundable) – 500 EUR
 - Residence Permit Issuance (1-year validation) - 250 EUR
 - Health Insurance Issuance (1-year validation) - 60 EUR
 - Translation and Legalisation of your Police Certificate - 60 EUR
 - Registration fee at Migration Office - 25 EUR
 - Declaration at Migration Office - 5 EUR

*Visa Deposit: the visa deposit of EUR 500 is refunded (subject to bank and administration charges) to the student when the student:

- proves the return to his/her country and claims the visa deposit within six months after their stay in Bulgaria/EU has ended;
- has no financial or other obligations to the University;
- has no valid temporary resident permit (TRP) in his/her possession.

Books/equipment

www.vum.bg

You may wish to bring some of the text books that you were using in your recent studies especially in those subject areas that you will be specialising in.

Wait until you arrive in Bulgaria before buying any University textbooks or equipment. You will be able to get advice from other students and your lecturers about what you need to buy. Some set texts may be provided for you.

Clothes/personal belongings

- ✓ You will need some warm clothing as soon as you arrive, especially if you are coming from a warm climate
- ✓ Most students dress informally: jeans, trousers, or a skirt are worn with a T-shirt or sweater. Many people carry a small umbrella.
- ✓ Bring an outfit for special occasions for example a jacket, dress or national dress.
- ✓ If you play sports regularly, then you should bring any equipment with you.

Bedding

Students accommodated in VUM's dormitories receive beddings on spot. While students who decided to live in a private accommodation should buy beddings themselves. We advise you to buy bedding in Bulgaria because it is too bulky to carry from overseas. You can easily purchase bedding packs from most big shops such as: Ikea, Metro Cash and Carry, Piccadilly, Midima, Roxyma.

Plan your journey to Varna

Varna and Dobrich are allocated in the well-connected part of Bulgaria, with plenty of transport options to get there safely.

By air

Served by some of the major airlines, Varna International Airport is situated only 20 minutes away from the main building of Varna University of Management and 35 minutes away from Dobrich Campus. Frequent bus and taxi services run from the airport to the city centre of Varna. Find out more on the airport's website: <http://www.varna-airport.bg/Home/tabid/36/language/en-US> along with <http://varnatraffic.com/>! In case you need to reach Dobrich Campus, please make sure to book in advance your transfer!

By train

VUM Head Building in Varna and VUM Campus in Dobrich are close to the central railway stations of both cities – only 20 minutes away from there. Find out more on the following website here: <http://razpisanie.bdz.bg/site/search.jsp>.

By coach

The bus station is only 10 minutes away from the University campuses in cities of Varna and Dobrich. There are several big coach companies that might be used to travel around Bulgarian major cities. Find some of their contacts on page 37.

Arriving at Varna airport

You are advised to plan your journey by air directly to Varna Airport. There are frequent flights to Varna from Sofia, Bucharest, Vienna and Istanbul. If you travel by two air companies in order to reach Varna Airport, please remember to allow yourself sufficient time to transfer to your connecting flight.

What to expect at Varna Airport

After your plane has landed, and you are in the airport terminal, follow the signs to immigration. At immigration control, you will have to join a queue for non-EU nationals or EU nationals, depending on your nationality and wait for your passport to be checked by the immigration officer.

Once you are through immigration control, continue to the baggage hall where you will be able to pick up your luggage from a baggage carousel. You will then have to proceed through the customs.

At customs, go through the GREEN channel if you began your journey outside the European Union and have nothing to declare (are not bringing anything that is not allowed in Bulgaria); RED channel if you have goods to declare or are unsure about anything in your luggage.

Once you have proceeded through the customs you will be in the Arrival Halls from where you can continue your journey.

Travelling from Varna airport to your accommodation

If you arrive at Varna Airport you can make use of our free Airport Collection service, which can take you directly to your accommodation. If you need to reach Dobrich campus, make sure to book your organized VUM transfer in advance, it costs only 8 Euro!

If you arrive at Varna airport outside the period of the Airport Collection Service, it is easiest to take a taxi (see page 13 for further advice about taxis) from the airport to your accommodation **in Varna**. The fare should cost no more than 20 BGN. Please, be aware that in front of the airport there are several taxi companies that might not want to give you a receipt and charge you more expensive than the regular one. Therefore we always recommend you to call and order a licensed taxi from the list of taxi companies on page 37.

You can also pick up the public transportation, bus number 409. The bus travels along the main roads of the city and easily can bring you to University bus station (Trakia) or main central station (near the Cathedral).

409 – Airport - Shopping centers (Mall Varna and Grand Mall Varna) - Cathedral Church – City Center – Dolphinarium – (Marek) St. Constantine and Helena – Golden Sands

The Bus does not go inside the Complex of St. Constantine and Helena.

The bus runs until 12:00 AM during the summer every 20 minutes.

The bus runs until 11:00 PM during the winter every 30 minutes.

During the holidays the schedule is every 30 minutes.

Every SUNDAY they run as a holiday schedule.

Ticket price is 1.00 lv to bus stop Marek next to St. Constantine and Helena.

Ticket price is 2.20 lv after Marek till Golden Sands.

In case you need to reach **Dobrich Campus**, you should always organise an Airport Collection Service or reach the bus station in Varna (you can go either to the public or private bus station) and buy ticket for the bus to Dobrich.

Arriving via Sofia Airport

Travelling from Sofia may seem cheaper option initially but it can be very difficult with heavy luggage.

Information on transport in Sofia is available on the following website:

<https://www.sofiatraffic.bg/en/common/>.

Use only licensed taxis with meters. Verify the tariffs on the taxi's window before entering it. At Sofia Airport, visit the taxis booth within the arrivals terminal to obtain a fair rate.

You may wish to break your journey and stay overnight, or for a few days in Sofia. Please, make sure that you book your accommodation ahead; as if you do it on spot it could be very expensive.

Travelling to Varna or Dobrich by train or coach

As already mentioned on page 13 you could reach city of Varna by plane, by train or by coach. We recommend you take a connecting flight to Varna Airport and follow the instructions above.

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If you arrive at Sofia by air and then proceed to Varna or Dobrich by train, then you should make your way to the Central Railway Station in Sofia in order to catch the train. You could either book your ticket online via: <http://www.bdz.bg/en/> or go on spot and buy it directly from the kiosks at the railway station. Be aware that travelling by train could last longer than travelling by coach; however it will be cheaper and more convenient for you. When you buy tickets always purchase tickets for express or fast train.

Coach travel usually is a little bit more expensive than the train service, however is faster than it. In order to use the coach service, you should firstly make your way to the Central Bus Station in Sofia and then purchase your ticket. Please, refer to some of the companies shown on page 38 for purchasing a coach ticket.

Once you have arrived at the train or coach station in Varna, you are advised to take a taxi to you final destination. Please, always call for a taxi service to some of the most reliable and licensed taxi companies in Varna. We do not recommend for our students to get in any other taxis just because they can get scammed or be overcharged. Find some of the licensed taxi companies contact details, listed on page 39.

Table 2: Approximate fares in Varna Taxi Service

Price for customers	Day- 06:00-22:00 pm.	Night - 22:00-06:00 am.
Price per 1 km (BGN)	0.79	0.89
Price for ordering	0.00	0.00
Initial price (BGN)	0.99	0.99
Price per minute (BGN)	0.25	0.35

Map of BG and distances from Varna



Approximate distances and times from Varna

City	Distance in KM	Time by Car	Time by Rail
Burgas	115	2h 00min	4h 15min
Dobrich	52	0h 35min	2h 00min

Gabrovo	263	3h 10min	5h 15min
Lovech	312	3h 45min	5h 50min
Pleven	300	3h 40min	5h 00min
Plovdiv	361	4h 15 min	7h 00min
Ruse	192	2h 10min	3h 45min
Sofia	442	5h 16min	7h 30min
Stara Zagora	281	3h 30min	4h 30min

Arrival in Varna

When you arrive at Varna, it is very important for us to that you feel welcome and settle quickly into your new surroundings. The University provides you a variety of services and events designed to give you the best possible start to your time in Bulgaria. This includes a free collection service from Varna airport, bus or train station and orientation courses. In case you travel Dobrich campus, make sure to book your organized VUM transfer in advance, it costs only 8 Euro!

Collection from Varna Airport/ bus or train station

The University runs a free of charge pick-up service for all new international students arriving at Varna Airport, Bus or Train Station. The service is open only to unaccompanied students who will be living in university accommodation. If you are traveling with you parents or staying in private accommodation, then you need to arrange your own transportation. Let us know if you need some support in the above, in order to organise it for you and send you some applicable offers.

In order to book the free of charge pick up service, you should send us an email with your travel itinerary and plane ticket to admissions@vum.bg at least 5 business days ahead so that we can organize your pick up.

Orientation Course and Induction Day

The Orientation course is a free of charge feature, which is strongly recommended for all newly joined students, who would like to refresh their knowledge in English language. It is strongly recommended for undergraduate, postgraduate and exchange students, who are having either a part time or a full time of education. Students will have the opportunity to attend classes in the evening hours and get familiarised with some of the most common business terms and phrases.

Orientation courses usually run at the beginning of each academic year (end of August/beginning of September) in both campuses in Varna and Dobrich. They continue for about 90 academic hours and start from 18.00 and continue till 20.00 in Varna, and in Dobrich Campus they start from 09:30 and continue till 13:30.

The Induction day is designed to welcome you to the University and to the city, to help you find your way around and to begin learning how to study and live here successfully. It is a great opportunity to familiarise yourself with the local area and to start making new friends. Throughout the induction day there will be a presentation made by the Academic Board and Admissions Office including some advice on how and where to register and also to get you familiarised with the Internal University Rules and Regulations. Also there will be a presentation by the International Cooperation Office.

Explore Your Surroundings: Getting Around

As per Lonely Planet Source, Varna is “Bulgaria’s third city and maritime capital”. By far Varna is “the most interesting and cosmopolitan town on the Black Sea coast”, while Dobrich takes 4th place for

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best town to live in Bulgaria. You will find a combination of port city, naval base and seaside resort around Varna and lots of lively cultural events in Dobrich.

Around both cities you can easily visit some beach resorts such as Sveti Konstantin and Golden Sands (Zlatni Pyasatsi), charming town of Balchik, etc.

Find some of the places worth of visiting here:

1. **Alley of sport glory in Varna** - It is located on Stanchov alley over the slope and has an excellent view of the whole beach and the sea. Its long 1100 meters and its width is 5 meters. On 10 plates are inscribed sports in every Olympics in which athlete's participated from Varna. There are benches and fitness equipment for free use by locals.

2. **Seaside Garden in Varna** - Sea Garden is one of the symbols of the city. It is the oldest and best known public park, also known as the largest landscaped park in the Balkans. The beautiful and breezy lanes surround the entire coastal lane in the city. Characteristic for the Sea garden are the maintained wonderful garden areas, quiet alleys, beautiful and diverse natural vegetation and numerous cultural monuments located on its territory.

3. **Cathedral "The Assumption of Holy Mother"** - The cathedral in Varna is another symbol of the city. It is situated on "St. Cyril and St. Methodius" square in the city centre. Visits might be organised in advance. Get in touch with any tour operator company for more information.

4. **Varna Museum of Archaeology** – It is one of the biggest museums in Bulgaria, with an exhibition area of 2150 sq. m. Apart from this area, the museum offers also storerooms, library and Educational Children's Museum. Here visitors might find exhibition objects from the prehistoric, Thracian, Ancient Greek and Ancient Roman periods of the region's history, as well as from the times of the medieval Bulgarian and Byzantine Empires, the Ottoman rule and the Bulgarian National Revival (including about 900 medieval and Revival icons). The pride of the museum is Gold of Varna, the oldest gold treasure in the world, excavated in 1972 and dating to 4600-4200 BCE, which occupies three separate exhibition halls at the museum.

5. **Saint George City Park in Dobrich** – "Saint George" City Park that opened in 1867 and is declared an example of landscape gardening of cultural value. This is one of the most diversified parks within the district. It presents to its visitors' different type of entertainment such as: beautiful cycling alleys, beautiful walking areas, floral diversity, a nice lake and an ice ring during the winter months of the year, a skate park, etc.

6. **Museum in Saint George Park in Dobrich** - The museum is housed in one of the oldest buildings in Dobrich. It replaced an old bistro pub, which itself was built in the early 20th century. In 1925, famous Italian architects turned the building into a casino, which became a symbol of a town quickly developing a European outlook. The casino remained there until the end of the 1950s and was for decades a favourite spot of citizens and visitors of Dobrich. It was the place where the once popular balls, parties, dances and social evenings took place. After its reorganization in 1960, the building of the former casino became the first museum in Dobrich. Today there are two separate exhibition halls. One of them presents the exhibition "Dobrudzha's Nature," which follows modern museology trends and impresses with its originality. The second hall is intended for temporary exhibitions and educational programs.

7. **Regional Historical Museum in Dobrich** - The museum collects, studies, preserves and presents the cultural heritage of Dobrudzha since 1953. It hosts rich collections (from VI millennium. BC to current times), original exhibitions, educational programs and special events. By its expositions it provokes visitors to explore, reflect on and evaluate the historical past.

8. **"Old Dobrich" Open-Air Architectural and Ethnographic Museum-**

9. **Pobiti Kamani** - Lower Eocene Bubbling Reefs - Stone Forest is a fabulous natural phenomenon most known with its Bulgarian name of "Pobiti Kamani", which means "stones beaten into the ground", a name completely corresponding to the reality. These are numerous limestone pillars as high as 10 m, hollow or solid cylinders, truncated cones, different bulging and single rocks and cliffs. Nowadays is believed that these carbonate - cemented sandstone structures were formed

due to microbial methane oxidation around natural gas seepages - so called "bubbling reefs". The cementation occurred in the sub bottom marine sands some 50 million years ago and now is exposed by subsequent erosion of the surrounding unconsolidated sediments and vertical tectonic movements of the earth crust.

10. University Botanical Garden - Eco Park Varna - This is the first eco-park in the country which combines artificial and natural ecological systems. The park is situated on an area of 360 decares. The plant collections include more than 300 species of exotic trees and bushes, and the herbaceous plants are more than 100 species. The Academic Jockey Club is situated in the university botanical garden in the city of Varna. It offers horse-riding lessons on a manage with an instructor, free riding for advanced people, tours with a carriage, with a convertible car, with a painted cart – on the route of the ecological park. Each year Varna organizes the celebration of Todorov Den (The Day of Todor) – traditional races, competitions with horse teams, donkey carriages, prizes for the most beautiful horses.

11. National Maritime Museum - the museum aims to store, present and popularize the sea capital of Bulgaria. The museum visitors can see original ancient anchors and ship remnants, found on the bottom of the Black Sea; ship head decorations; uniforms of seamen and officers. Desk models show the diversity of the ship collection of the naval and the commercial fleet in various periods. Maritime flags, torpedoes, optical devices of lighthouses from the Bulgarian shores, medals, etc. are presented. Apparatuses and instruments show the complexity of the specifics of naval professions such as navigation and shipbuilding.

12. Opera House Varna- Varna Opera has staged over 200 productions, nearly 8,000 spectacles for an overall audience of almost three and a half million people. The repertoire is rich and diverse. It encompasses a significant part of the opera heritage of the 18th and 19th centuries, as well as contemporary works.

13. Festa Dolphinarium - Festa Dolphinarium is the only attraction of its kind in Bulgaria. It is situated amidst the greenery of the Seaside Garden of Varna and offers a wonderful view over the sea. The Dolphinarium was inaugurated on 11.08.1984 and quickly became a symbol of Varna and a landmark of Bulgarian tourism. The Dolphinarium is a permanent site on the agenda of all visitors of the Black Sea coast.

14. Varna and Dobrich Zoos – expose a great animal selection – represented by different breeds of birds, predators, herbivorous, primates and waterfowls.

15. Arena Cinema in Varna – Located in Grand Mall Varna and Varna Mall.

Your Finances

This section is designed to help you manage your financial budget whilst studying at Varna University of Management. It also provides information on how to open a bank account, which most students will need to do before register.

Currency

The Bulgarian Lev is the currency of Bulgaria. The currency code for Leva is BGN, and the currency symbol is лв. One BGN is divided into 100 stotinki (ст.) and coins are in use with nominal value of 1 BGN, 1ст., 2ст., 5ст., 10 ст., 20 ст. and 50 ст. You may find banknotes with the following nominal value 2 BGN, 5 BGN, 10 BGN, 20 BGN, 50 BGN and 100 BGN. Please, note that many shops and business are unwilling to accept banknotes of 50 BGN and 100 BGN, so you need to get these changed in a bank. If you need to find out current exchange rates www.xe.com is very useful.



Banking

You should open a bank account in BGN as soon as possible after you arrive. It's advisable to check which banks have branches nearby and whether they have staff who speak your language.

Do not leave large amounts of cash in your room even if the door is locked.

In Bulgaria commercial banks provide a full range of banking services. There are currently 28 commercial banks, over 90 per cent of which are foreign-owned, and six branches of foreign banks (see below).

The Bulgarian National Bank (BNB) is the authority which sets interest rates and regulates other banks; you cannot open an account with the BNB.

Due to the long partnership and created loyalty and trust, VUM recommends student to open an account in:

- 1) International Asset Bank - Please, get information about the nearest bank branch from here:
<http://www.iabank.bg/en>
- 2) Unicredit Bulbank - Please, get information about the nearest bank branch from here:
<http://www.unicreditbulbank.bg/en/index.htm>

Types of account

Current Account: This is the basic account which you use for your day-to-day purchases and deposits. This type of account normally comes with a cash card, with which you can take money from cashpoints (ATMs) up to a daily maximum limit. Cashpoints (ATMs) are usually accessible 24-hours a day and located on the exterior walls of banks and in some shops.

Please note that if you use a cash machine which is not from your bank, you may be charged for taking money out. The machine will warn you if this is the case.

A current account is important because it allows you to set up regular payments and in case of good student performance to receive your monthly scholarship. It is a valuable tool for international students applying for residence permit, by which they must prove financial fund possession of 1500 BGN prior applying for residence permit.

Savings Account: It is a good idea to open a savings account if you intend to deposit a lot of your money in an account which isn't used regularly. You will receive a higher interest payment from the bank if you keep money in a savings account. The money may not be accessible and you should check carefully the method for moving or withdrawing your money.

It is a good idea to keep a careful track of your finances and your account. If you look after your account and pay your bills on time, it is more likely that you will be able to arrange special provisions through your bank.

Keep and file your bank statements. They are necessary to support the immigration application.

Opening a bank account

Opening a bank account in Bulgaria sometimes might be difficult experience for international students. You should ensure that you have enough money to cover you for your first two weeks in Bulgaria. To open an account here, all you need is your passport and evidence of your address in Bulgaria. Your accommodation contract with the University Dormitories will normally be sufficient proof of your Bulgarian address. It is advisable also to bring a Declaration issued by the University in order to open your bank account. The Declaration will confirm your student status by giving more details regarding the course you have been enrolled to, your student academic number and the address you have been accommodated in. There's no charge, but you must make an opening deposit of at least a few BGN.

Opening bank hours

Banks are normally open daily between 08:30 and 17:30, Monday till Friday. Some of the bank branches work during weekend but on different open hours. See each bank's website for further details.

Tuition Fees

Tuition Fees

Bachelor Degree Programmes

Location of study: Varna, Dobrich, Sofia (depending on the study program)

Duration of study: 6-8 semesters

Start Dates: October/ February

Tuition Fee: 1950 Euro per semester

Visa application: 500 Euro per month

Master Degree Programmes

Location of study: Varna

Duration of study: 3 semesters. There is an additional 4th semester for students who had obtained a Bachelor's Degree in a different field of science.

Start date: October

Tuition Fee: 4950 Euro for the entire course of study

Master of Business Administration (MBA)

Location of study: Varna, Sofia

Duration of study: 3 semesters. There is an additional 4th semester for students who had obtained a Bachelor's Degree in a different field of science.

Start date: October

Tuition Fee: 5850 Euro for the entire course of study

Upon successful completion of the study, students obtain a bachelor or a master's diploma from VUM, Bulgaria and from Cardiff Metropolitan University, UK.

Paying your tuition fees

In order to complete registration, all students should have totally prepaid the academic year or semester and must be able to provide a documentary evidence for it. The payment should be received no later than 20 days prior to semester start/academic year.

If you still owe fees to the University at the end of the academic year, you will not be able to re-register and continue your study program. If fees are still owed at the end of the programme students will not be able to graduate.

Scholarships

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There are scholarships available after the first semester, for full time students in the undergraduate programs.

After the first semester all students are eligible to receive a scholarship, which is calculated according to the result from the examination of the previous two semesters (second semester scholarship is calculated on the basis of the success in the first semester).

Students are ranked by their academic performance according to the year and field of study. After the payment of the full amount of the tuition fee the scholarship is paid on monthly instalments, within five months of each semester to the bank account provided by the student.

Example: a student in the fourth semester is awarded a scholarship based on academic performance of the second and third semester. Student in second semester scholarship based ranking success of the first semester.

Students qualify for scholarships according to their academic performance as follows:

Scholarship Type/ Performance of students according to their grades %	Academic performance	Discount (scholarship) for the rent at VUM dormitory	Scholarship for active involvement in VUM's activities, other initiatives (incl. scholarships from the ESF)	Grand total of scholarship
	For semester	For semester	For semester	For semester
among first 5 %	€ 800	€100	€100 (€100)	€1000 (€*2000)
from 6% to 10%	€ 600	€100	€100 (€100)	€800
from 11% to 20%	€ 400	€100	€100 (€100)	€600
from 21% to 40%	€ 300	€100	€100 (€100)	€500
from 41% to 60%	€ 200	€100	€100 (€100)	€400
from 61% to 80%	€0	€100	€100 (€100)	€200
Over 80%	€0	€0-€100	€100 (€100)	€0

*According to the European Social Fund (ESF) funding rules, the scholarships and awards are not guaranteed – the student should individually apply and be approved by the Ministry of Education and Science.

In the ranking of academic performance students can participate with up to 2 failed exams of the previous two semesters. Students with more than two failed exams (from liquidation or re-sits) begin receiving scholarship according to the estimated success of the month in which only two failed exams remain. The scholarship is paid monthly within four-five months of the semester. The liquidation exams are at the beginning of each academic year in October.

The academic performance is calculated as the grades of all subjects are taken into account (including the grades of one or two failed exams).

Example: If a student in the first semester with more than two failed exams pass the exams and remain only two failed exams in March of the academic year and qualifies for € 500 scholarship, he began to receive his scholarship for the semester of the same month - For the months of March, April, May and June € 100 each, but losing the right to receive € 100 in February.

Cost of living

Living in Varna or Dobrich is comparable to living in any other major city in Bulgaria. Bulgaria is a famous destination with the low cost of living in Europe and therefore is one of the most attractive destinations to many nationalities.

Here you will find some approximate amounts of utility bills (electricity, water, and internet), based on previous students' experience:

- ✓ Electricity – it's going to be different depending on the season. In case you occupy or have rented a flat, the utility bills might be for summer season (no more than 25-30 Euro) and during winter is highly possible to reach 50 -75 Euro.
- ✓ Natural Gas – is provided in Dobrich Campus Dormitories. The monthly cost depends on the usability of the heaters. Usually the bills have been divided between the flat mates of the apartment.
- ✓ Water – is relatively cheap and does not matter on the weather conditions. Monthly bill is around 15 Euro.
- ✓ Internet – There are cheap providers for up to 15 Euro per month along with cable TV.

Food costs	EURO 120
Accommodation costs*	EURO 80 – 140
Student Card Bus Transportation *	EURO 11
Other costs	EURO 30
Total monthly costs	EURO 300

*Accommodation depends on the campus student have been allocated to.

**The student transportation card is valid only for city of Varna. There is no need to use city transportation in Dobrich.

The estimates are based on average monthly expenditure of an undergraduate or postgraduate single student, on a full time course. Expenditure will obviously increase if dependents accompany a student and this will also have implications on each of the costs.

Therefore, we advise you the following:

- ✓ Make sure you have enough money to complete your course before travelling to Varna
- ✓ Financial assistance cannot be provided by the University to those who get into difficulties
- ✓ Consider additional costs such as TV license, mobile and telephone bills, utility bills
- ✓ When you apply for residence permit, an additional cost will be involved, see page... for further details.

Shopping

Most shop opening hours are 10:00-19:00, from Monday till Sunday. Many larger stores have at least one late-night opening until 19:30-20:00 and some large supermarkets offer 24-hour shopping, seven days a week. You can get bedding and kitchen utensils from department stores and some of the larger supermarkets. Watch out for sales in June, September and December/January. In Bulgaria customers should pay the price displayed – there is usually no question of bargaining. People form a queue to make purchase.

How much do things cost?

Prices are very different depending on where you shop and what products you buy. Supermarkets often have “own-label” brands which are cheaper than more recognized brands. You could also explore local markets where food costs, especially fresh food and dairy, can be substantially cheaper. The chart on page... will give you an approximate idea of the cost of basic products and bills.

Computer equipment

It is advisory students to arrive with their own personal computer. In case you do not have one, you can easily buy one in Bulgaria and you may be able to sell your computer to another student after your studies.

A wide variety of shops sell computers including large supermarkets, department stores and electrical good shops. Some of these are Ardes, Office1Super Store, Technomarket, Technopolis and others.

If you choose to buy or bring a computer, you should ensure it is covered by your contents insurance.

Food from overseas

Please note that the chart below is only a guide to some of the products you can buy. Some of the larger supermarkets and shops stock a range of products imported from other countries. There are also some delicatessens where you will be able to find the foods you are used to eating at home.

Clothing

The price of clothes varies enormously and how much you spend will depend on your budget. Shops such as LC Waikiki, H&M, Calliope and some large supermarkets like Piccadilly, Carefour and Billa

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have very inexpensive clothing lines. Shops such as Zara, Bobo Zander, Bershka, etc. are more expensive. In general, if you do not own a waterproof/winter jacket or warm clothes, it is advisable to wait until you get here before purchasing them.

Guide to Living Costs

Products	Approximate Cost
Markets	
Milk (regular), (1 liter)	1.97 лв
Loaf of Fresh White Bread (500g)	1.00 лв
Rice (white), (1kg)	2.40 лв
Eggs (12)	2.50 лв
Local Cheese (1kg)	7.20 лв
Chicken Breasts (Boneless, Skinless), (1kg)	8.30 лв
Apples (1kg)	1.60 лв
Oranges (1kg)	2.10 лв
Tomato (1kg)	2.20 лв
Potato (1kg)	1.10 лв
Lettuce (1 head)	0.90 лв
Water (1.5 liter bottle)	1.10 лв
Bottle of Wine (Mid-Range)	7.00 лв
Domestic Beer (0.5 liter bottle)	1.20 лв
Imported Beer (0.33 liter bottle)	1.50 лв
Pack of Cigarettes (Marlboro)	5.00 лв
Transportation	
One-way Ticket (Local Transport)	1.00 лв
Monthly Pass (Regular Price) for students in Varna	21.00 лв
Taxi Start (Normal Tariff)	1.00 лв
Taxi 1km (Normal Tariff)	0.85 лв
Taxi 1hour Waiting (Normal Tariff)	12.00 лв
Gasoline (1 liter)	2.35 лв
Utilities (Monthly)	
Basic (Electricity, Heating, Water, Garbage) for 85m2 Apartment	150.00 лв
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.35 лв
Internet (10 Mbps, Unlimited Data, Cable/ADSL)	12.00 лв
Sports And Leisure	
Fitness Club, Monthly Fee for 1 Adult	45.00 лв
Tennis Court Rent (1 Hour on Weekend)	20.00 лв
Cinema, International Release, 1 Seat	18.00 лв
Clothing And Shoes	
1 Pair of Jeans (Levis 501 Or Similar)	70.00 лв
1 Summer Dress in a Chain Store (Zara, H&M, ...)	50.00 лв
1 Pair of Nike Running Shoes (Mid-Range)	145.00 лв
1 Pair of Men Leather Business Shoes	125.00 лв
Rent Per Month	
Apartment (1 bedroom) in City Centre	350.00 лв
Apartment (1 bedroom) Outside of Centre	250.00 лв
Restaurants	
Meal, Inexpensive Restaurant (Dobrich Campus)	5.00 лв
Meal for 2, Mid-range Restaurant, Three-course	36.00 лв
Mc Meal at McDonalds (or Equivalent Combo Meal)	7.00 лв

Domestic Beer (0.5 litter draught)	2.00 лв
Imported Beer (0.33 litter bottle)	2.50 лв
Cappuccino (regular)	1.90 лв
Coke/Pepsi (0.33 litter bottle)	1.40 лв
Water (0.33 litter bottle)	1.20 лв

Last update: August, 2015, source http://www.numbeo.com/cost-of-living/city_result.jsp?country=Bulgaria&city=Varna

Support and facilities at Varna University of Management

The following section gives you an idea of some of the welfare services and facilities available to you at the University.

1) Career Centre:

Two offices:

- 1.1) Office 12 in Dobrich Campus of Varna University of Management, 3 Bulgaria Str. 9300 Dobrich, Bulgaria
- 1.2) Office 102 in Varna Campus of Varna University of Management, 13A Oborishte Str., 9000 Varna, Bulgaria.

The Career centre of Varna University of Management was founded in 2006 Academic Year. Since then, we have been preparing undergraduates, graduates, and alumni to make informed decisions about their futures by providing resources, programs, and counselling on career development, internships, employment, and continuing education.

Varna University of Management offers students a different style and type of learning. It strives to establish a good balance between theoretical and practical skills. It encourages students to put theory into practice by demonstrating the skills they have developed in real-life situations - either in VUM's training facilities or in various companies VUM has business relationships with.

VUM's students, educating in the field of Tourism and Hospitality, are presented with excellent career growth opportunities in an international context. The compulsory internships for every first and second year student serve as an excellent starting point for those who intend to reach TOP management level in broad aspects of the tourism industry both in Bulgaria and on an international level. The majority of the students from this area occupy middle and top management positions in multinational tourist organizations working as hotel managers, F&B and Front Office Managers, Senior Administrators, Marketing Managers and many others.

VUM's students, educating in the field of Business, are qualified to occupy positions in the field of strategic management and marketing, international business planning, HR, brand management, sales, finance and in many other realms of global business. They are placed for a compulsory internship after the first and the second year of their education in companies not only in Bulgaria but in United Kingdom, Germany, Spain, Greece, Malta, Lithuania, Latvia etc. Find contact details on page...

2) Student Welfare Department

- 2.1) Office 12 in Dobrich Campus of Varna University of Management on 3 Bulgaria Str. 9300 Dobrich, Bulgaria
- 2.2) Office 102 in Varna Campus of Varna University of Management, 13A "Oborishte" Str. 9000 Varna, Bulgaria

The Student Welfare Service provides a practical service designed to meet the needs of all students. We take active steps to maintain a supportive environment in which students from different backgrounds may flourish. Students may sometimes find themselves in difficult situations. If this happens, we encourage any student who finds herself or himself in some sort of difficulty or distress, or feeling under particular pressure, to ask for help at an early stage. It is usually helpful to try not to let things drag on or to get out of control. And it's particularly important that a student asks for help if a problem is likely to affect his or her academic work. Common reasons for seeking help include: low

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motivation, poor concentration, feelings of anxiety, conflict, uncertainty or isolation, and low mood. For private issues and difficulties approach the Student Welfare Department.

For any academic difficulties approach the Student Affairs Office in both campuses.

3) Student Affairs Office:

Two offices:

3.1) In Varna Main Campus: Office 401 of Varna University of Management on 13A, Oborishte Str. Varna, Bulgaria

3.2) In Dobrich Campus: Office 11 in Dobrich Campus of Varna University of Management on 3 Bulgaria Str. 9300 Dobrich, Bulgaria

The Student Affairs Office is a central point for information and advice for all students. The office provides help with a huge range of issues including examinations, certificates, transcripts, and sources of funding, fees payment, registration and more. If you need any advice on any of the practical matters of University life or just do not know where to go for further information, you should contact the Student Affairs Office.

4) Sports and fitness:

Two offices:

4.1) Head Office Varna University of Management, 13A Oborishte, 9000 Varna

As the University is situated in one of the biggest cities in Bulgaria, the location gives the possibility to the students to practice a wide variety of sports. Most popular and attractive sports in city of Varna are tennis, football, beach volleyball, basketball, swimming, paragliding, ice skating, martial arts, body building, aerobics, kangoo jumping, yoga, cycling etc. Find some of the most famous sport clubs and halls in Varna here: <http://fitnesvarna.com/en> or simply approach the student office for more information.

Some more examples you may find here:

Martial arts - <http://www.sk-boil.com/>

Muay Tay - <http://www.vingtsun-beimo.com/category/news/>

Kung Fu - <http://www.karatevarna.com/bg/home.php>

Karate - <http://www.bk-nerei.com/>

Football and Basketball Playgrounds - "Chaika" neighborhood, in front of block 27 - <http://www.sport4all.bg/objects/view/object:8>

Spartak Complex - Seliolu str.39 - <http://www.sk-spartak.bg/index.php?ch=18>

Tennis courts – "Chaika" neighborhood – next to block 19.

<http://www.sport4all.bg/objects/view/object:14>

Rowing- "Asparuhovo" neighbourhood <http://www.sport4all.bg/objects/view/object:15>

Swimming Complex South Beach - <http://www.sport4all.bg/objects/view/object:11>

4.2) Dobrich Campus, 3 Bulgaria Street, 9300 Dobrich

The facilities give the opportunity to every active student to practice his favourite sport! From table tennis, pool (billiard), golf, volleyball, badminton, to aerobics and martial arts. We aim to get everyone involved in becoming a more active campus and hope that you can find the right balance to enable you to participate in the recommended 3x30 minutes of physical activity every week!

5) Football Team: see contact details in Directory

If you are keen on team sports and would like to join a fancy multinational team then we highly recommend you to get in touch with University's Football Team "Inter". The team is also part from the Inter Football Academy. All students participating in the team also receive some additional values and benefits throughout their studies at Varna University of Management.

Training: Classes with young talents are held three times a week.

Admission: The Academy accepts football talents born before 2005.

Participation in leagues and tournaments: After the initial selection, the participants in the academy will be able to participate in international and local football tournaments. 2015 has been selected as a year for participation in championships.

Accommodation and food: a modern equipped dormitory at VUM, and two restaurants for students - Albena Restaurant and Bistro E-Club.

Training and scholarships: All graduates of the academy will have the opportunity to train free classes in English. Junior groups will have the opportunity to study in prestigious English school "Rayko Tsonchev" Dobrich and take advantage of the scholarship after presenting sport achievements.

6) Student Clubs and Societies

We would like to provoke students' creativity and their organisational skills by creating clubs of interests. Each club has a president who is elected from the students and takes the responsibility for the organization.

7) Cultural and Social Events

Annually Bulgarian and foreign students from Varna University of Management organized different types of workshops in respect to the different cultural traditions and customs. With this initiative, the students want to show and tell about customs and tradition in each country by creating unique typical and local products. The theme of the workshops may vary through the year, depending on the will and action of the students.

8) Students' Union

Student.council@vumk.eu

The students' Union is an organisation dedicated to the social, educational and welfare needs of students. It is part from the National Representative of Student Councils in Bulgaria. The Students' Union represents students at all level of the University and actively aims to improve student life. As a student you have the chance to become a member of the Students' Union of the NRSC (National Representative of Student Councils in Bulgaria) by sending your application to the Student's Council email. In order to become a member of the students' Union you should always follow up on the Union Rules and Regulations. By joining the students' union, you are allowed to participate in all activities run by the Union.

9) Catering

Students can take advantage of the eating places situated in convenient locations across the University campuses.

In Dobrich they can take advantage of **E-club Bistro** and **Albena Restaurant**. The contemporary settings provide an ideal location for relaxing, socialising or studying. We serve a delicious selection of drinks, snacks, sandwiches, soups and hot meals and we try where possible to provide

While in Varna, students might take advantage of participating in food degustation, organised by the unique University concept, called **CLIQUE**, located at **Culinary Arts Institute**.

10) Library services

VUM Library Service provides a free access to the contemporary educational materials and sources of information. It is the basic resources for high quality education at disposal to our students, teachers and officials. By virtue of this, the latter are on an equal par compared to their colleagues from the most prominent Business schools in the world.

The library provides students, teachers, officials, and other keen readers access to more than 12 500 titles in Marketing, Management, Finance, Accounting, Tourism, Information Technologies, Foreign Language Teaching, etc.

Access to the following electronic database addresses is available at all work stations within the Library. Some of the online electronic database you might find here:

- www.sciencedirect.com - full text database which contains over 2000 journals from the fields of: Physical and Engineering Sciences, Life sciences, Social sciences and humanities, business management and accounting, economics, econometrics and finance, psychology, social sciences.
- Tourism Management

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- International Journal of Hospitality Management
 - Annals of Tourism Research
 - More than 2000 titles - articles from 2005 onwards
 - www.scopus.com - a unique database containing papers and bibliographies of over 15,000 journals, providing broad interdisciplinary coverage. Covers the following areas: Social Sciences, Medical Sciences, Physics, Social Sciences and others.
 - www.isiwebofknowledge.com - access to world leading scientific literature in natural and social sciences, arts and humanities.
 - EBSCO - Access to the EBSCO database is available. It is web-based and can be accessed both at VUM and at home. - <http://search.ebscohost.com/>.
- At the beginning of each academic year, there is an orientation day, organised by the For a user password, please visit the Library Information Centre at VUM, Campus Dobrich.

Studying at Varna University of Management

Attending Registration

You will receive a welcome letter details on how to register at the University by the admission office. The welcome letter will inform you about the starting and induction date. Upon arriving at the University you should make sure that you have registered with the Students office in order to receive your academic number and register your student ID and book. Please, make sure to organise in advance your student ID and book. Upon registering you will receive the access to University's Internal Rules and Regulations.

Academic Year Structure

First Semester

Start of the Academic Year: 26 September 2017

27.September. 2017: Destination introduction

1-10.October.2017: Introduction to Library and Information Systems

October: Welcome Party

12 October.2017: Sports Day

13 October.2017: Presentation of E-Tours

October.2017: Presentation of Career Centre and Student Farewell Department

22 October.2017: Field Trip

1 November.2016: National Awakening Day

November: 8th December Sport Cup Competition

14-18 November.2017 – VUM International postcard exhibition

2 December.2017: Teacher's Party

5 December.2017: VUM campus Christmas Decoration

6 December.2017: Bank Holiday and St. Nicholas Day

Winter Break: 23. December.16-8. January.2017

Exam session: mid of January 2018

Re-Exam Session: end of January.2018

End of First Semester: 27. January.2018

Second Semester

Start: 01 February 2018

Local Celebration "Baba Marta": 01 March 2018

Liberation Day: 03 March 2018

18 March 2018: Field trip in Bulgaria

22 March 2018: Night of talents

1-30 April 2018: Varna Universiada Sports competition

Easter celebration: 6 – 9 April 2018

Exam session: end of April.2018

Labour Day: 01 May 2018

St. George's Day: 06 May 2018

Re-Exam Session: end of May 2018

Farewell Ceremony / Day of the Slavic culture and alphabet: 24 May 2018

End of Second Semester: 26.05.2018

Study Methods

While you are studying in Bulgaria, you will experience several different methods of teaching and learning. You will be trained to read widely around a topic and research it thoroughly, to reflect on the ideas you have encountered and to analyse and describe them. You may be familiar with some or all of the learning activities described below, each of which serves a valuable purpose.

Lectures

Lectures are the most traditional form of teaching method. They allow lecturers to give information to a large number of students. Even if notes are provided you should listen carefully and make your own notes of the important points. You may also be directed to online resources associated with the lecture.

Seminars

Seminars are discussion groups with your tutor and a group of students. The discussion could be about a previous lecture or a specific topic. Sometimes each student is asked to prepare a short presentation to the group as a basis for further discussion. Seminars are more informal than lectures and allow you to become more involved. Preparation and reading beforehand are essential. Always tell the tutor if there is something that you misunderstood and ask if you can make a separate appointment.

Workshops and Practice Sessions

If you are going through a course with practical element some of your time will be spent in workshop and practice sessions where you can develop skills and expertise through practical work. Afterwards you may have to write up the results and you could be asked to give a presentation on them.

Private studies

On all courses you will be expected to study extensively on your own. You will be asked to read widely on a subject, make notes, research, write and revise outside of formal teaching – this is especially in postgraduate level. Lecturers and program directors will be ready to help but you will have to plan your learning, deciding how much time to put into it and which learning methods fits you best. You will be encouraged to be active and independent student.

Assessment

During the course of your study in Varna University of Management you may encounter a number of different forms of assessment ranging from formal examinations to coursework assignments, projects or essays. Each of the subjects and modules might vary with the assessment criteria, therefore students should check with the Student Affairs Office for any advice or further clarifications.

Living in Varna and/or Dobrich

One of the great opportunities of moving to another country is to find out about other cultures and meet new people. This section is going to provide you with useful information on living in Bulgaria and what you can expect when you arrive.

Basic notes:

- Local people are very nice - Appreciative, attractive and pleasant. They like to meet friends for coffee and when they do, they sit for a long time and talking to each other.
- Cost of living is relatively lower than the one in Western European countries.

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- If you are invited to someone's home for a meal, it is polite to take a small gift (flowers, wine and chocolates) and to invite them to your home in return.
- When you are in a bank or any shop you are expected to queue, stand in line and wait your turn. People tend to get very angry if you "jump the queue".
- Local people always tend to leave tips in a restaurant, bars or pubs.
- Local people feel to have more conservative attitude to sex and sexuality.

Climate and clothing

Bulgaria has a temperate-continental climate with moderate features which is characteristic for Central Europe, with hot summers, long, cold winters and very distinct seasons. Abundant snowfalls may occur throughout the country from December to mid-March. Make sure that you have warm clothes which will protect you in all types of weather. Lightweights are worn in summer on the coast and in low inland areas. Warmer clothes are needed in winter and throughout the year in the uplands. Rainwear is recommended throughout the year. You may find cheaper to buy waterproof jacket and strong waterproof shoes when you arrive in Bulgaria. You should always be prepared as weather is easily changeable during the autumn and spring.

Bulgarian Food

Bulgarian food is tasty, fresh and hearty. Bulgaria is famous for its quality vegetables and dairy products and its variety of mild spices. Pork and chicken are the most common forms of meat, though fish and veal dishes are also popular and lamb has a special traditional place in Bulgarian cooking. While many of the staples of Bulgarian cuisine you would also find in Turkey, Greece or Serbia, in Bulgaria each of those has its own local flavour to set it apart from the Balkan neighbours' version.

Smoking

A comprehensive smoking ban has been introduced prohibiting smoking in all public places including bars, restaurants, clubs, workplaces, stadiums, etc. and came into effect on 1 June 2012. When you are in a company of others it is polite to ask if they mind whether you smoke, especially at meal times.

Electricity

Bulgaria's standard electricity supply is 220/230 volts AC with a frequency of 50 hertz. For other equipment, a transformer or adaptor is required unless the appliance has a multi-voltage option.

Drinking water

There are more than six hundred mineral water springs around the country, so this is something you'd better taste and drink. In some regions tap water is not safe to drink.

Security and Personal Safety

Bulgaria is relatively safe place, by taking on board some simple crime prevention advice you can help to prevent yourself becoming a victim of crime. Carry adequate identification at all times. Keep a photocopy of your passport in case of loss or seizure. Ensure that your personal belongings and passport and other travel documents are secure at all times. Valuables and important documents should be stored in a hotel safe. Avoid showing signs of affluence and carrying large sums of cash.

Burglaries – are usually a result of an open or unlocked door or window

- ✓ Keep your windows and doors locked when you are out of the house
- ✓ Do not leave your valuables on view
- ✓ If you have got a house alarm use it
- ✓ Does your house look secure? If the answer is no then speak to your landlord

Personal Safety

- ✓ Do not make yourself an easy target – walk and travel in groups
- ✓ Be aware of your surroundings and keep valuables out of sight

Health Care

Bulgaria has compulsory common healthcare insurance. All insured persons in Bulgaria select their family doctor (general practitioner), whom they visit when necessary. If the general practitioner is not competent to treat the illness, he or she provides written permission for the patient to visit a specialist also working with the National Health Insurance Fund. When visiting the general practitioner or the specialist recommended by the general practitioner, a small fee is paid. As of 1 August 2011, the fee was 1% of the minimum salary in the country, or 2.70 BGN (1.40 Euro).

There are a large number of specialized private offices and medical facilities in Bulgaria. On receiving consultation and/or treatment at these facilities, patients pay the entire amount for the examination and/or treatment, regardless of whether they have health insurance.

Medical care for foreigners who are residents of the EU, EEA and Switzerland.

Citizens of any of the above member states who are visiting or residing in Bulgaria have the right to avail themselves of their health insurance. When obtaining medical care, they need only to visit a medical facility or diagnostic laboratories that have concluded a contract with the National Health Insurance Fund (NHIF), or any of the state or municipal medical institutions (see the file entitled Healthcare Establishments Register) that are supported by the Ministry of Health.

They need to present their European Health Insurance Card (EHIC). Under exceptional circumstances, this right can also be proven by providing a Certificate for Temporary Replacement of the EHIC issued by the same institution that issued the individual's health insurance card, along with valid identification. It is also necessary to provide the medical practitioner with copies of these two documents. Likewise, by presenting the required documents non-Bulgarians only pay the consumer fee required of Bulgarian insured citizens for the following medical and dental care:

Non-Bulgarian patients are also required to sign a declaration (Annex 2), by which they certify that they are not in Bulgaria solely for medical treatment.

Medical and diagnostic examinations and hospital treatment

When additional examinations or hospitalization is required, the general practitioner is the one to provide the recommendation. The healthcare facilities are required to prominently post information regarding the price of medical services; the cases in which patients have to pay for the medical care; and the manner and terms of payment for the medical care.

If the condition is urgent (for instance, in case of a stroke, car accident, heart attack, and the like), patients will be admitted to a hospital without a recommendation from the general practitioner.

Obtaining medical care without the required documents or an identification document

If upon obtaining medical care during a temporary stay in Bulgaria an individual does not present an EHIC and/or identity card, he or she will be treated as a private patient. In these cases treatment shall be paid entirely by the patient or by the insurer, if the individual has health insurance. The same also applies for cases where it is clear that an individual has travelled to Bulgaria for medical treatment without the official permission (E112) of the responsible institution in the individual's native country.

Medical assistance for citizens of countries other than the member states of EU, EEA and Switzerland

Citizens who require medical care in Bulgaria must pay for those services in full. If a patient possesses health insurance, the insurer is responsible to reimburse the costs, whether in their entirety or in part, according to the terms of the insurance agreement. It is very important to know, that health insurance do not cover any treatments, as a consequence of alcohol or drug abuse.

If you need an advice or someone to assist you with booking an appointment with the right medical person or a doctor do not hesitate and approach International Affairs Office.

Emergency assistance

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In case of an emergency, regardless of citizenship, place of residence, or health insurance status, every Bulgarian medical facility is required to offer the necessary diagnosis and treatment. If you are in an emergency situation, medical or otherwise, call the free telephone number 112. The operators also speak languages other than Bulgarian. There are different conditions stipulated for the residents of the states with which the Republic of Bulgaria has agreements and contracts for medical insurance.

In case you need to obtain more information about healthcare and the conditions for using healthcare services paid by public funds in Bulgaria, visit the site of the Ministry of Health (www.mh.government.bg) and the site of the National Health Insurance Fund (<http://www.nhif.bg/>). Get more information for European Health Insurance Card from here: <http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Opticians

Any student who needs the services of an optician can see any optician of their choice. There is a minimum charge for eye tests.

Dentist

Dentist services are extra chargeable service in Bulgaria. At Useful contact section you may find some licensed dentist cabinets in cities of Varna and Dobrich.

Issuance of Personal Health Books

The Personal Health Book is an obligatory document, which should be issued for each student, doing Hospitality or Gastronomy program. The issuance process takes approximately 10 days and should be done prior to the program academic start. An assistance for foreign students will be provided in order to proceed with the parasitology and microbiology laboratory tests.

Please, follow the procedure in order to issue your personal Health Book:

1. Go to any book store around and buy your Personal Health Book
2. Go to any pharmacy and buy 2 containers and 1 glass sample for the parasitology and microbiology laboratory tests.
3. Ask for help in order to fill in the Personal Health Book in Bulgarian
4. Make an appointment to visit a laboratory in order to proceed with the parasitology and microbiology laboratory tests.
5. The day of leaving your test samples – make sure that you took your samples (parasitology and microbiology) early morning, before having your morning bath.
6. If you have not issued before a Personal Health Insurance, you should also organize your Mantoux test (a test for immunity to tuberculosis using intradermal injection of tuberculin). Such kind of test should be done in Varna at Medical Centre Sanita –Varna (see contact details on page...). Mantoux tests are held each Monday, Tuesday and Friday between 12:30 and 13:00.

An alternative for Mantoux test is to book an appointment with Dr. Ivan Ivanov. He is based in Medical Centre Mladost - Varna.

7. Collecting the laboratory and Mantoux results by fulfilling the Personal Health Book with the stamps and signs from each of the tests.
8. Arranging and attending an appointment with General Practitioner in order to give final statement and stamp with signature on the Health Book
9. Registering the Personal Health Book in RZI Varna in floor 1, room number 28.

Follow the link for more information regarding Personal Health Book issuance: <http://www.rzi-varna.com/docs/zdr.knijki.pdf>

Travel and transport in Varna

Public Transport within Varna and nearby beach resorts:

Varna has a public transport network of buses, vans and trolleys which run from 05:00 to 23:00. Tariffs are favourable 1 lv and tickets are purchased from ticket sellers **on board**. You should keep your ticket during transportation as there could be a ticket check at random. Note that there are small vans on the general lines in service after 23:00 in summer time.

Major lines:

№409 Aksakovo – Varna Airport – Vl. Varnenchik Blvd – Bus terminal – Varna Cathedral – Dolphinarium – St. Constantine resort – Golden Sands resort;
The bus runs until 23:00 during the weeks every 12-15 minutes.

№14 Vladislavovo housing estate – Slivnitsa Blvd – Central Bazaar – Varna Cathedral – University of Economics – Dolphinarium – “Pochivka” bus-stop;
The bus runs until 23:00 during the weeks every 12-15 minutes.

№31 Railway Station – Varna Cathedral – Saedinenie square – Vinitza estate;

№31 A– Railway Station – City Center – Square “Saedinenie” – St. Constantine and Helena – Football Stadium “Black Sea” Center “Vinitza” – Black Sea

The bus goes inside the complex of St. Constantine and Helena.

The bus runs until 19:45 during the summer weeks every 40 minutes.

The bus runs until 19:04 during the holiday weeks every 1 hour.

№8, 108 Varna Cathedral – St. Constantine resort;

№9 Varna Cathedral – St. Constantine resort – Golden Sands;

№109 – Railway Station – Center Municipality of Varna – Sports Hall – Dolphinarium – (Marek) St. Constantine and Helena – Sunny day Complex – Kabakum Beach – Varna Free University

The Bus does not go inside the Complex of St. Constantine and Helena.

Ticket price is 1.00 lv to bus stop Marek next to St. Constantine and Helena.

Ticket price is 2.20 lv after Marek till Varna Free University.

The bus runs until 20:05 during the summer and winter on each 1 hour.

№309 Railway station – Primorski blvd – University of Economics – Golden Sands resort;

№22 and №41 Vladislavodo estate – Bus terminal – Varna Cathedral – Railway Station.

№148 – Stadium “Black Sea” – Local Market “Chataldja” – Square “Saedinenie” – Center Municipality of Varna – Trakiya – Bus station/Grand Mall Varna – Mall Varna – Vladislavovo

The bus runs within Varna only. Ticket price is 1.00 lv.

The bus runs until 22:20 during the weeks every 12-15 minutes.

The bus runs until 22:00 during the holidays every 15 minutes.

Drive and Rent-a-car:

There are numerous rent-a-car companies in Varna. Information is also available at hotels and tourist agencies.

To drive in Bulgaria you need an EU driving licence and a valid insurance card. Petrol filling station with all types of fuels used as well as gas stations is to be found in all towns and along the roads.

Points to note before driving in Bulgaria:

- ✓ All passengers in a car must wear a seatbelt.
- ✓ There are strict laws against drinking alcohol and driving. You should therefore not drink alcohol and drive or let someone who you think has drinking alcohol, or is unsafe in any way, drive you.
- ✓ Do not drive someone else’s car unless you have a valid license and are covered by an insurance company.

Taxi:

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There are many firms that offer taxi services in Varna. You can arrange a taxi to take you from address, bus stop or even in the street by calling to the appropriate telephones from any public phone.

All TAXI companies charge day and after 22:00 slightly higher night fees.

Table 2: Approximate fares in Varna Taxi Service

Price for customers	Day- 06:00-22:00 pm.	Night - 22:00-06:00 am.
Price per 1 km (BGN)	0.79	0.89
Price for ordering	0.00	0.00
Initial price (BGN)	0.99	0.99
Price per minute (BGN)	0.25	0.35

Bicycles

If you do not want to use public transport, bicycles are a much more convenient way of getting around than driving. Some central roads in the city of Varna have bicycles line (although sometimes they are shared lines by busses and some main roads) that bring you within the premises of the picturesque Sea Garden and Port of Varna. You are encouraged to buy an inexpensive bike as thefts can occur. It is essential also to buy a sturdy bike lock and stick it to lamp posts or railings. You should also wear a helmet, which is available from bike shops or sport shops.

Working in Bulgaria

If an international student decides to work in Bulgaria he/she needs a valid residence permit card in order to work legally. VUM students have the right to work during the summer without obtaining a work permit.

In order to sign a contract with a Bulgarian employer, the International student needs the following documents:

1. Copy of Residence Permit Card;
2. Passport Copy;
3. Criminal Record – student should issue the document at the Municipality Court (in Varna or Dobrich). He should go himself, appropriately dressed to the Court and present their birth certificate and state the will to work in Bulgaria. They will receive a note to pick up the Criminal Record and should pay also 10 BGN for the Criminal Record. The issuance of Criminal Record takes 2 working days.
4. A medical Certificate and Health Book (for those who will work in F&B departments). The Medical Certificate usually costs around 10-15 BGN. The Career Centre Consultant will assist you if advice is needed. Health Book procedure you may see fully describe on page...
5. A document from the Revenue Agency, which is free of charge and is being issued on spot. The student should present the original and leave a copy from the Residence PermitCard.
6. A Certificate proving that you are current student of VUM. You can get one from the Student Affairs Office (401 in Varna, 11 in Dobrich). It is a chargeable service, therefore you should pay to the Accounting department 8 BGN

After collecting all documents above, you should present them to the employer and start with your work induction!

The permitted working hours for students during the academic year are 20 hours per week, or 4 hours per day.

We recommend students to have direct communication with their employers and share all doubts and worries with them.

If you plan to work part-time, you need to manage your work hours so the job does not conflict with the demands of your degree.

For more details get in touch with the Career Centre in Dobrich Campus.

Internships

VUM strives to establish a good balance between theoretical and practical skills. Therefore at the beginning of each academic year, students receive throughout their induction day **Internship Guidelines**. They need to get to know all required terms and conditions and also make sure to register themselves by the end of October in the Career Centre (based in Dobrich Campus). They should also make sure to be present on the Career Fair, which VUM organises in the month of March each year. Only in this way they can present themselves directly to local and international employers.

It encourages students to put theory into practice by demonstrating the skills they have developed in real-life situations. The students are placed for a compulsory internship after the first and the second year of their education in different international companies in various departments. VUM maintains excellent connections with businesses as different agencies, government, NGO and other organisations in the UK, Germany, Spain, Portugal, Lithuania, Latvia, etc. The VUM graduates have the opportunity to do an internships for up to 18 months in the USA within the field of hospitality industry.

VUM`s students, educating in the field of Business, are qualified to occupy positions in the field of strategic management and marketing, international business planning, HR, brand management, sales, finance and in many other realms of global business. The students from the School of Business and Marketing are placed on internships on positions such as: Strategic development, Retails interns, Connections assistants, Content developer, Marketing interns, HR interns, etc.

Graduation and Career Realization

VUM`s graduates become managers, leaders, and entrepreneurs within all the sectors of the hospitality and tourism industry in different parts of the world. After graduation our students take up employment opportunities in official tourist organisations, transportation companies, hotels, tour operating and travel agency companies, governmental institutions and other organisations where knowledge of tourism management is highly important.

VUM maintains excellent connections with businesses in the field of hospitality and tourism industry in the UK, Spain, Malta, South Africa, USA, etc.

In case you are a student, graduating the School of Business and Marketing, you can add not only banking, financial management, accounting, and economics to your long list of possible career option but you can use this as a start point for higher-level positions in other fields as well. An MBA can open doors for management positions in any field. Some of the top MBA careers include positions in public relations, advertising, sales, marketing, and event management.

The Career Centre at VUM has solid contacts with multinational companies which is a great opportunity for a brilliant start in the field of business administration. Many students, upon successful graduation, earn the chance of being on a top executive position in companies worldwide. VUM prepares its masters for the highly competitive labour market and provides them practical advice and expertise.

VUM maintains excellent connections with the businesses field and place its students in different agencies, governmental institutions, NGO and other organisations in the UK, Germany, Spain, Portugal, Lithuania, Latvia, etc. For further information get in touch with Career Centre, See contact details on page...

Extending Your Stay in Bulgaria

Issuance of a residence permit

All non-EU international students must extend their period of stay before the expiration of their Visa D for studies. That is done at the local police station with a set of documents.

Date of preparation of the documents: No later than 30 days before the expiration of your Visa.

Required documents

- Document stating that you are a student at VUM ("UVERENIE" - issued by International Office)
- Document for accommodation (if you are renting an apartment, you need the rental agreement; if you are staying at the VUM dormitories, the International Office will issue an accommodation document);
- Bulgarian Medical insurance for foreigners for a period of one year covering at least 30 000 EURO or 60 000 BGN, it can be done at an insurance agency;
- Criminal record extract, issued in your home country (for students 18 yrs. or older) - with an apostil, officially translated in Bulgarian and certified in the Ministry of Foreign affairs in Sofia, (which takes 5 working days); Russia and Ukraine are exempted from apostils;
- Document, stating that you have sufficient funds to support yourself while studying. It could be a bank statement for the amount of 1500 BGN and more, or a declaration stating that (with at least the minimum monthly wage in Bulgaria). The declaration must be filled out with your data and notarized;
- Copy of your Passport
- Copy of your Visa.
- Document from the Ministry of Education showing the major, what year the student is in, etc.

Procedure

The documents are submitted at the Migration Office 14 days before the expiration date of your Visa. Your Visa has duration of 180 days, so make sure you check the date.

The residence permit takes about 14 days to issue. You will be called to have your picture taken. There is a fee of 500 BGN for the 1-year period. It is also possible to apply for a 6-month period.

You must not allow your Visa to expire UNDER ANY CIRCUMSTANCES.

Travelling Outside Bulgaria

If you have obtained your visa or residence permit as a student, you are allowed to leave Bulgaria for holidays, field trips, etc.

However, when you return, you will have to prove to the Immigration Officer that you still meet the immigration requirements to enter Bulgaria as a student. So make sure that you have the necessary supporting documents ready in your hand luggage.

Schengen Visas

24 countries in the European Economic Area and Switzerland have signed the Schengen Agreement concerning common border controls. With a Schengen Visa, you can travel to any of the countries in the Schengen Space: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

When you apply for a Schengen visa you are expected to have at least three months left on your Visa or Residence Permit from the date that you leave the Schengen Space, so plan any visit well in advance.

Staying in Contact

Post offices: Working hours of post offices are from 08:00 to 18:00. You can buy stamps and post cards at the post office desks as well as from newspaper kiosks. Single stamp for delivery inside Bulgaria costs 0.45 BGN. International postage vary according to destination.

Presently, a great variety of paper postal envelopes is available, their sizes and prices being as follows:

114/162 mm, price 0.03 BGN (with a glued flap)

110/220 mm, price 0.08 BGN (with a peel strip)

162/229 mm, price 0.10 BGN (adhesive strip)

229/324 mm, price 0.16 BGN (adhesive strip)

A4, price 0.57 BGN (sealed air bubbles)

A5, price 0.47 BGN (sealed air bubbles)

Information about sending parcels you are able to find here: <http://www.bgpost.bg/?cid=151>

If you are receiving a parcel you should be aware that there might be some additional fees and taxes applicable, due to the customs rules and regulations.

Couriers:

Many of the world famous global courier services are to be found in Bulgaria like TNT and DHL as well as local ones like City Express and Econt.

Mobile operators:

The mobile phone network in Bulgaria is extensive and almost the whole country has mobile phone reception.

There are three mobile operators in Bulgaria:

- ✓ Telenor - <http://www.telenor.bg/en>
- ✓ MTel - <http://www.mtel.bg/>
- ✓ Vivacom.- <https://www.vivacom.bg/en/>

All of them have sufficient coverage throughout the country. Every operator has prepaid service cards which does not involve contract signing. Upon request your operator will gladly give you information about phone calling from a mobile phone in Bulgaria.

As the Varna University of Management has a contract with Vivacom, all students have the possibility to buy a SIM card from the accounting department in both campuses by choosing the plan that fits them best. If you consider taking a SIM card from VUM, then you should guarantee for it by leaving 50 BGN deposit. For more information approach the Accounting Department in Dobrich and Varna VUM Campus.

Public telephone service - you can make national and international calls from public payphones, using phone cards or tokens sold at post offices. Two companies operate the payphones - Bulfon's are orange and Betkom's are blue - so it is worth having a card for each, as they are not interchangeable! Calls can also be made from almost every post office outlet.

Television

In rented property, many apartments have cable television installed, but satellite TV can be arranged as an extra service. Bulgaria's national television station is National TV.

Directory

University's Useful Contacts

Admissions Office:

Varna University of Management – Varna and Dobrich Campus

13A Oborishte Street, Varna, 9000, Bulgaria, **Office: 101** or

3, Bulgaria Street, Dobrich, 9300, Bulgaria, **Office: 30**

Tel: +359 885 398 650, +359 885 398 630

E-mail: admissions@vum.bg

Open from 09:00 – 17:00, Monday – Friday

International Office (Erasmus+ Mobility and/or a Year/Semester Study Abroad)

3) Head Office Varna

13A Oborishte Street, Varna, 9000, Bulgaria, **Office: 403A**
Tel: +359 885 398 626
E-mail: erasmus@vumk.eu
Open from 09:00 – 17:00, Monday – Friday

4) Dobrich Campus

3, Bulgaria Street, Dobrich, 9300, Bulgaria, **Office: 34**
Tel: +359 886 744 433
E-mail: erasmus@vumk.eu
Open from 09:00 – 17:00, Monday – Friday

Accommodation:

1) Head Office Varna

Stoyan Dimitrov, **Office 305**
Head Office Varna, 13A Oborishte Street, Varna, 9000
Tel: +359 889 72 32 12
E-mail: stoyan.dimitrov@vumk.eu
Open from 09:00 – 17:00, Monday – Friday

1) Dobrich Campus

Nikolay Georgiev
VUM Dormitory Manager, 5A Bacho Kiro Street. Dobrich 9300
Tel: +359 885 398 666
E-mail: nikolay.georgiev@vumk.eu
Open from 09:00 – 17:00, Monday – Friday

Extending your stay in Bulgaria

1) Head Office Varna, 13A Oborishte Street, Varna, 9000
Student Welfare Department, **Office: 403b**
E-mail: student.welfare@vumk.eu
Telephone: +359 888 626 803
Open from 09:00 – 17:00, Monday – Friday

2) Dobrich Campus, 3, Bulgaria Street, Dobrich, 9300, Bulgaria
Student Welfare Department, **Office: 12**
3, Bulgaria Street, Dobrich, 9300, Bulgaria
E-mail: student.welfare@vumk.eu
Telephone: +359 58 655 612
Open from 09:00 – 17:00, Monday – Friday

Career Centre:

Salzina Georgieva – Head of VUM Career Centre
Dobrich Campus, 3, Bulgaria Street, Dobrich, 9300, Bulgaria
3 Bulgaria Str., Dobrich, **Office: 12**
T: +359 58 655 612; Fax: +359 58 605760
E-mail: salzina.georgieva@vumk.eu
<https://www.facebook.com/pages/VUM-Career-Center/734000420020393?fref=ts>

Student Affairs Office:

Two offices:

1) Varna Head Building: Office 401
13A, Oborishte Str. Varna, Bulgaria
Tel: +359 52 300 680
E-mail: academic@vumk.eu
Open from 09:00 – 17:00, Monday – Friday

- 2) Dobrich Campus: **Office 11**
3 Bulgaria Str. 9300 Dobrich, Bulgaria
Tel: +359 58 655 611
E-mail: academic@vumk.eu
Open from 09:00 – 17:00, Monday – Friday

Student Welfare Department:

Two offices:

- 1) Head Office Varna, 13A Oborishte Street, Varna, 9000
Student Welfare Department, **Office: 102**
E-mail: student.welfare@vumk.eu
Telephone: +359 888 626 803
Open from 09:00 – 17:00, Monday – Friday
<https://www.facebook.com/groups/1539732822986434/>
- 2) Dobrich Campus, 3, Bulgaria Street, Dobrich, 9300, Bulgaria
Student Welfare Department, **Office: 12**
3, Bulgaria Street, Dobrich, 9300, Bulgaria
E-mail: student.welfare@vumk.eu
Telephone: +359 58 655 612
Open from 09:00 – 17:00, Monday – Friday
<https://www.facebook.com/groups/1539732822986434/>

Football Team:

Contact Person: Radoslav Boyanov
Telephone: 058 655 620; 0885 398 663; 0882 37 00 28

Students' Union: Student.council@vumk.eu
<https://www.facebook.com/IUCSC/?fref=ts>

Other Useful Contacts

Belongings Insurance:

1. Admiral Ins – Vanya Damyanova
Mobile: +359 888 723 840
E-mail: v.damyanova@admiralins.bg
2. VIP Broker – Teodora Evtimova
Telephone: + 359 52 611 606
E-mail: vip_ltd_center@abv.bg

Coach (Bus) Companies:

1. Etap Group: http://www.etapgroup.com/?lang=_en
Telephone: +359 52 504 808; +359 879 102509
2. Union Ivkoni: <http://www.union-ivkoni.com/>
Telephone: +359 52 500 166; 0879/356 211
3. Biomet: <http://www.biomet.bg/english/>
Telephone: +359 52 74 04 04

Dental Care:

- 1) Dr. Yavor Gagov,
Address: Str. Gotse Delchev 43-45, Varna,
Email: Stomo_111@abv.bg
Telephone: 0888 808 609, 0877 808 609, 0898 808 609
- 2) DentaPrime City Centre
Address: 2, Mihail Koloni Street, Varna
Telephone: 052/ 822 201; 0899/ 481 110
E-mail: city.koloni@dentaprime.eu

www.vum.bg

Website: <http://www.dentaprime-city.com/>

- 3) Denta Prime City Grand Mall Varna
Address: 2, Andrey Saharov, Varna
Telephone: (052) 822 200; 0899 481 111
E-mail: city.grandmall@dentaprime.eu
Website: <http://www.dentaprime-city.com/>

Hospital in Dobrich

“MBAL” Dobrich

Address: 24, Panayot Hitov Street, Dobrich
Telephone: +359 58 600 723 / +359 58 600 488
Email: oblg@bergon.net

Diagnostic – Consultative Centre I

Address: 3, D. Petkov str
Phone: 058 602 776

Diagnostic – Consultative Center II

Address: 68, 25th September Avenue
Phone: 058 – 600854

Medical Center “Mibest”

Address: 6, Dame Gruev str
Phone: 058 603 123

Hospitals in Varna:

- 1) **“Sveta Ana” Hospital**
Address: 100, bul. “Tsar Osvoboditel”
Therapeutic: +359 6926-222
Paediatric: +359 6926-467
Orthopaedic: +359 6926-341
Surgeries: +359 6926-346
Shock hall: +359 6926-656
- 2) **„Sveta Klimentina” Hospital**
Address: 40, Saborni Bulevard, Varna
Telephone: 052/ 601 289, 052/ 601 295
Website: <http://www.dkc1varna.com/>
- 3) **„Sveta Marina” Hospital**
Address: 1, boul. “Hristo Smirnenski”, Varna, Bulgaria
Telephone: 052/30-28-51
Web-site: <http://svetamarina.com/>
- 4) **Naval Hospital**
Address: 3 Hristo Smirnenski Street, Varna, Bulgaria
Telephone: +359 52 386 339, +359 52 386 210
Web-site:

Licensed Taxi Contact Details in Dobrich:

- 1) **Favorit Taxi**
Phone: +359 58 600 887
- 2) **Radio Taxi**
Phone: +359 58 666 666
- 3) **President Taxi**
Phone: +359 58 600 178

Licensed Taxi Contact Details in Varna:

- 1) **“Triumph” Taxi –**
Phone: +359 879 644 444

+359 898 644 444
+359 882 644 444

2) "Omega" Taxi -

Phone: +359 878 388 888
+359 888 388 888
+359 898 388 888

3) "Lasia" Taxi –

Phone: + 359 897 500 000
+ 359 879 500 000
+ 359 889 510 000

Personal Health Book Issuance:

1) Medical Centre Sanita - Varna

Address: 163 Mladost, Varna 9020

Telephone: 052 / 57-18-18

e-mail: info@sanita-plus.com

<http://www.facebook.com/#!/jullstoeva>

2) Medical Centre "Mladost - Varna" LTD

Address: Mladost res. c., Republika Avenue, body A, III and V floors

Telephone: 052/ 55-57-51

<http://www.mkmladost.com>

3) RZI Varna:

Address: 3, Bregalnitsa Str., 9002 Varna

Telephone: (052) 634019;

E-mail: office@rzi-varna.com

Web-site: www.rzi-varna.com

Post Office stations in Varna:

Code	Post Office	Address	Telephone
9000	Central Office Varna	42, Saborni Bul.	052/622608
9001	Varna 1	2, Slivnitsa Bul.	052/612801
9002	Varna 2	7, Ivan Aksakov	052/643282
9003	Varna 3	Sub. Asparuhovo, Narodni Buditeli Street	052/374625
9004	Varna 4	1, Yane Sandanski Str.	052/636294
9005	Varna 5	Building 68, Chaika District	052/710434
9006	Varna 6	Resort St.St. Constantine and Elena	052/361300
9007	Varna 7	Golden Sands Resort	052/355170
9008	Varna 8	30, Dr. Piskiuliev	052/613137
9009	Varna 9	24, Vladislav Varnenchik bul.	052/740566
9010	Varna 10	4, Drujba, dis. Levski	052/316064

9014	Varna 14	102, Makedonia Str.	052/613921
9015	Varna 15	10, Yan Palah complex	052/601269
9018	Varna 18	95, Slivnitsa Bul.	052/608367
9019	Varna 19	48, Vladislav Varnenchik Bul.	052/741236
9020	Varna 20	Buil. 120, dist. Mladost	052/740310
9021	Varna 21	21, Adm. Grake, dis. Galata	052/378911
9022	Varna 22	1, Cherno More Str., Vinitza	052343088
9023	Varna 23	Sveta Elena Str, next to Build 19, dist. Vladislav Varnenchik	052/510796
9025	Varna 25	Dis. Vazrajane across build. 68, CBA store	052/509270
9026	Varna 26	VVMU "N. Vaptsarov"	052/319603
9027	Varna 27	Build. 116, dis. Mladost	052/756931
9028	Varna 28	2, Slaveykov Square	052/604143

Post Courier Offices:

- 1) **DHL** - <http://www.dhl.bg/en.html>
- 2) **Speedy** - <https://www.speedy.bg/begin.php?lang=en>
- 3) **TNT** - http://www.tnt.com/express/bg_bg/site/home.html
- 4) **Econt Express** - <http://en.econt.com/>
- 5) **City Express** - <http://www.city-express.com/generalterms.aspx>

Restaurants in city of Dobrich

- 1) Fan Tai
Address: 1 Gen.Kolev Street, Phone: +359 58 603 048
- 2) Pizza Uno
Address: 1, Maxim Gorki Street, Phone: +359 894 303 288
- 3) Mechoka Ben
Address: 7, Treti Mart, Bul. Phone: +359 898 47 00 95
- 4) Bistro Seasons
Address: 4, Bulgaria sq.
- 5) Garden Restaurant
Address: 3, March, Bulevard, Phone: +359 58 602 030
- 6) Restobar Este
Address: 15, "Ivan Hadjivalkov", Street, Phone: +359 88 812 3111
- 7) Mozzarella
Address: 5 "Nezavisimost" Street, Phone: +359 58 605 200
- 8) Restaurant Residence
Address: Dobrich, Batovska St 20, Phone: +359 58 604 246
- 9) Old Dobrich Restaurant
Address: Dobrich, Stariya Dobrich

Restaurants in city of Varna

- 1) Subway
Address: Grand Mall Varna , City Center boul. Slivnitsa 41
- 2) McDonalds
Address: City Centre, 41, Slivnitsa Bul. Next to Subway Centre and on 186, Vladislav Varnenchik Bul.
- 3) KFC – Grans Mall Varna
- 4) Happy sushi and grill
Address: 22, Slivnitsa Bul.
- 5) Red Hot Pizza
Address: 6, Studentska Str.
- 6) Bodega – Spanish Tapas Restaurant
Address: 9, Slivnitsa Bul.
- 7) Europe – Bistro
Adress: 11, Slivnitsa Bul.
- 8) City – Sushi and Italian Cuisine
Address: 2, Slivnitsa Bul., behind the Festival and Congress Centre
- 9) La Bocca – Italian Cuisine
Address: 66, Marin Drinov
- 10) Pekin – Chinese Cuisine
Address: 22, Saborni Bul.
- 11) DiWine – Fine Dining Restaurant
Address: 2, Bratya Shkorpil str.
- 12) Captain Cook – Mediterranean Cuisine
Address: Varna Port

Useful external links

About The University: www.vumk.eu and www.vum.bg

About Culinary Arts Institute: www.culinaryartseurope.com

About Varna, Bulgaria: <http://www.varnainfo.bg/index.php?page=varna&lang=en>

About Varna, Bulgaria: http://www.tripadvisor.com/Attractions-g295392-Activities-Varna_Varna_Province.html

Admission and Visa requirements for non-EU students: <http://www.vumk.eu/en/infopage/186-admission-and-visa-requirements-for-non-eu-students>

Airport Sofia: <https://www.sofiatraffic.bg/en/common/>

Airport Varna: <http://www.varna-airport.bg/Home/tabid/36/language/en-US>

Apartment Rental:

1. Agency Mirela - <http://www.mirela.bg/en/>
2. Address Agency - <http://www.address.bg> - better call directly to the call centre of the agency, as the website is not translated in English - 0800 155 33 FREE OF CHARGE
3. Agency Yavlena - <http://www.yavlena.com/offers/rentals>
4. Agency Rehouse - <http://www.rehouse.bg/>
5. <http://bulgaria-varna.com>
6. <http://homerent.bg/>
7. <http://svobodni-kvartiri.com/Kvartiri-v-Varna-grad726050.html>

Art Gallery: <http://dobrichgallery.org/en>

Banks:

International Asset Bank - Please, get information about the nearest bank branch from here: <http://www.iabank.bg/en>

Baptist church in Varna: 98/100, Slivnitsa Bul. Open by 19:00

www.vum.bg

BG Post: <http://www.bgpost.bg/?cid=151>

Cinema in Dobrich: Ikar Cinema - <http://www.kinoikar.com/>

Cinema in Varna: Arena Cinema - <http://www.kinoarena.com>

Clubbing in Dobrich: Bacardi Club <http://www.cluberr.com/en/clubs/14/Bacardi+Club>

Coach (Bus) Companies:

1. Etap Group: http://www.etapgroup.com/?lang=_en
Telephone: +359 52 504808; +359 879 102509
2. Union Ivkoni: <http://www.union-ivkoni.com/>
Telephone: 052/500 166; 0879/356 211
3. Biomet: <http://www.biomet.bg/english/>
Telephone: 052/ 74 04 04

Cost Living: source: [http://www.numbeo.com/cost-of-](http://www.numbeo.com/cost-of-living/city_result.jsp?country=Bulgaria&city=Varna)

[living/city_result.jsp?country=Bulgaria&city=Varna](http://www.numbeo.com/cost-of-living/city_result.jsp?country=Bulgaria&city=Varna)

European Health Insurance Card from here:

<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Exchange Rates: www.xe.com

Football and Basketball Playgrounds: <http://www.sport4all.bg/objects/view/object:8>

Karate: <http://www.bk-nerai.com/>

Kung Fu: <http://www.karatevarna.com/bg/home.php>

Long Stay Visa, Type "D": [http://www.mfa.bg/uploads/files/VISA%20\(TYPE%20D%20VISA\)\(1\).pdf](http://www.mfa.bg/uploads/files/VISA%20(TYPE%20D%20VISA)(1).pdf)

Martial arts: <http://www.sk-boil.com/>

Muay Tay: <http://www.vingtsun-beimo.com/category/news/>

Migration Directorate:

http://www.mvr.bg/en/AboutUs/StructuralUnits/National+Mol+Services/Police/dir_migracia.htm

Ministry of Foreign Affairs: <http://www.mfa.bg/setlang/en/>

Ministry of Foreign Affairs: <http://www.mfa.bg/en/pages/109/index.html>

Ministry of Health www.mh.government.bg

Mosques: 1, Konstantin Stoilov, Dobrich; Telephone: 00359 58 600 029, E-mail: rm.dobrich@grandmufti.bg, <http://www.grandmufti.bg/bg/glavno-menyu-rm/104-dobrich.html>
25, Angel Gerogiev, Varna; Telephone: 00359 52 609 917, E-mail: rm.varna@grandmufti.bg
<http://www.grandmufti.bg/bg/glavno-menyu-rm/106-varna.html>

Museum in Saint George City Park in Dobrich- <http://www.dobrudzha.com/en/62.html>

National Health Insurance Fund <http://www.nhif.bg/>

Nature and Animal Protection Centre in Dobrich: http://www.dobrich.bg/en/info_pages/152-nature-and-animal-protection-centre

"Old Dobrich" Open-Air Architectural and Ethnographic Museum in Dobrich:

<http://www.dobrudzha.com/en/61.html>

Piano bar in Dobrich: <https://www.facebook.com/piano.b.melody>

Railway Schedule: <http://razpisanie.bdz.bg/site/search.jsp>

Railway Schedule: <http://www.bdz.bg/en/>

Regional Historical Museum in Dobrich - <http://www.dobrichmuseum.bg/index.php/en>

Rowing- "Asparuhovo": <http://www.sport4all.bg/objects/view/object:15>

Saint George City Park in Dobrich - <http://www.dobrich.bg/en/gallery/204-st-george-city-park;>

Saint George City Park in Dobrich - http://www.tripadvisor.com/Attraction_Review-g297389-d7623030-Reviews-St_George_City_Park-Dobrich_Dobrich_Province.html

Spartak Complex: <http://www.sk-spartak.bg/index.php?ch=18>

Sport in Varna: <http://fitnesvarna.com/en>

Sports in Dobrich:

- 1) Swimming pool, SPA and tennis courts in Izida hotel
<http://hotelizida.com/en/SPA.html>
- 2) Salsa dancing, step aerobics, Yoga, Tae Bo, Kangoo jumps: <http://www.aleksia-izida-dobrich.com/gb/17729>
- 3) Salsa dancing, step aerobics, Yoga, Tae Bo, Kangoo jumps:
<http://desita.weebly.com/10571072108310891072-1082108310911073-104410771089108010901072.html>
- 4) Billiard Club: <https://www.facebook.com/pages/Bar-Billiard-Club/186920908107801>
- 5) Gym, sports, fitness: <http://titan-fitness.com/en/>

Swimming Complex in Varna - <http://www.sport4all.bg/objects/view/object:11>

Take IELTS: <http://takeielts.britishcouncil.org/locations/Bulgaria>

Tennis courts in Varna– “Chaika”: <http://www.sport4all.bg/objects/view/object:14>

Top Class Events for Expats: <http://www.internations.org/bulgaria-expats/events>

Varna as per Lonely Planet: <http://www.lonelyplanet.com/bulgaria/black-sea-coast/varna#ixzz3k62dgTha>

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