

VUM Regulations for Student Welfare Office's Support in Navigating Migration Department Registration

Dear Students,

Please carefully review the following information regarding your registration with the Migration Department. Keep in mind that the Student Welfare Department will provide support and assistance throughout the process. However, it's important to note that the primary responsibility for both the initial registration and subsequent renewal of the Residence Permit lies with the student.

1. Before leaving for Bulgaria

The most important thing to do before coming to Bulgaria is to make sure that your Criminal record is valid and has the respective stamps on the back. As well as you have obtained a Bank statement with a stamp and signature from your bank.

2. General information about the Migration Department

Please read carefully the following information as it's essential for your residence permit application:

The Migration department is located on ["San Stefano" 1 str., Varna](#). Inside there are two counters, the submission of the documents is done on the first one and collecting the residence permit is done on the second one. The working hours are Monday to Friday from 8:30 to 17:30.

It is mandatory to bring your passport every time you visit the Migration department. In addition, if you possess a residence permit card, you must present it every time.

2.1 Residence Permit Application for the first time

We are pleased to inform you that during your first application process, our team at VUM will be there to provide full support and assistance as you navigate the migration office procedures. We want to ensure a smooth and hassle-free experience for you.

Since this is your first application, you must submit it no later than one month prior to the expiration date of your visa D, in order to avoid any penalties.

Below you may find the full list with the needed documents for the initial residence permit's application:

- **Filled-out application form**
- **Medical insurance for the territory of Bulgaria for the period of 1 year with 30 000 Euro coverage** - in original and also a copy of the insurance for the Migration office. Usually the Migration department requires Bulgarian insurance, issued by a Bulgarian insurance company. /below you can find some important information on how to obtain a medical insurance/

- **Bank statement from a Bulgarian bank in Bulgarian language or from your home country translated at a certified translation agency, signed and stamped by the Bank** - needed amount of money in the account - minimum 1500 BGN (around 770 EUR)
- **Passport, Visa D and last border stamp** - original and copy
- **Confirmation of student status** - issued by the Student Affairs Department of VUM, only if the student has already paid his/her tuition fees
- **Confirmation of address registration** - If you are living in the dormitory, the document is issued by VUM, only if the student has paid his/her accommodation fees
- **Rental contract in original or notarized copy of it** – it's needed only if the student doesn't live in the dormitory, but in a private apartment
- **Notarized Declaration signed by the owner of the apartment** – it's needed only if the student doesn't live in the dormitory
- **Certificate of Ministry of Education** - copy
- **A valid Criminal record** - legalized and translated into Bulgarian. It **must have the respective certifications on the back before you leave for Bulgaria!** It is needed only for the initial registration. Afterwards, it is not needed for the yearly renewal of the residence permit

2.2 Residence Permit Application for renewal

As students are already familiar with the city and the procedures, the preparation of documents and application for a Residence Permit renewal becomes their individual responsibility. At this point, our assistance is limited to a final review of the documents that have already been prepared.

However, in case you find the procedure of renewal difficult, we can offer you support in documents preparation and accompanying to the Migrations Office as an administrative service. Note that a fee of 50 BGN has to be covered previously at the Accountancy Office.

To avoid incurring a penalty, you must submit a renewal application no later than two weeks before the permit expiration date.

Below you may find the full list with the needed documents for the residence permit's renewal:

- **Filled-out application form**
- **Medical insurance for the territory of Bulgaria for the period of 1 year with 30 000 Euro coverage** - in original and also a copy of the insurance for the Migration office. Usually the Migration department requires Bulgarian insurance, issued by a Bulgarian insurance company. / below you can find some important information on how to obtain a medical insurance/

- **Bank statement from a Bulgarian bank in Bulgarian language, signed and stamped by the Bank** - needed amount of money in the account - minimum 1500 leva, plus showing your bank transactions for the past 3 months
- **Passport, Visa D and last border stamp** - original and copy
- **Confirmation of student status** - issued by the Student Affairs Department of VUM, only if the student has already paid his/her tuition fees
- **Confirmation of address registration** - If you are living in the dormitory, the document is issued by VUM, only if the student has paid his/her accommodation fees
- **Rental contract in original or notarized copy of it** – it's needed only if the student doesn't live in the dormitory, but in a private apartment
- **Notarized Declaration signed by the owner of the apartment** – it's needed only if the student doesn't live in the dormitory
- **Certificate of Ministry of Education** - copy

2.3 Application process and fees

According to the Bulgarian law, the process for residence permit application is as follows:

- **Step 1** - Submission of the documents
- **Step 2** - Results - you will find out whether you are granted a residence permit or not /this step takes exactly 10 working days after **Step 1**/. During this step you will need to pay for the residence permit. The cost for the application is 100 leva (cash only).
- **Step 3** - The day after you pay the application cost, you need to bring a copy of your passport, and residence permit card, and to pay the cost of the card which depends on the issuing service.

The Migration department has 3 issuing services:

- Ordinary /30 working days/ - 45 leva

- Fast /10 working days/ - 90 leva

- Express /4 working days/ - 225 leva

*For any payments regarding the Migration department, you need to go the cash desk (Easy Pay), which is just around the corner of the Migration department to pay the fees. They work only with cash; bank cards are not accepted.

- **Step 4** - Taking of the residence permit card /This step depends on what type of issuing service you had paid for/

Important Note: It is strongly advised that you do not leave Bulgaria if your residence permit card has expired or is nearing expiration, as there is a high likelihood that you will be denied entry into the country.

2.4 Fines

If you submit your documents during the two weeks preceding the expiration date, the penalty is 20 BGN. If you submit the documents after the card has already expired, the fine increases to 500 BGN. Furthermore, if you have been fined previously, the penalty is more severe.

2.5 Lost or stolen residence permit card

In the event of loss, theft, damage or destruction of a Bulgarian residence permit card, the individual must promptly report the incident to the nearest police station within three days. Thereafter, an application must be submitted to obtain a new residence permit card. An individual who fails to submit an application for the issuance of a new residence permit card within 30 days after reporting it as lost, stolen, damaged, or destroyed is subject to a fine ranging from BGN 20 to BGN 150.

3. Working in Bulgaria

You are authorized to engage in employment within Bulgaria. According to Bulgarian law, individuals with a student residence permit are allowed to work up to 20 hours per week.

4. Health Insurance

You can issue your health insurance in any Insurance company office. If you are too busy for searching, we can recommend you to contact Mrs. Gabriela Shopova (gshopova@karoll.bg; +359898766622) – Regional Manager at Karoll insurance company, whose office is located very close to the Migrations Office at Preslav 20 str.

You may contact her regarding any additional information about the insurance - amount due for its conclusion, method of payment, term of the policy.

- The insurance for residence permit application is valid for one year and costs 140 BGN.
- When you apply for the residence permit the insurance should be with a duration of 12 months, not less.
- In the office it can be paid by cash or card. Gabriella speaks perfect English, so you will not have any trouble with language barriers.
- The insurance will be ready in 5 minutes; you just need to present your passport on the spot.
- In case of medical emergencies, you can freely choose a doctor, but you need to ask for an invoice not only for a medical bill. After that go to the insurance office and Gabriela is going to help you write an insurance claim and if the company considers your case a medical emergency, you will get your money back. Getting sunburn is not considered a medical emergency.
- If you need an insurance for traveling abroad, get in contact with Gabriela – which country you are travelling to and what is the duration of your stay – she will provide you with different options.

5. Bank account

In order to open a bank account in Bulgaria, you will need to present a confirmation of your student status, confirmation of address registration in Bulgaria, passport, and social security number from your country of origin. The banks that are most accommodating to foreign clients are DSK, KBC, Unicredit Bullbank, and Allianz. We encourage you to open a Bulgarian bank account once you receive your residence permit card.