

## Application Steps at VUM

Please read carefully the following steps in order to keep track of the status of your application process.

### **Step 1. Initial documents for application:**

The first step from the application process is to kindly provide us with the following documents in one email. In order to check your eligibility to study at Varna University of Management we need:

#### **For Bachelor's Degree applicants:**

1. Completed [Application form for VUM](#)
2. Scanned copy of valid international passport
3. Scanned copy of **secondary** school diploma\* & transcript with grades.
4. Proof of English proficiency (TOEFL, IELTS, SAT or equivalent English language test) – **preferred but not a must.**
5. [Declaration of Personal Data Collection](#)

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

\*If the secondary education in the country of the applicant is divided into **lower secondary education** and **upper secondary education**, please, provide us with both documents.

#### **For Master's Degree applicants:**

1. Completed application forms for [Varna University of Management](#) and [Cardiff Metropolitan University](#)
2. Scanned copy of international passport
3. Scanned copy of secondary school diploma & mark sheets
4. Scanned copy of higher education (university) diploma with academic transcript
5. Proof of English proficiency (TOEFL, IELTS, SAT or equivalent English language test) - **preferred but not a must**
6. 2 (two) letters of recommendation (in English, containing recommendations from a lecturer and/ or employer, contacts, signature and seal of the recommender)

7. Curriculum vitae in English.
8. Cover letter, addressed to both Varna University of Management and Cardiff Metropolitan University
9. [Declaration of Personal Data Collection](#)

The applicant's higher education (university) degree has to be a Lower Second class 2:2 (50% – 59%) at least. Third class degrees (49 % and below) do not meet the requirements for acceptance at university.

### **English language requirements:**

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

In order to join any of the English taught Bachelor's programmes, the prospective candidates must have at least IELTS 6.0 (or an equivalent score from another internationally recognized testing system). For the Master's programmes - at least IELTS 6.5 (or an equivalent score from another internationally recognized testing system) is required.

Regarding the international students whose mother tongue is English or whose language of instruction in school was English (and are able to provide proof of that), there is a possibility to be exempted from the English language test. In some cases, the interviewing commission may decide for certain candidates to undergo an online English exam, although they possess an English language certificate or other proof of English proficiency.

### **Step 2: Application review, interview and English exam**

Once you have submitted all requested documents our admissions team will review them and you will be contacted for further application process – admission interview. It will be scheduled for the time and date suitable for both sides. Admission interview is obligatory.

After the interview, those who do not possess an internationally recognized English language certificate, undertake the online English exam of VUM. The minimum required result for acceptance in a Bachelor's program is 60 % and for acceptance in a Master's program – 65%.

Applicants with lower results in the VUM English exam, will be offered a Preparatory semester/year in English language.

### **Step 3: Acceptance letter and place reservation**

The admissions office considers a potential student's full profile including: academic records, personal motivation, work experience (if any), any letters of recommendation, the results from the interview and VUM's online English exam/English certificate.

If the application is successful and the requested course is still available, we will send you:

- Certificate of admission;
- Invoice containing information about the fees, terms of payment and full bank account details.
- Admission offer containing information about rules, regulations, fees, etc. This document should be duly signed and returned to the admission office.

At this stage, the application fee of 100 euros must be paid within 30 days after issuance of the Certificate of Admission from VUM. The application fee is non-refundable.

#### **Step 4 (for EU and EEA students): Acceptance and preparation of documents**

In order to proceed with the admission process, you need to prepare the following documents:

##### **For Bachelor's Degree applicants:**

1. 4 passport size photos
2. Duly completed, printed and signed application form of VUM
3. Original Health Certificate stating that you are healthy and you can travel
4. School certificates: originals or notarized copies of diploma for completed secondary education along with the transcript with the grades.
5. An Eligibility letter - a document stating that you have the right to continue your education in any college or university in the country where you graduated or abroad. It could be issued by your school or Ministry of Education (or other accredited state educational institution) in the country where you obtained your secondary certificate (not required for students graduated from Bulgarian high schools).

##### **For Master's Degree applicants:**

1. 4 passport size photos
2. Duly completed, printed and signed application forms for VUM and Cardiff Metropolitan University
3. Diploma of higher education (original or notarized copy)
4. Academic transcript of records from the previous university degree (original or notarized copy)
5. Original Health Certificate stating that you are healthy and you can travel.

Documents under p. 4 and 5 (for Bachelors) and p. 3 and 4 (for Masters) acquired at foreign higher educational institutions may need a further procedure of academic recognition depending on the country of issuance. More information about the recognition of documents and the necessary legalizations and certifications of higher educational documents (for Master applicants) can be found on the [website of the National Center for Information and Documentation](#) of the Republic of Bulgaria (NACID).

- ❖ **Note that, the documents have to be legalized and certified under the regulations for the country in which they are issued, not the country of your citizenship.**
- ❖ **Note that, diplomas issued in Bulgarian language need a certified translation into English.**

#### **Step 4 (for holders of passports from countries outside the EU and EEA) Acceptance and preparation of documents for MoE approval**

In order to proceed with the admission process, you need to prepare the following documents:

### **For Bachelor's Degree applicants:**

1. 4 passport size photos
2. Duly completed, printed and signed application form of VUM
3. Original Health Certificate stating that you are healthy and you can travel
4. School certificates: originals or notarized copies of diploma for completed secondary education along with the transcript with the grades.
5. An Eligibility letter - a document stating that you have the right to continue your education in any college or university in the country where you graduated or abroad. It could be issued by your school or Ministry of Education (or other accredited state educational institution) in the country where you obtained your secondary certificate (not required for students graduated from Bulgarian high schools).

### **For Master's Degree applicants:**

1. 4 passport size photos
2. Duly completed, printed and signed application forms for VUM and Cardiff Metropolitan University
3. Diploma of higher education (original or notarized copy)
4. Academic transcript of records from the previous university degree (original or notarized copy)
5. Original Health Certificate stating that you are healthy and you can travel.

### **Apostilles, certifications and attestations**

The High School Diploma, the transcript of grades and the eligibility letter (for Bachelors)/ university diploma and transcript of records (for Masters) need the following:

1. **If the issuing country had ratified The Hague Convention and is a contracting party of Convention of the 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents**, the documents should be certified with an apostille in the country where they were issued. There is no need for any other certifications in the country of issuance. The certified documents must be accompanied by a legalized translation into Bulgarian language and the translation to be notarized.

Here there are two options:

1.1. The documents to be translated by a licensed translation agency in Bulgaria, as in this case the translation will be legalized by a public notary in Bulgaria. This will be done by VUM on behalf of the applicant and the fee for the service is on the applicant's side amounting to 200 EUR for Bachelor's and 250 EUR for Master's applicants.

1.2. To be translated by the applicant in a licensed translation agency abroad or the accredited Bulgarian Embassy (some of the embassies provide this service, but not all of them). In this case, the legalization of the documents has to be done by the Bulgarian diplomatic or consular representation in that country.

*Information about the countries who ratified The Hague Convention and the respective authorities to issue apostille in each country can be found [here](#).*

2. If the issuing country **had not ratified The Hague Convention**, the legalization is made under the general order. The educational documents (diploma, transcript and eligibility) are certified by the

ministry, agency or authority responsible for higher education in the country concerned. Then, certification is made by the Consular Section of the Ministry of Foreign Affairs of the issuing state (certification of the signature and official function of the previous certifying authority). Finally, the stamps of the Ministry of Foreign Affairs of the foreign state should be certified by the Bulgarian diplomatic or consular representation in that state (certification of the signature and official function of the previous certifying authority).

The certified documents must be accompanied by a legalized translation into Bulgarian language. Here there are two options:

1.1. The documents to be translated by a licensed translation agency in Bulgaria, as in this case the translation will be legalized by a public notary in Bulgaria. This will be done by VUM on behalf of the applicant and the fee for the service is on the applicant's side amounting to 200 EUR for Bachelor's and 250 EUR for Master's applicants.

1.2. To be translated by the applicant in a licensed translation agency abroad or the accredited Bulgarian Embassy (some of the embassies provide this service, but not all of them). In this case the legalization of the documents has to be done by the Bulgarian diplomatic or consular representation in that country.

***Note!** We recommend that you scan and e-mail us the documents for revision prior to their shipment. This will allow us to check the documents in advance and prevent any delays in case a document needs to be corrected.*

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

To the attention of **Admissions Office**

Varna University of Management

13A, Oborishte Street, Office 101, 102

Varna, 9000

Bulgaria

Tel: +359 886050166

As soon as we receive the documents, we will go further with the procedure.

The documents of **Bachelor's applicants** are submitted to the Regional Department of Education for a Certificate of Recognition and after that to the Ministry of Education of Bulgaria for approval. Both procedures take between 40 and 60 days. The Regional Department of Education will evaluate the documents and if you meet the requirements to study in Bulgaria will issue the Certificate of recognition. The Ministry will issue an approval certificate, which is necessary for obtaining Visa D at the Bulgarian Embassy/Consulate. Please, note that there is an additional administrative fee at the amount of 50 EUR for the RDE procedure and the issuance of the Certificate of Recognition.

The documents of Master's applicants are submitted directly to the Ministry of Education of Bulgaria for approval. Here the procedure is between 10 and 30 days. The Ministry will issue an approval certificate, which is necessary for obtaining Visa D at the Bulgarian Embassy/Consulate.

## **Step 5 (for holders of passports from countries outside the EU and EEA) Visa D Application in nearest Bulgarian diplomatic mission**

In order for VUM to issue you the documents required for the visa application, the respective tuition fees must be paid as per the invoice.

Upon successful transfer of all the fees, it is time for the last step of the visa procedure. We will prepare and send you the approval letter from the Ministry of Education along with two more letters necessary to apply for a visa in the Bulgarian Embassy. In total you will receive 3 documents from us:

- Admission letter stating that you are admitted for a preferred program and you will start in a preferred intake.
- Accommodation letter stating that, upon arrival, you will be accommodated in VUM's dormitory and that you've transferred all necessary fees to the university.
- Approval Certificate from the Bulgarian Ministry of Education.

You can apply for visa D with those documents in the nearest Bulgarian embassy/ consulate.

***Note: While waiting for the above mentioned documents from us, please be sure to provide yourself with all other documents necessary for visa application (for example, a Criminal Record, bank statement, etc.). Please contact the nearest Bulgarian diplomatic mission and inform yourself about the list of documents they require.***

## **Step 6: Arrival in Bulgaria**

Upon arrival in Bulgaria, you will have to register at the Migration office. The documents needed for the procedure are:

### **6.1 EU and EEA students:**

- Filled-out application form for EU citizens – a sample will be provided.
- European Health Insurance Card (EHIC) or a Health insurance - copy and original.
- Passport/ID card - copy and original.
- Confirmation of student status - issued by VUM upon full payment of the due tuition fees.
- Confirmation of address registration - If you are living in the dormitory, the document is issued by VUM.
- Rental contract - original or copy - if you are living outside the dormitory.
- Notarized declaration signed by the owner of the apartment – if you have rented an apartment.
- Notarized declaration signed by the student in front of a notary stating that they have sufficient funds to support themselves throughout the whole period of their education at VUM. A sample will be provided so that you can complete and notarize it upon arrival.

### **6.2 For holders of passports from countries outside the EU and EEA**

Once you receive your visa, please send to [student.experience@vumk.eu](mailto:student.experience@vumk.eu) (VUM's Student Welfare Department) and to [admissions@vum.bg](mailto:admissions@vum.bg) scanned copies of the following documents:

- Your passport
- Your Bulgarian visa
- A valid Criminal record - the criminal record must be certified in the same way as the educational documents before you leave for Bulgaria!

Once you send those documents, you need to advise the Admissions and Student Experience departments when you are planning to arrive in Bulgaria as well as if you wish to be accommodated in our dormitory. Upon confirmation about the latter, we will provide you with the application form you need to fill in to reserve your place in our dormitory.

Further below you will find the full list with the needed documents for the residence permit application:

- **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. If you need any assistance with the insurance, you need to contact [student.experience@vumk.eu](mailto:student.experience@vumk.eu).
- **Bank statement, signed and stamped by the Bank** - needed amount of money in the account - minimum 1500 BGN (around 770 EUR), prepare it from your own country and once you receive your residence permit card you can easily open a bank account in any Bulgarian bank
- **Passport, Visa D and last border stamp** - original and copy.
- **Residence permit** - original and copy /copy of the residence permit is required once you receive the permit and when you renew it/.
- **Confirmation of student status** - issued by VUM only if the student has already paid his or 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 or her accommodation fees.
- **Certificate of Ministry of Education** - original and copy.
- **A valid Criminal record** - Legalized and translated into Bulgarian language. 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.
- **Rental contract in original or notarized copy of it** - It's needed only if the student doesn't live in the dormitory.
- **Notarized Declaration** signed by the owner of the apartment. It's needed only if the student doesn't live in the dormitory.

Kind regards,

VUM Admissions Team