



 VarnaUniversityofManagement

 www.vum.bg

 @vum_bulgaria

Application Steps for a Master's Programme at Varna University of Management

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 in the application process is to send an email to admissions@vum.bg and provide the following documents:

1. **Completed application forms** for [Varna University of Management](#) and [Cardiff Metropolitan University](#)
2. Scanned copy of a **valid international passport**
3. Scanned copy of **secondary school certificate & transcript of grades**
4. Scanned copy of **higher education (university) degree with academic transcript**
5. **Proof of English proficiency** (TOEFL, IELTS, SAT or equivalent English language test) - recommended but not mandatory
6. **Two (2) letters of recommendation** - in English, containing recommendations from a lecturer and/ or employer, contact details, signature and seal of the recommender/ headed paper)
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](#)

NB: 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 the university.

To be eligible for a Master's programme in a different academic field from their Bachelor's

degree, a student must have completed four years of study and obtained 240 ECTS credits. For a Master's programme in the same academic field, a minimum of three years of study and at least 180 ECTS credits is required.

Step 2: Application Review, Interview and English Exam

Once you have submitted all the requested documents, our admissions team will review them and you will be contacted for the next stage of the application process – **the admission interview**. It will be scheduled for the time and date suitable for both parties. The admission interview is **obligatory**.

After the interview, those who do not possess an internationally recognised English language certificate, must take the **online English exam** at VUM. The minimum required result for acceptance is 87 %.

Applicants who possess an internationally recognised English language certificate (TOEFL, SAT, IELTS, PTE, CAE, etc.) with **a minimum score of IELTS 6.5** or its equivalent are exempt from the VUM English exam.

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 of the interview, and VUM's online English exam or English-language certificate.

If the application is successful and the selected programme is still available, you will receive:

1. **Certificate of Admission**;
2. **Invoice** containing information about the fees, terms of payment, and full bank account details.
3. **Admission Offer** containing information about rules, regulations, fees, etc. This document should be duly signed and returned to the Admissions Office.

At this stage, the **application** fee (120 EUR for EU and EEA citizens and 150 EUR for non-EU and EEA citizens) must be paid within 30 days of the issuance of the Certificate of Admission from VUM. The application fee is non-refundable.

Step 4: Acceptance and Preparation of Documents

To proceed with the admission process, you must prepare the following documents:

1. **Four passport-sized photos**

2. Duly completed, printed and signed **application forms for VUM and Cardiff Metropolitan University**
3. **Higher education degree certificate** (original or notarised copy)
4. **Academic transcript of records** from the previous university degree (original or notarised copy)
5. Original **health certificate** stating that you are healthy and fit to travel.

Step 5: Apostilles, Certifications and Attestations

All applicants whose higher education documents are not issued by a Bulgarian university must undergo recognition. More information about the recognition of documents and the necessary legalisations and certifications of higher education documents for Master's applicants can be found on the **National Centre for Information and Documentation (NACID)** website [here](#).

Note that, the documents have to be legalised and certified under the regulations for the country **in which they are issued**, not the country of your citizenship.

NB: University degrees of Master's applicants issued in Bulgarian language need a certified translation into English.

The university degree certificate and transcript of records require the following:

1. **If the issuing country has ratified The Hague Convention and is a contracting party to the 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 legalised translation into the Bulgarian language and the translation must be notarised.**

Information about the countries that have ratified The Hague Convention and the respective authorities issuing apostilles in each country can be found [here](#).

2. **If the issuing country has not ratified The Hague Convention**, the legalisation is made under the general procedure. The educational documents (certificate, transcript and eligibility) must first be certified by the ministry, agency or authority responsible for higher education in the country concerned. Next, the documents must be certified by the Consular Section of the Ministry of Foreign Affairs of the issuing state (confirming the signature and official capacity of the previous certifying authority). Finally, the stamps of the Ministry of Foreign Affairs of the foreign state must be certified by the Bulgarian diplomatic or consular representation in that state (again confirming the signature and official capacity of the previous certifying authority). **The certified documents must be accompanied by a legalised translation into Bulgarian language.**

NB: We recommend that you scan and email the documents to us for review prior to sending the originals. This will allow us to verify them in advance and prevent delays in case any document requires correction

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:

Admissions Office

Varna University of Management
13A, Oborishte Street, Office 101,
102
Varna, 9000
Bulgaria
Tel: +359 886050166

Step 6: Further Processing of the Documents

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

If the documents have not been translated by the applicant at a licensed translation agency abroad or at an accredited Bulgarian Embassy into the Bulgarian language and the applicant has paid the 250 EUR translation fee, VUM will arrange the translation.

For non-EU/EEA citizens only

The translated documents are then submitted to the **Ministry of Education and Science of Bulgaria for approval**. The procedure takes between 30 and 60 days. The Ministry will issue an approval certificate, which is necessary for obtaining a Visa D at the Bulgarian Embassy/Consulate.

Step 7: (Non-EU/EEA Citizens Only) Visa D Application

In order for VUM to issue you the documents required for the visa application, the respective **tuition fees must be paid** in accordance with 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 additional letters necessary to apply for a visa at the Bulgarian Embassy. In total, you will receive three documents from us:

1. **Admission letter** stating that you are admitted to a preferred programme and you will start in a preferred intake.
2. **Accommodation letter** stating that, upon arrival, you will be supported with accommodation in VUM's dormitory or in a partnering accommodation facility and that you have transferred all necessary fees to the university. (If you have found a place for accommodation yourself, please ensure that you can present the required

documents at the embassy - usually a notarised copy of the accommodation agreement, as well as a declaration signed by the landlord/owner of the facility. We highly recommend consulting with the respective embassy in advance.)

3. **Approval Certificate** from the Bulgarian Ministry of Education and Science.

You can apply for a **Visa D** with those documents at the nearest Bulgarian Embassy/ Consulate. In some countries (for example India) you can apply for a Visa D in the nearest VFS Centre, so we recommend that you check whether this opportunity is applicable at your country of residence.

NB: While waiting for the above-mentioned documents from us, please ensure that you **obtain all other documents** necessary for visa application (for example, a criminal record, bank statement, etc.). Please contact the nearest Bulgarian diplomatic mission to inform yourself of the list of documents they require.

Step 8: Arrival in Bulgaria

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

8.1 For EU/EEA Citizens:

1. **Filled-out application form for EU citizens** – a sample will be provided;
2. **European Health Insurance Card (EHIC) or health insurance** - copy and original;
3. **Passport/ID card** - copy and original;
4. **Confirmation of student status** - issued by VUM upon full payment of the tuition fees;
5. **Confirmation of address registration** - if you are living in the dormitory, the document is issued by VUM;
6. **Rental contract** - original or notarised copy - if you are living outside the dormitory;
7. **Notarised declaration signed by the owner of the apartment** – if you have rented an apartment;
8. **Notarised 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.

8.2 For Non-EU/EEA Citizens:

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

documents:

1. **Your passport**
2. **Your Bulgarian visa**
3. **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 inform the Admissions and Student Welfare departments when you are planning to arrive in Bulgaria and send your travel details.

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

1. **Medical insurance for the territory of Bulgaria** for the period of one 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;
2. **Bank statement, signed and stamped by the Bank** - with a minimum balance of 920 EUR in the account and showing your bank transactions for the past 3 month, 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;
3. **Passport, Visa D and latest border stamp** - original and copy;
4. **Confirmation of student status** - issued by VUM upon full payment of the tuition fees;
5. **Confirmation of address registration** - if you are living in the dormitory, the document is issued by VUM only if the student has paid their accommodation fees;
6. **Certificate of the Ministry of Education** - copy;
7. **A valid criminal record** - legalised 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;
8. **Rental contract in original or notarised copy of it** - It's needed only if the student doesn't live in the dormitory;
9. **Notarised 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