

Application Steps at VUM

Please, read carefully the following steps in order to keep track on 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 e-mail. In order to check your eligibility to study at Varna University of Management, we need:

For Bachelor's Degree applicants:

1. Scanned copy of Application form for VUM
2. Scanned copy of international passport/ ID card
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**

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. Scanned copy of Application forms for VUM and Cardiff Metropolitan University
2. Scanned copy of international passport/ ID card
3. Scanned copy of secondary school diploma with grades transcript
4. Scanned copy of higher education (university) diploma with grades 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 the teacher and / or employer, contacts, signature and seal of the recommender)
7. Curriculum vitae in English
8. Cover letter

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

We accept the following results:

TOEFL IBT with score of min. 79 points

SAT with over 1000 points from two sections

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

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

Step 2: Application review, interview and English exam

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

After the interview, those who do not possess internationally recognized English language certificate undertake online English exam at VUM. The minimum required result is 60 %.

Step 3: Acceptance letter and place reservation

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

If the application is successful and the requested course is still available, we will send you Certificate of Acceptance letter along with Invoice for Application fee of 100 EUR within 5 working days. The due date for transferring this invoice is 30 days after receiving the invoice.

Full bank account details will be included in the invoice.

Together with the Certificate of Acceptance the student receives Admission Offer with detailed information about the rules, regulations, fees, etc. This document should be duly signed and returned to the Admission Office.

Step 4 (for EU 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 for VUM

3. Original Health Certificate issued not earlier than a month prior to the application form and stating that you are healthy and you can travel
4. School certificates: notarized copy of diploma for completed secondary education along with the transcript with grades
5. An Eligibility letter - a document stating that you have the right to continue your education in any college or university in your home country or abroad. It could be issued by your school or Ministry of Education of your country (not required for students graduated from Bulgarian high schools)
6. Declaration of Personal Data Collection (a sample will be provided)

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. Medical certificate, issued not earlier than one month before the date of the application form.
6. Declaration of Personal Data Collection (a sample will be provided)

Documents under p. 4 and 5 (for Bachelors) and p.3 and 4 (for Masters) acquired at foreign higher educational institutions need a further procedure of academic recognition. More about the recognition of documents and the necessary legalizations and certifications can be found on the [website of the National Center for Information and Documentation](#) of 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.***
- ✓ ***For postgraduate candidates: Note that university diplomas and transcripts, issued in Bulgarian language need a certified translation in English.***

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

For Bachelor's Degree applicants:

1. 4 passport size photos
2. Duly completed, printed and signed application form for VUM
3. Original Health Certificate issued not earlier than a month prior to the application form and stating that you are healthy and you can travel
4. School certificates: notarized copy of diploma for completed secondary education along with the transcript with grades
5. An Eligibility letter - a document stating that you have the right to continue your education in any college or university in your home country or abroad. It could be issued by your school or Ministry of Education of your country (not required for students graduated from Bulgarian high schools)
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For Master's Degree applicants:

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5. Medical certificate, issued not earlier than one month before the date of the application form.
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Apostilles, certifications and attestations

The Medical, High School Diploma, the Transcript of grades and the Eligibility letter (for Bachelors)/ The Medical, University diploma and Transcript of Records (for Masters) need the following:

1. If **the issuing country had ratified The Hague Convention**, the documents should be certified with an apostille in the country where they were issued. There is no need of any other certifications in the home country. The certified documents must be accompanied by a legalized translation in Bulgarian, i.e. the translator's signature must be certified by the Bulgarian diplomatic or consular representation in that country or a notary public in Bulgaria.

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

2. If the issuing country had **signed a bilateral agreement for legal assistance with Bulgaria**, in which there are provisions for exempting documents from apostille legalization, the issued documents should bear a stamp of the institution, authorized to do so in the bilateral agreement.

In this case the necessary documents need only translation into Bulgarian and certification of the translation by the Bulgarian diplomatic or consular representation in this country or a notary public in Bulgaria.

The list of countries with which Bulgaria has signed agreements for legal assistance can [be found here](#).

3. If the issuing country **is not in any of the above categories**, the legalization is made under the general order. The Medical certificate has to be certified by the Ministry of Health and Ministry of Foreign Affairs. Then the stamp of the Ministry of Foreign Affairs should be certified by the nearest Bulgarian diplomatic or consular representation. The educational documents (diploma, transcript, eligibility) are certified by the ministry, agency or authority responsible for higher education in the country concerned (certification of the signature and official function of the director/rector of the university who has signed the diploma). 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 in Bulgarian, i.e. the translator's signature must be certified by the Bulgarian diplomatic or consular representation in that country or a notary public in Bulgaria.

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

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

To the attention of **Admissions Office**
Varna University of Management
13A, Oborishte Street, Office 101, 102
Varna, 9000
Bulgaria

As soon as we receive them, we will send them to the Ministry of Education of Bulgaria for approval. This takes around a month. They will evaluate them and if you meet the requirements to study in Bulgaria, the Ministry issues 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) Visa D Application in nearest Bulgarian diplomatic mission

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

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

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

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). Please, contact the nearest Bulgarian diplomatic mission and inform yourself about the list of documents they require.

Step 6: Arrival in Bulgaria

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

All students have to e-mail the travel itinerary to admissions@vum.bg minimum 5 business days in advance.

Note! In case you need to apply for a Residence permit once you reach Bulgaria, please, read carefully the following instructions:

As soon as you receive your Bulgarian visa type D, you have to send to the Student Experience Department student.experience@vumk.eu copies of the following documents:

- Your passport
- Your Bulgarian visa
- Your Criminal record - **the criminal record must have an Apostille stamp on the back before you leave for Bulgaria!**

When you arrive in Bulgaria, our colleagues from the Student Experience Department will support you with all necessary steps for residence permit's application.

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

- **Medical insurance for the territory of Bulgaria for the period of 1 year with 30 000 EUR coverage** - in original and also a copy of the insurance for the Migration office. Usually the Migration department requires a Bulgarian insurance, issued by a Bulgarian insurance company. /if you need an assistance with the insurance, please let the Student Experience Department know/
- **Bank statement from a Bulgarian bank in Bulgarian language, signed and stamped by the Bank** - needed amount of money in the account - minimum 1500 BGN
- **Passport, Visa D and last border stamp** - original and copy
- **Residence permit** - original and copy /copy of the residence permit is required once you are issued such and when you renew it/
- **Confirmation of student status** - issued by the 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
- **Certificate of Ministry of Education** - original and copy
- **Criminal record** - legalized and translated into Bulgarian. 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

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 110 leva and the cost of

the card depends on the issuing service that you will pay for.

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

- **Step 3** - Taking of the residence permit card /This step takes between 40, 20 or 14 working days in total - depending on what service you had paid for/

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

Kind regards,

VUM Admissions Team