HOW TO APPLY FOR A BACHELOR'S DEGREE AT THE UNIVERSITY OF INSURANCE AND FINANCE?



PER ASPERA AD ASTRA
2002

- **NECESSARY DOCUMENTS**
- BACHELOR'S DEGREE

1. **Diploma for secondary education and application with grades**
   - The grade point average must be 62% from the diploma
2. **Copy of passport**
3. **English language certificate (IELTS / TOEFL) or a successfully passed English language test at UIF**
4. **1 digital photo in passport size**
5. **Completed online application form** - https://docs.google.com/forms/d/e/1FAIpQLSe-929RxuiVW_AGRqLFiIbXhcsnR7MjjJat1QOtSEdRJJCW9w/viewform
6. **Power of attorney - only if you want our assistance for point 7**
   - The power of attorney must be certified before a Bulgarian notary public. You can find a Bulgarian notary in the nearest Bulgarian embassy in the country you are currentlyin.
7. **Certificate from Regional Department of Education in Bulgaria**
   - The certificate is issued on the basis of the diploma for secondary education. It is necessary for the applicant or an authorized person to personally go to the Regional Department of Education and submit an application for the issuance of a certificate accompanied by documents in items (1-6). The procedure takes 1 month. In case you want us to assist you with the issuance of document 7, it is necessary to sign the power of attorney (item 6).

Steps for application in a **Bachelor's Degree**



1. CONTACT US

Contact us at **edu@uzf.bg**, describing the program you are applying for and attaching the original documents as files - **diploma for secondary education, copy of passport**.



2. WAIT FOR FEEDBACK

After we review the original documents, we will give you feedback on whether you can apply to us. After that, the application procedure begins.



3. DOCUMENTS

You must provide us with a diploma for completed secondary education - translated into Bulgarian, legalized, and with an apostille, in case the country from which the student is from requires it. You also need to send a copy of your passport, 4 passport-size photos, and the power of attorney. These documents must be sent to us by courier. You can use DHL. In this step, the application fee must also be paid - EUR 215.

If you wish, you can also use our translators to cover the translation and legalization process fully. These are services that are paid in full depending on the number of documents/pages.

Steps for application in a **Bachelor's Degree**



4. ONLINE FORM

Filling out an online application form - https://docs.google.com/forms/d/e/1FAIpQLSe-929RxuiVW_AGRqLFiIbXhcsnR7MjjJat1QOtSEdRJJCW9w/viewform



5. VERIFICATION OF THE DOCUMENTS

After we receive the full set of documents, we send them to the relevant institutions in Bulgaria for verification - firstly in the RUO and after that in the Ministry of Education. After receiving the certificate from the Ministry of Education and Science that the candidate is eligible to start the studies.



6. FINALIZING THE PROCEDURE

Preparation of an educational contract and payment of the annual educational fee. After this step, the candidate can start the D visa procedure in the embassy.

- The whole procedure from step 3 to step 6 takes 3-5 months.

Bachelor's Program with teaching in English:

- **Business Management and Marketing**

Application fee - 230 EUR
Semester fee - 1800 EUR

IMPORTANT: The program starts with a minimum number of 15 enrolled students.



Do you have any questions?

CONTACT US ⟶ **edu@uzf.bg**