## МЕДИЦИНСКИ УНИВЕРСИТЕТ - ВАРНА "Проф. д-р Параскев Стоянов"

гр. Варна 9002, ул. "Марин Дринов" 55, България тел.: +359 52 677 050, факс: +359 52 650 019 uni@mu-varna.bg; www.mu-varna.bg



## MEDICAL UNIVERSITY - VARNA "Prof. Dr. Paraskev Stoyanov"

55 Marin Drinov St, Varna 9002, Bulgaria phone: +359 52 650 057, fax: +359 52 650 019 uni@mu-varna.bg; www.mu-varna.bg

# INFORMATION ON THE ENROLMENT PROCEDURE FOR STUDENTS IN SECOND AND UPPER YEAR OF STUDY FOR WINTER SEMESTER OF ACADEMIC YEAR 2021/2022

#### DEAR STUDENTS,

Academic year 2021/2022 begins on 13th September 2021.

The enrolment procedure for the winter semester of academic year 2021/2022 for second or upper year of study shall be performed <u>only electronically</u> through the WEBSTUDENT platform. In order to fulfil the registration requirements, you shall follow the steps:

- 1. Pay the fee
- **2.** Fill in the **Enrolment form** (personal data)
- **3.** Submit the **summer practice diary** (only for 4<sup>th</sup> and 5<sup>th</sup>-year students).

#### **Instructions:**

### 1. Pay the fee:

- Open your profile at: https://webstudent.mu-varna.bg
- Menu Administrative data Tuition fees
- Press the **Pay button** next to the payment due for academic year 2021/22, winter semester.
- Use **Bank Transfer** as a way of payment. You receive a **generated individual code** that you have to write as reason for payment.
- Pay in your bank branch in person or use e-banking. The exact amount you should transfer you can see on the last row of the column **Difference to pay** (+)/**refund** (-). Enter ONLY **the code generated by webstudent** as a reason for payment.

You are not required to submit a payment document to the Student Affairs Office. Your payment will be validated automatically within 96 hours (4 days).

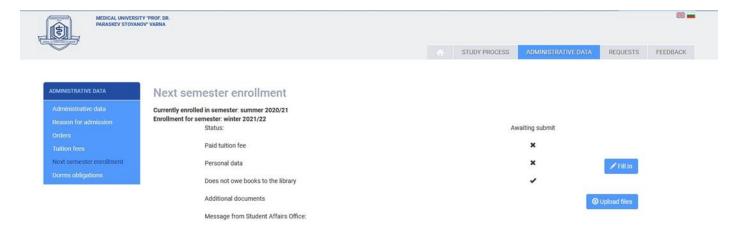


**Tuition fees** 

		Tuition fee (BGN)	Unpaid fee from previous semester (BGN)	Total fee to be paid (BGN)	Paid fee (BGN)	Last payment date	Difference to pay (+)/refund (-)	Action
2018/19	1 -Winter	7823.32	0		7823.32	2018	0	
2018/19	2 -Summer	7823.32	0		7823.32	2019	0	
2019/20	1 -Winter	7823.32	0		7823.32	2019	0	
2019/20	2 -Summer	7823.32	0		7823.32	2020	0	
2020/21	1 -Winter	7823.32	0		7823.32	2020	0	
2020/21	2 -Summer	7823.32	0		7823.32	2021	0	
2021/22	1 -Winter	7823.32	0	7823.32	0		7823.32	<b>€</b> Pay

#### 2. Fill in the Enrolment form:

- Open your profile at: https://webstudent.mu-varna.bg
- Menu Administrative data Next semester enrolment Create request
- Fill in and save the Personal data
- Upload a valid health insurance and BG ID (if renewed)



**3.** 4th and 5th-year students – in order your enrolment to be completed you have to submit the filled in and stamped **summer practice diary** (for 3rd- and 4th-year) to the Student Affairs Office!

Students who have successfully fulfilled the steps mentioned above shall receive the status "Currently enrolled in semester: winter 2021/2022". Thus, the enrolment process for the next academic year is complete.

Student Books remain valid without the need to be stamped and signed by the Student Affairs Office.

#### DEAR STUDENTS,

We would like to remind you that in accordance with the Regulations on Educational Affairs of MU "Prof. Dr. Paraskev Stoyanov" – Varna, Art. 90, para 1, item 1 and item 2, the enrolment for the next semester shall be performed within the following **terms:** 

- for students who have passed all exams not later than two weeks after the beginning of the semester (i.e. until 24<sup>th</sup> September 2021);
- for students who have to sit for exams **not later than two weeks** after the end of the respective session.

Students who have failed to comply with the enrolment deadlines shall **interrupt their studies for administrative reasons**, having the right to enrol in the respective semester during the following academic year.

You can check the annual tuition fees for academic year 2021/2022 here:

MU-Varna bank account in BGN DSK BANK PLC, Sofia /Bulgaria

**BIC: STSABGSF** 

IBAN: BG24STSA93003100040700

The enrolment for **sports/elective subjects** for the winter semester of academic year 2021/2022 shall be performed **online** through the webstudent system, menu **Study process**.

We wish you a healthy and successful academic year!

Svetlana Grancharova Head of Student Affairs Office Medical University – Varna