Migration office & Residence permits

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Application for Prolonged (Long-term) Residence Permits

All foreign students (EU and non-EU students) studying at Medical University of Varna must apply for residence permits at **Varna Migration Department (Office)** of the **National** **Migration Directorate**. (1 San Stefano Street). The **National Migration Directorate** and its local migration departments in the local Police offices is the authority in charge of issuing, canceling or extending resident permits in Bulgaria.

Foreigners who have obtained a Bulgarian Long-term Permit are obligated to carry the permit certificate or card as well. Foreigners failing to present these identification documents to the controlling authorities are fined. According to the active regulations, EU citizens are eligible to stay in the country up to three months without registration at the Migration Office.

All non-EU international students must extend their period of stay before the expiration of their Visa D for studies.

**Before applying for a residence permit, it is necessary to open a bank account and get a letter from the bank stating that the applicant has an active bank account.**

**Required documents:**

* A copy of the national passport with the photo of the holder and the personal details (for EU citizens) and a travel document (the national passport) and a photocopy of the pages of the travel document containing the personal data, the valid visas or residence permits held, and the last Bulgarian entry stamp (for non-EU citizens);
* A rental contract as proof of address. (Upon signing a contract with your landlord you are strongly advised to ask for two originals just for you.; For EU citizens it might not be required;
* Proof of health insurance from the former EU country of residence translated into Bulgarian (for EU citizens) and Compulsory health insurance for the duration of residence in Bulgaria (for non-EU citizens- please contact the Migration office for further requirements on the health insurance).
* Proof of possession of financial means to cover the expenses for the duration of residence in Bulgaria (a certified copy of the Declaration for financial support signed by your parents and certified by a Notary public submitted at the University can be used) You just have to visit the Office of the Registrar and ask for a certified copy of that Declaration).
* A document issued by Medical University of Varna, certifying that you are enrolled as a full-time student (uverenie)
* A true copy of the Certificate for admission to Medical University of Varna issued by the Bulgarian Ministry of Education and Science (required for non-EU citizens only);
* For first year students it is obligatory to submit a true copy of the bank receipt for the paid tuition fee;
* A document for paid fee of 10 leva. The exact bank account to which you should pay that fee is posted on the wall in the Migration Office (1 San Stefano Street);
* An application form
* The application form is in Bulgarian and **must** be completed in Bulgarian. The following information is required on the form:
* Parents' full names and dates of birth if they are still alive
* Children's full names and dates of birth
* Full names
* Nationality (and any other nationality also held)
* Date and place of birth
* Number of the person's national identification document (passport)
* Date of issue
* Date of expiry
* Conditions for residence in Bulgaria (for example, home owner, employment, long-term visa, type D)

A residency fee must be paid at the bank in the Migration Office.

Note that there is an administrative office next to the Migration office which would help you with the paper work in Bulgarian against payment. If you are going for the first time to Varna Migration Office of the National Migration Directorate you are strongly advised to ask for assistance the senior medical school advisers (for example the second and third year students.)

**Those students (non-EU citizens) who apply for the first time for long-term residence permits are required also to submit a certificate showing no previous conviction. This document needs to be legalized (by an Apostille) and accompanied by an official translation into Bulgarian language.**

Any change of address needs to be reported within five days to the local Police Office.

The documents are submitted at the police station 14 days before the expiration date of your Visa. Your Visa has a duration of **180 days**, so make sure you check the date.

The residence permit takes about 14 days to issue. You will be called to have your picture taken. There is a fee of 500 BGN for the 1 year period. It is also possible to apply for a 6-month period.

**Stately determined fees chargeable at the Migration Office:**

For EU citizens:

Application fee - 7 leva.

ID card- processing period 30 days - 18 leva; for 10 days - 36 leva

For non EU-citizens:

Application fee - 10 leva

residence - 6 months - 200 leva, 12 months - 500 leva.

ID card- 30 days - 45 leva, 10 days - 90 leva, 3 days - 225 leva.

Note that Medical University of Varna does not bear the responsibility for informing the students for any implemented changes in regards to fees and policies of the National Migration Directorate and for the any consequences they might bring. All students are strongly advised right after their enrollment at the University to apply for obtaining PINs and to get informed for the latest changes of the National Migration Directorate's Polices and requirements by Varna Migration Office as well as to keep being informed for any implemented changes.

**Further Information**

* For information on the law for foreigners in the Republic of Bulgaria please visit:

<http://www.mvr.bg/NR/rdonlyres/8C3CCC42-3E72-4CBB-900A-E8CB6DE82CAD/0/ZVPNRBGESChTS_EN.pdf>