INFORMATION ON THE ENROLMENT PROCEDURE FOR STUDENTS IN SECOND AND UPPER YEAR OF STUDY FOR WINTER SEMESTER OF ACADEMIC YEAR 2024/2025

DEAR STUDENTS,
Academic year 2024/2025 begins on **16th September 2024**.

The enrolment procedure for the winter semester of academic year 2024/2025 for second or upper year of study shall be performed **only electronically** through the WEBSTUDENT platform **until 29th September 2024** (for students who have to sit for exams – **not later than two weeks** after the end of the respective session). Only students with **no more than two outstanding exams** from the respective course and **no outstanding exams from previous courses** can register for the next academic year. Otherwise they shall interrupt their studies due to "poor performance", having the right to enrol in the respective semester during the following academic year. 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.

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 4th- and 5th-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 2024/25, 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

Academic year	Semester	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
2021/22	1 -Winter	7823.32	0		7804	07/20/2021	19.32	
2021/22	2 -Summer	7823.32	19.32		7823.32	02/17/2022	19.32	
2022/23	1 -Winter	7823.32	19.32	7842.64	0		7842.64	€ 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

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 2024/2025". Thus, the enrolment process for the next academic year is complete.

MU-Varna bank account in EURO:

DSK BANK PLC, Sofia/Bulgaria
SWIFT: STSABGSF
IBAN: BG05STSA93003400040702 - for payments in EURO
In favour of:
Medical University Varna
55 "Marin Drinov" Str., Varna 9000, Bulgaria

The enrolment for **sports/elective subjects** for the winter semester of academic year 2024/2025 shall be performed **online** through the webstudent system, menu **Study process.**

Enrolment for the Summer Semester

The deadline for summer semester enrolment is 2nd March 2025. Students who fail to register within the deadline shall interrupt their studies, having the right to enrol in the respective semester during the following academic year.

The enrolment procedure for the **summer semester of academic 2024/2025** involves the following two stages:

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 2024/25 for the summer 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).

2. Submit an online enrolment request:

- Open your profile at: https://webstudent.mu-varna.bg

- Menu Administrative data – Next semester enrolment

- Choose Create request and submit the request

Students who have successfully fulfilled the steps mentioned above shall receive the status **"Currently enrolled in semester: summer 2024/2025".**

The enrolment for **sports/elective subjects** for the summer semester of academic year 2024/2025 shall be performed **online** through the webstudent system, menu **Study process.**