

Migration office & Residence permits

Reception hours of the [Migration Office](#):

Monday – Friday

08:30 a.m. – 12:00 a.m.

13:00 p.m. – 17:30 p.m.

Address: №1 "San Stefano Street", Varna

Phone numbers: +35952 652 344 and +35952 652 347

EU CITIZENS	NON-EU CITIZENS
<p>As a Student in Varna you are obliged to register as a "long term resident" in Bulgaria not later than 3 months after you entered the country.</p> <p>The following documents are required:</p> <ol style="list-style-type: none">1. Application form2. Copy of your ID card or passport3. Proof of address<ul style="list-style-type: none">• Notarized rental contract signed by the landlord, and• Declaration from the owner for the provided address of residence. In case the declaration is not submitted personally by the owner, it should be notarized4. Copy of your European health insurance card/proof of health insurance5. Proof of possession of financial means to cover the expenses for the duration of residence in Bulgaria. Declaration signed by you with a notary stamp.	<p>Students with a prolonged residence permit are obliged to apply for renewal not later than 14 days before it expires!</p> <p>The following documents are required:</p> <ol style="list-style-type: none">1. Application form2. Copy of your passport (with the stamp of your last entry to Bulgaria)3. Proof of address<ul style="list-style-type: none">• Notarized rental contract signed by the landlord, and• Declaration from the owner for the provided address of residence. In case the declaration is not submitted personally by the owner, it should be notarized4. Copy of your health insurance for the duration of residence in Bulgaria5. 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.

<p>6. Certificate of enrolment, to be received from the Students Affairs Office after a successful enrolment to the semester.</p> <p>7. Document for paid fee. In order to get the long term residence permit you have to pay:</p> <p>Application fee: 7 BGN +</p> <p>ID card issue fee: regular service (30 days) – 18 BGN; fast service (up to working 3 days) – 36 BGN</p>	<p>6. Certificate of enrolment, to be received from the Students Affairs Office after a successful enrolment to the semester.</p> <p>7. Copy of the Certificate issued by the Bulgarian Ministry of Education</p> <p>After your application for renewal is approved you have to pay the following fees:</p> <p>Residence fee: up to 1 year – 100 BGN +</p> <p>ID card issue fee: regular service (30 days) – 45 BGN; fast service (10 days) – 90 BGN; express service (up to working 3 days) – 225 BGN</p>
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(There are bank taxes for each transfer depending on the amount you pay. When you pay you will get two bills, one for you, one for the migration office.)

If you are a first year student, you are strongly advised to take a student from an upper course with you, because they can speak/read Bulgarian and will help you, filling out the documents.