

*Dear students,*

The enrollment procedure for the **summer semester of academic 2021/2022** shall be performed only electronically. It involves the following two stages:

- 1. Payment of the semester tuition fee due.**
- 2. Submission of an online enrollment request.**

### Instructions:

- 1. The payment of the semester tuition fee** shall be performed through the web-student platform as follows:

- ◆ Open your profile at: <https://webstudent.mu-varna.bg>
- ◆ Menu **Administrative data - Tuition fees**

Press the Pay button opposite the payment due for academic year 2021/22 for the summer semester.

ADMINISTRATIVE DATA		Tuition fees												
Administrative data	Reason for admission	Orders	Tuition fees	Next semester enrollment	Debt obligations	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	57.96		7921.11	10/21/2021	-39.83	
						2021/22	2 -Summer	7823.32	-39.83	7783.49	0		7783.49	<input type="button" value="Pay"/>

You can use one of the following three ways of payment:

#### ❖ Payment by Bank Transfer

When you choose this method, you receive a **generated individual code**. The payment is not completed directly, and you need to visit a bank branch (or use e-banking) and pay in person. Enter the **code generated by web-student as a reason for payment**.

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

#### ❖ By ePay

When choosing this method, the system directs you to ePay page, where after logging into your personal ePay payment profile, you can order the payment.

**You are not required to submit a payment document to the Dean's Office. Your payment will be validated automatically within 24 hours.**

## ❖ **By EasyPay**

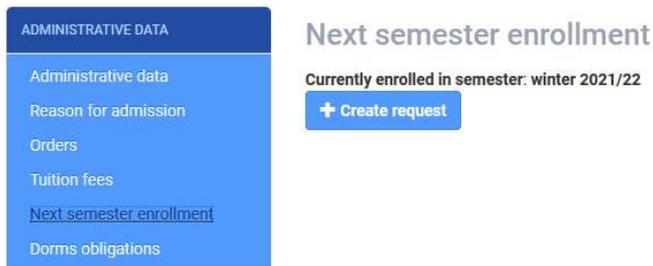
When choosing this payment method, **an individual code is generated**, which you need to present at the EasyPay cash desk as a reason for payment and you can pay there.

**You are not required to submit a payment document to the Dean's Office. Your payment will be validated automatically within 24 hours.**

### 2. **Submission of an online enrollment request.**

- Open your profile in the web-student app at: <https://webstudent.mu-varna.bg>
- Menu **Administrative data - Next semester enrollment**

A window opens entitled Next semester enrollment.



Choose "Create request".

The successfully paid and recognized by the system tuition fee is the required condition for confirmation of your enrollment for the summer semester of academic year 2021/22.

**The deadline for summer semester enrollment is 27.02.2022.**

*Svetlana Grancharova —*

*Head of Student Affairs Office*

*MU-Varna*

