

Reception hours

Office of the Registrar (Dean's Office)

The Office of the Registrar of the Faculty of Medicine (it is also called Dean's Office) is responsible for student enrollment and registration, organization of the orientation week for new incoming students, enrollment verification, grading and academic records maintenance and protection of the privacy of students personal data, fee assessment, verifying graduation, diplomas, student data/statistical analysis, and transcript services. A principal responsibility of the Office is creating and maintaining each student's permanent academic file (paper based and electronic). In addition to responsibilities listed above the office is responsible for tracking grades received, tracking student status changes. The office of the Registrar also provides services to the faculty staff and instructors. These responsibilities, assignments and services are completed within institutional policies and standards as well as related state regulations. Our mission is centered on providing academic support to students, faculty, and staff in a convenient, responsive, and accurate manner. We commit ourselves to successfully fulfilling our role in support of the educational mission of the university.

Office hours with students:

Tue., Wed., Thur., - 10:00 a.m.-12:00 a.m. and 13:30 p.m.- 15:30 p.m.

Phone number: +359 52 677 202

Students' Affairs Officer:

Teodora Todorova

Dean of the Faculty of Dental Medicine

Tuesday -15:00-17:00

Migration office-Varna

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 652 349 and +35952 652 347

http://varna.mvr.bg/Administrativni_uslugi/Migracia/migracia_deinosti.htm