



INFORMATION ON THE ENROLMENT PROCEDURE FOR STUDENTS IN SECOND AND UPPER YEAR OF STUDY FOR WINTER SEMESTER OF ACADEMIC YEAR 2021/2022

DEAR STUDENTS,

Academic year 2021/2022 begins on **13th September 2021**.

The enrolment procedure for the winter semester of academic year 2021/2022 for second or upper year of study shall be performed **only electronically** through the WEB-STUDENT platform. In order to fulfil the registration requirements, you shall follow the steps:

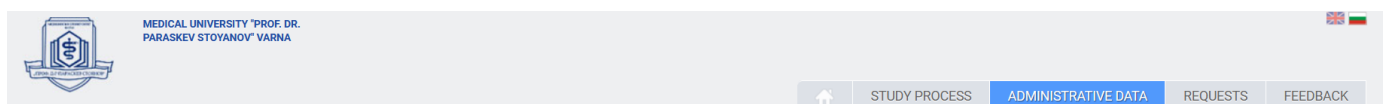
1. Pay the fee
2. Fill in the **Enrolment form** (personal data)
3. Submit the **summer practice diary** (only for 4th and 5th-year students).

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 2021/22, 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 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).



ADMINISTRATIVE DATA
Administrative data
Reason for admission
Orders
Tuition fees
Next semester enrolment
Dorms obligations

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
2020/21	1 -Winter	7823.32	0		7823.32	11/08/2020	0	
2020/21	2 -Summer	7823.32	0		7823.32	02/26/2021	0	
2021/22	1 -Winter	7823.32	0	7823.32	0		7823.32	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
- Upload a valid health insurance and BG ID (if renewed)



ADMINISTRATIVE DATA

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Next semester enrollment

Currently enrolled in semester: summer 2020/21
Enrollment for semester: winter 2021/22

Status: Awaiting submit

Paid tuition fee

Personal data

Does not owe books to the library

Additional documents

Message from Student Affairs Office:

[Fill in](#)

[Upload files](#)

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 accomplished the steps mentioned above shall receive the status "Currently enrolled in semester: winter 2021/2022". Thus, the enrolment process for the next year of study is complete.

Student Record Books remain valid without the need to be stamped and signed by the Dean's Office/College/Affiliate. Certification of the book for lack of obligation to the Library is not required. The confirmation shall be performed electronically.

DEAR STUDENTS,

We would like to remind you that in accordance with the Regulations on Educational Affairs of MU "Prof. Dr. Paraskev Stoyanov" – Varna, Art. 90, para 1, item 1 and item 2, the enrolment in the next training semester shall be performed within the following **terms**:

- for students who have passed all exams – not later than two weeks after the beginning of the semester (**i.e. until 24th September 2021**);
- for students who have to sit for exams in an extended or re-sit session – **not later than two weeks** after the end of the respective session.

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.

[You can check the annual tuition fees for academic year 2021/2022 here:](#)

BANK ACCOUNT of MU – VARNA

DSK Bank EAD,

BIC: STSABGSF

IBAN: BG24STSA93003100040700

The enrolment for **[sports/elective subjects](#)** for the winter semester of academic year 2021/2022 shall be performed **online** through the web-student system, menu **Study process**.

We wish you a healthy and successful academic year!

Svetlana Grancharova
Head of Student Affairs Office
Medical University – Varna