



INFORMATION ON THE ENROLMENT PROCEDURE FOR STUDENTS IN SECOND AND UPPER YEAR OF STUDY FOR WINTER SEMESTER OF ACADEMIC YEAR 2022/2023

DEAR STUDENTS,

Academic year 2022/2023 begins on **12th September 2022**.

The enrolment procedure for the winter semester of academic year 2022/2023 for second or upper year of study shall be performed **only electronically** through the WEBSTUDENT platform. In order to fulfil the registration requirements, you shall follow the steps:

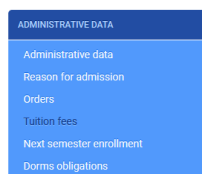
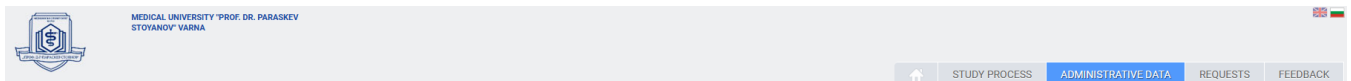
1. Pay the fee
2. Fill in the **Enrolment form** (personal data)
3. Submit the **summer practice diary** (only for 4th- and 5th-year students).

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 2022/23, 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).

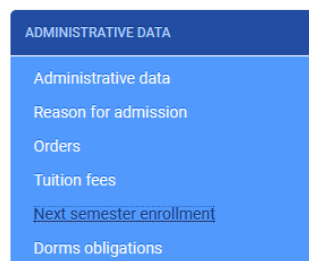


Tuition fees

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**



Next semester enrollment

Currently enrolled in semester: summer 2021/22

[+ Create request](#)

- Fill in and save the Personal data
- Upload a valid health insurance and BG ID (if renewed)

The screenshot shows the 'ADMINISTRATIVE DATA' section of the webstudent system. The main heading is 'Next semester enrollment'. Below this, it indicates the current enrollment status: 'Currently enrolled in semester: summer 2020/21' and 'Enrollment for semester: winter 2021/22'. A table lists the enrollment requirements and their status:

Requirement	Status
Paid tuition fee	✘
Personal data	✘
Does not owe books to the library	✔
Additional documents	

Buttons for 'Fill in' and 'Upload files' are visible. A message from the Student Affairs Office is also present at the bottom.

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 2022/2023". Thus, the enrolment process for the next academic year is complete.

Student Books remain valid without the need to be stamped and signed by the Student Affairs Office.

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 for the next 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 23rd September 2022**);
- for students who have to sit for exams – **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:](#)

MU-Varna bank account in BGN
 DSK BANK PLC, Sofia /Bulgaria
 BIC: STSABGSF
 IBAN: BG24STSA93003100040700

The enrolment for [sports/elective subjects](#) for the winter semester of academic year 2022/2023 shall be performed **online** through the webstudent system, menu **Study process**.

We wish you a healthy and successful academic year!

Svetlana Grancharova
Head of Student Affairs Office
Medical University – Varna