



## 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 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 4<sup>th</sup> and 5<sup>th</sup>-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 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).**

ADMINISTRATIVE DATA
Administrative data
Reason for admission
Orders
<b>Tuition fees</b>
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
2018/19	1 -Winter	7823.32	0		7823.32	2018	0	
2018/19	2 -Summer	7823.32	0		7823.32	2019	0	
2019/20	1 -Winter	7823.32	0		7823.32	2019	0	
2019/20	2 -Summer	7823.32	0		7823.32	2020	0	
2020/21	1 -Winter	7823.32	0		7823.32	2020	0	
2020/21	2 -Summer	7823.32	0		7823.32	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**

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 fulfilled the steps mentioned above shall receive the status "Currently enrolled in semester: winter 2021/2022".** 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 24<sup>th</sup> September 2021**);
- 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 2021/2022 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**