

# 1. CONDITIONS FOR APPLICATION, REQUIRED DOCUMENTS, CLASSIFICATION

## 1.1 General admission requirements

Application at the TU-Sofia is open to foreign students who hold a Secondary School Diploma, which allows them access to higher education institutions in the respective countries where they have completed their secondary education.

## 1.2 Required documents

- a) Application form, containing some brief biographical data, exact address, telephone and the label of the applicant's desired specialty. The Application form can be downloaded in [MS-Word format](#) ; [PDF format](#)
- b) Copy from:
- A certified copy of the high School Diploma / 2 pieces / and its Supplement(s) to use when applying for a degree "Bachelor";
  - High school diploma and diploma degree "bachelor" to use when applying for a degree "Master".
- c) A document, issued by competent authorities, which testifies to the right of the applicant to further his /her education at university level in the country where they have completed their secondary school/ college education or a document from the candidate - student exam held in the country.
- d) A Transcript of Records- for transfer applicants who want to study for a limited period of time.
- e) A Medical Certificate of Health issued within a month prior to the application date and verified by the competent authorities in the country from which the applicant submits his/her file.
- f) A photocopy of the page (or pages) of your passport / personal identification card that give your photo, name, date and place of birth and passport / ID card expiry date.
- g) Four recent passport-size photographs.

Documents a, b,c,d and e should be translated, legally verified by the consular service of Republic of Bulgaria in the country of issue. In case there is no Bulgarian consulate in the respective country, the documents are legalized according to the routine practice and procedure for legalization, translation and verification of documents. For applicants from the Republic of Turkey and administration diploma / transcripts / must be certified in the regional department "Education" and the governor with the Apostille. Candidates without dual citizenship must attach copies of all required documents.

The fee for applying to foreign citizens is 30 leva (payable upon submission of documents).

The full set of documents presented in the following ways:

- personally at the office of Foreign Students Department at the TU - Sofia;
- by registered mail to the following address: Foreign Students Department, Technical University - Sofia, 8 Kliment Ohridski Blvd, Sofia 1000, Bulgaria;
- vial specially authorized persons from the Technical University – Sofia, visiting the country in which the applicants resides;
- through the Ministry of Education and Science for applicants, arriving from countries with restrictive regime;
- for a state order places the citizens of Macedonia, Ukraine, Moldova and others should submit the documents to the Ministry of Education and Science, where an exam will be held for admission to the specialty.

### 1.3 Ranking

Ranking of candidates- for students on a full study course is based on their high school diploma scores in mathematics (minimum 3 years) and physics which should not be no less than 62% of the maximum possible result according to the adopted evaluation system (no lower than "3" according the Turkish system of evaluation).

## **2. RECORD AND EDUCATION OF ADMITTED STUDENTS**

### 2.1 Acceptance through preparatory training –for candidates, who do not speak the language of instruction

Prior to the beginning of their regular course of training, the successful foreign students attend a ten-month preparatory and specialized courses in Bulgarian and English languages. This facilitates the faster adaptation of foreign students to the conditions of training at the Technical University of Sofia. The students who have completed their preparatory course successfully receive certificates and can enroll in first or upper year.

### 2.2 Taking an exam - for candidates who speak the language of instruction

- For disciplines with foreign language teaching is recognized successfully passed exams for the international language, as certified by an original document and copy as follows:

#### For English language:

1. CAE (Cambridge Certificate in Advanced English).
2. CPE (Certificate of Proficiency in English).
3. IELTS (bands 6, 7, 8, 9).
4. PITMAN – Higher Intermediate – Advanced.
5. TOEFEL (with minimum 550, 213 or 100 points.).

For German - Deutsches Abitur passed exams or the exams of Deutsches Sprachdiplom der Stufe II (DSD II), Zentrale berstufenprufung (ZOP) or TestDaF.

For French - passed the state matriculation exam in French, or having a maximum score of French in high school diploma, or certificate holders B1 or B2 or C1 for proficiency in French.

- Applicants who have some level of proficiency in Bulgarian, English, German or French but do not have any of the documents mentioned above will have language test. Those who pass the language exam successfully enrol in their first year of study in their chosen speciality.
- Access to further education - for candidates studying in another university or graduated higher education degree

The course, in which will be enrolled candidates to continue their education from another university degree "Bachelor" degree and "Master" is determined by the faculty based on information contained in the submitted transcript or diploma degree " Bachelor. " You also apply the requirements of points 2.1 or 2.2. Regular training for the "Bachelor's degree is four years.

A Master's degree course lasts for a year and a half after obtaining the Bachelor's degree. A Master's degree may be obtained not only on the major that the candidate has a bachelor degree of, but on a different one, thus this education includes one year preparatory master course with main disciplines according to the specialty.

Following the successful completion of the full course of training, the Technical University of Sofia issues a Bachelor's or a Master's diploma with supplements indicating the seminar and lecture hours for each of the disciplines of study and the grades received.

### **3. STUDENTS VISA, HEALTH INSURANCE AND ACCOMODATION:**

3.1 To obtain a D visa (as a student), you have to visit in person the Bulgarian embassy or the consular service in the respective country, presenting MES ( Ministry of Education and Science) certificate and a valid national passport.

3.2 Students who are admitted under state contract and intergovernmental agreements, and those who have EGN (Bulgarian identity card number), are provided with health insurance from the University until 26 years / condition, that does not work /. Other foreign students are not entitled to health insurance from the University.

3.3 Accommodation in the hostel depends to the university. Rent is between 50-60 euro / depending on room /.

The monthly sustenance of a foreign student amounts to approximately EUR 200 .

### **4. TUITION FEE**

Fees are determined annually by a Decree of the Council of Ministers.

For the academic 2011/2012 year:

- The full annual fee for the preparatory (foundation) is EUR 2500 and for each subsequent year (for a Bachelor's degree) is EUR 3000;

- For students with dual citizenship the education fee is 50% of the annual fee.

- Students accepted according to the Decree of the Council of Ministers No. 103 of 1993 and the Decree of the Council of Ministers No. 228 of 1997 and citizens of EU countries or EES (European Economic Space) pay the same tuition as Bulgarian ones.

The payment is made after the information letter from The Technical University of Sofia that the person is accepted as a student .

Annual fee/tax is paid in two equal taxes at the beginning of every semester.

Payment should be made in two ways:

- in cash in average of Bulgarian leva according the official exchange rate of BNB for EUR ( EUR 1= 1.9558 leva)- at the cashier's office of the TU-Sofia, bl.1, room 1340;

to be converted into Bulgarian levs at the official exchange rates of the euro (one euro equals 1.9558 BGN

- in euro- by a bank transfer to the account of the Technical University of Sofia at:

BNB- Sofia, Central Office

1, Knyaz Alexander Batenberg sq.

SWIFT: BNBGBGSF

IBAN BG 14BNBG 9661 3400 103641

Important dates:

Submission of applications starts from: June 1, 2011

Deadline for submission of documents: September 30, 2011

The academic year 2011/2012 begins on September 12, 2011 (for first course master students on October 2011)

Additional information should be directed to Foreign Students' Department

E-mail: [foreign.stud@tu-sofia.bg](mailto:foreign.stud@tu-sofia.bg)

Tel : 00359 2 9653303; 00359 2 9653546

Fax: 00359 2 8623125

