

## **2) BULGÁRIA ( VÁRNA ) UNIVERSITY OF ECONOMICS**

### **Important points :**

#### **1. How to apply**

Mobility students who would like to study at the UE–Varna in the winter semester or for a full academic

year should submit their application forms through the electronic system of the University after the nomination deadline – 15th June. Those who would like to study in the summer semester should submit their application forms after the nomination deadline – 30th November.(Check the website for dateline changes.)

The complete set of documents is:

1. Application Form
2. Learning Agreement
3. Housing Application
4. 4 passport-size photos (3.5 x 4.5 cm)

#### **-Step-by-step procedure**

**Step 1:** Check for agreements between your home University and UE–Varna by contacting your International Relations Office. The person in charge will inform you about the procedures for you to be selected as an Erasmus+ mobility student.

**Step 2:** After passing the selection procedures, your home University must nominate you in our online application system at:

[http://webstudent.ue-varna.bg/client/?page=login&op=incoming\\_admin](http://webstudent.ue-varna.bg/client/?page=login&op=incoming_admin)

Nominations should be sent by 15th June for winter semester and full academic year and by 30th November for summer semester.

After this step you will receive an e-mail with login information for access to our electronic system at the following link: [http://webstudent.ue-varna.bg/client/?page=login&op=incoming\\_student](http://webstudent.ue-varna.bg/client/?page=login&op=incoming_student)

**Step 3:** All documents must be sent to [exchange\\_students@ue-varna.bg](mailto:exchange_students@ue-varna.bg) and via post to UE–Varna International Relations Office.

**Step 4:** During the application process, you need to choose between two types of accommodation: student dormitory or private accommodation. If you choose the University dormitory, you need to submit your Housing Application as soon as possible as the space is limited. It is also important to

notify the IRO about the exact date and time of your arrival. For further information, contact the International Relations Office.

**-Accommodation:**

The International Relations Office at the University works with partners who assist students with finding accommodation. Mobility students can be accommodated at the University dormitory. The space is limited for Erasmus+ students and accommodation is determined on a 'first come, first served' basis. All rooms are furnished with desks, beds, wardrobes, cupboards and chairs, living room and bathroom facilities. It is located near the University building. The monthly rent is EUR 100 per person for incoming Erasmus+ students.

Hotel accommodation is also available and the bed&breakfast price for a double room per night ranges from EUR 15 to 25 (preferential price). For those who prefer to rent a flat in Varna, the International Relations Office recommends to contact real estate agencies in Varna that can provide you with private/shared rooms in apartments located near the University.

The cost of renting a fully equipped private/shared room near the city center of Varna is between EUR 100 and EUR 150 per person/month.

The International Relations Office should be notified about the exact date and time of arrival at least a week in advance, so that accommodation can be arranged.

For more information, contact:

Tel: +359 52 830 812

E-mail: [exchange\\_students@ue-varna.bg](mailto:exchange_students@ue-varna.bg)

Address of the dormitory:

Bregalnitsa Str., block 1 and 2

**International office**

Head of International Relations Office

Nevena Dobрева, PhD

+359 882 164 660

Office 321

E-mail: [nevena.dobрева@ue-varna.bg](mailto:nevena.dobрева@ue-varna.bg)

Erasmus+ Programme Coordinator Incoming Mobility

Valentina Yordanova

+359 882 164 852

Office 321

E-mail: [exchange\\_students@ue-varna.bg](mailto:exchange_students@ue-varna.bg)

Foreign Students Coordinator

Evgeni Raychev

+359 882 164 775

Office 321

E-mail: [foreign\\_students@ue-varna.bg](mailto:foreign_students@ue-varna.bg)

**Useful links:**

- <http://ue-varna.bg/en/default.aspx>
- <http://international.ue-varna.bg/en/45/>
- <http://international.ue-varna.bg/en/8/bachelor-programmes>
- [http://ue-varna.bg/Uploads/AdminUploads/International\\_Cooperation/Guidebook\\_Incoming\\_Students\\_2017-2018.pdf](http://ue-varna.bg/Uploads/AdminUploads/International_Cooperation/Guidebook_Incoming_Students_2017-2018.pdf)
- <http://international.ue-varna.bg/admin/uploads/files/CulturalAdaptationGuide2017-2018.pdf>