



## Documents for the Ministry of Education:

1. A notarized copy of your high school diploma with the grades and the subjects studied. Make a Xerox copy of the diploma and then take the copy to a notary.
2. A document certifying that your high school diploma gives you the right to continue your education in a university. This document is issued by the Ministry of Education in your country or by your high school. You may find a sample on the following link: <https://www.aubg.edu/documents/837>
3. An up - to - date medical certificate with general information about your health status, issued in your home country by your health care provider. You may find a sample on the following link: <https://www.aubg.edu/documents/1204>

**Important:** The documents in 1, 2 and 3 should have a **Bulgarian translation done and certified by the Bulgarian Embassy in your country.**

- If your country has signed the Hague convention (Albania, India, Moldova, Kazakhstan, Kyrgyzstan, Montenegro, Turkey, or USA) you must get an "**Apostille**" before translating the documents. An "Apostille" certificate is needed to legalize a document for use in another country. You may find the competent authority providing "Apostille" at <http://www.hcch.net>
  - If you are from a country which is not a member of the Hague convention (Turkmenistan, Tajikistan, or Kosovo, Nepal, Sri Lanka, Bangladesh) the documents must be first verified by the Ministry of Foreign Affairs and then translated by the Bulgarian Embassy.
  - If you are from Azerbaijan, Armenia, Belarus, Bosnia and Herzegovina, Georgia, Macedonia, Mongolia, Russia, Serbia, Ukraine, or Uzbekistan the documents do not need legalization with an Apostille or Ministry of Foreign Affairs.
4. Two passport-size photos with your names written on the back as they appear on your passport.
  5. Two clear copies of the front page of your international passport, with your names written in the Latin alphabet, the date and place of birth. (If you have dual citizenship, please mail a copy of each passport).  
Important: The expiration date of the passport must be at least 18 months after the date of applying for a visa.

## Processing of documents at the International Student Services Office and sending them to the MOE

- 1-2 days - if the documents were translated and certified by the Bulgarian Embassy in your country.
- 8-9 working days - if you send the documents without translation and AUBG gives them to an authorized agency for Bulgarian translation and certification by the Ministry of Foreign Affairs. This will lead to **additional costs** which will be charged to your student account.

## Submit the following documents required for a long-term visa to the Bulgarian embassy in your country:

- 3 • 1 completed application form – you may download the form from the following website: <https://www.aubg.edu/international-student-services-forms-and-resources>
- Certificate from the Ministry of Education – mailed by AUBG
- Enrolment certificate from AUBG - provided by AUBG;
- Housing letter- provided by AUBG;
- Health insurance letter certifying that the student will have insurance upon arrival - provided by AUBG;
- A document proving that you have paid your tuition - issued by Accounting Office upon request ONLY if you have paid your tuition.
- Document proving that you can cover your living expenses - valid bank account with the equivalent of 4000 BGN;
- Valid passport and 2 copies of the front page of the passport;
- 1 picture (3,5 x 4,5cm).
- If you are 18 or over you will need a **Police clearance report\*** issued in your home country, certifying that you have never been convicted.
- If you are under 18 years old at the time you apply for a visa you will need a **Declaration - agreement** from your parents that you can **travel abroad and apply for extending your stay in Bulgaria**, because you will be studying at the American University in Bulgaria.\*

\* The last two documents need to be legalized and translated into Bulgarian by a Bulgarian Embassy. More information on the translation and legalization requirements for these documents will be sent to you later on.