

Recognition of higher education, acquired at a foreign higher education institution

Documents required:

1. An original and a copy of diploma/certificate for higher education, or another equivalent document, issued by an educational institution, acknowledged by the respective state authority to be part of the secular higher education system of that country;
2. An original and a copy of the diploma supplement, as well as an original and a copy of the European Diploma Supplement (if available), verifying the study program and the acquired number of credits;
3. A copy of the identity document and a document, verifying the change of names of the applicant, if there is such;
4. Application to the Rector (form);
5. A receipt of paid fee for the procedure of acknowledging foreign diplomas/certificates, according to the order for fees for administrative services and other activities concerning the study process for the current academic year;
6. A copy of diploma/certificate for secondary education (with Bulgarian translation);

Requirements:

1. The documents from items 1. and 2. (excluding the European Diploma Supplement), issued by higher education institutions from the EU member states, Iceland, Norway, Liechtenstein and Switzerland, must be accompanied by a Bulgarian translation by a person with a contract for translation services with the Ministry of Foreign Affairs.
2. In case the documents were issued by higher education institutions from other countries, excluding the above-mentioned, they must be legalized, translated and certified according to the regulations in the international contracts of the Republic of Bulgaria with the country they were issued by. In case there are no such regulations, the common procedure for legalization, translation and certification of documents is followed.

Remarks:

1. All documents required must be submitted **till July, 31st in the year of application**;
2. The documents must be submitted with the technical secretary in charge of the procedure for acknowledging the higher education acquired abroad (room 207, Rectorate).

Recognition of periods of study at a foreign higher education institution

Documents required:

1. An original and a copy of the transcript of records for the completed period of study, or another equivalent document, issued by an educational institution, acknowledged by the respective state authority to be part of the secular higher education system of that country;
2. A copy of the identity document and a document, verifying the change of names of the applicant, if there is such;
3. Application to the Rector (form);
4. A copy of diploma/certificate for secondary education (with Bulgarian translation).

Requirements:

1. A transcript of records, issued by higher education institutions from the EU member states, Iceland, Norway, Liechtenstein and Switzerland, must be accompanied by a Bulgarian translation by a person with a contract for translation services with the Ministry of Foreign Affairs.
3. In case the transcript of records was issued by higher education institutions from other countries, excluding the above-mentioned, it must be legalized, translated and certified according to the regulations in the international contracts of the Republic of Bulgaria with the country it was issued by. In case there are no such regulations, the common procedure for legalization, translation and certification of documents is followed.

Remarks:

1. All documents required must be submitted at least one month prior to the beginning of the respective semester;
2. The documents must be submitted with the technical secretary in charge of the procedure for acknowledging completed periods of study abroad (room 207, Rectorate).