Тази процедура урежда реда и условията за прием на граждани на ЕС и ЕИП за студенти на СА „Д. А. Ценов“.

I. Прием на чуждестранни граждани в ОКС „Бакалавър“

Необходими документи за кандидатстване
1. Заявление за кандидатстване (Приложение № 1). Заявленияето трябва да бъде запълнено на компютър на български или английски език и подписано от кандидата на всяка страница.
2. Диплома за завършено средно образование.
3. Приложение с оценки към дипломата за завършено средно образование.
4. Официален документ с описание на използваната в дипломата скала за оценяване (в случай че към дипломата не е приложена такава).
5. Официален документ, издаден от Регионален инспекторат на образованието (в случай че дипломата за средно образование е издадена от средно училище извън Р България).
6. Копие на паспорт или лична карта. Кандидатите с двойно гражданство, едното от които е българско, трябва да представят копие и на българския документ за гражданство.
7. Паспортни снимки – 4 бр.
8. Документ за владееане на български език, издаден от висше училище в Република България (за кандидатите, които ще се обучават в програма на български език и няма да преминават езикови и специализирана подготовка).
9. Документ за владееане на английски език на ниво B2 спрямо Общата европейска езикова рамка (при кандидатстване за специалност на английски език).

Документите по т. 2, 3 и 4 трябва да бъдат:
1) нотариално заверени копия;

Admission procedure of EU and EEA students to the D. A. Tsenov Academy of Economics

This procedure governs the terms and conditions of EU and EEA students admission to the D. A. Tsenov Academy of Economics.

I. Bachelor’s degree admission of foreign applicants

Application documents
1. Application form (Appendix No. 1). The application form must be completed in Bulgarian or English on computer and signed by the applicant on every page.
2. Diploma of completion of secondary education.
3. Diploma Supplement.
4. Official document with the grading system description (in case of no grading scale is enclosed to the Secondary School Diploma).
6. Copy of passport or ID card. Applicants with dual citizenship should also provide copies of their Bulgarian ID card or passport. In case there is a difference between the names on the two ID cards or passports, the applicant must also provide a notary certified declaration of identity (or, alternatively, a certificate issued by the respective municipal authorities) stating that the different names belong to one and the same person.
7. Four (4) photos passport format.
8. Certificate of Bulgarian language command issued by a higher education institution in Bulgaria (for applicants who apply for Bulgarian-taught programmes and who haven’t passed a language and specialized preparatory course).

Documents specified in points 2, 3 and 4 must be:
1) Notary certified copies;
2) Certified in accordance with the international requirements:
- for countries that have a mutual legal assistance agreement with Bulgaria concerning certification of documents, the agreement requirements shall apply;
- for countries members to the Hague Convention, documents are certified with APOSTILLE stamp.

3) Translated into Bulgarian language with legalized translation.
In case the translation is made in Bulgaria, it is necessary to send the translated documents for certification of the translator's signature to the Bulgarian Ministry of Foreign Affairs.

**Application procedure and enrollment**
1. The applicant sends scanned copies of the application documents to the Centre for International Affairs, Foreign Citizens Division via international@uni-svishtov.bg.

2. Upon approval by the Foreign Citizens Division, the applicant pays an admission fee by bank transfer directly into the following bank account:

   **Municipal Bank, Financial Centre Svishtov**
   Bulgaria (BG), Svishtov, 11 Al. Konstantinov Str.
   BIC: SOMBBSGF
   IBAN: BG78SOMB913031TSENOV00
   Bank account holder: D. A. Tsenov Academy of Economics

   **Depositor:** Applicant's full name and personal ID number
   **Transfer details:** Admission fee

3. The applicant sends the full package of the original documents by regular mail to the following postal address:

   2, Emanuil Chakarov Str.
   Centre for International Affairs, Foreign Citizens Division
   D. A. Tsenov Academy of Economics
   Svishtov 5250, Bulgaria

4. Foreign Citizens Division sends the applicant's documents to the Regional Inspectorate of Education for review and recognition. The review period takes from two weeks up to a month.

5. The Regional Inspectorate of Education reviews the documents and issues a recognition certificate.
II. Master's degree admission of foreign applicants

Application documents

1. Application form (Appendix No. 1). Application form must be completed in Bulgarian or English on computer and signed on every page.

2. Diploma of completion of higher education.

3. Diploma Supplement.

4. Official document with the grading system description (in case of no grading scale is enclosed to the Higher Education Diploma).

5. European Diploma Supplement, if any.

6. Copy of passport or ID card. Applicants with dual citizenship should also provide copies of their Bulgarian ID card or passport. In case there is a difference between the names on the two ID cards or passports, the applicant must also provide a notary certified declaration of identity (or, alternatively, a certificate issued by the respective municipal authorities) stating that the different names belong to one and the same person.

7. Four (4) photos passport format.

8. Certificate of Bulgarian language command issued by a higher education institution in Bulgaria (for applicants who apply for Bulgarian-taught programmes and who haven’t passed a language and specialized preparatory course).


Documents specified in points 2, 3 and 4 must be:

1) Notary certified copies;

2) Certified in accordance with the international requirements:

• for countries that have a mutual legal assistance agreement with Bulgaria.
3) Translated into Bulgarian language with legalized translation. In case the translation is made in Bulgaria, it is necessary to send the translated documents for certification of the translator's signature to the Bulgarian Ministry of Foreign Affairs.

**Application procedure and enrollment**

1. The applicant sends scanned copies of the application documents to the Centre for International Affairs, Foreign Citizens Division via international@uni-svishtov.bg.

2. Upon approval by the Foreign Citizens Division, the applicant pays a fee for recognition of higher education acquired at foreign universities by bank transfer directly into the following bank account:

   Municipal Bank, Financial Centre Svishtov Bulgaria (BG), Svishtov, 11 Al. Konstantinov Str.
   BIC: SOMBBGSF
   IBAN: BG78SOMB913031TSENOV00
   Bank account holder: D. A. Tsenov Academy of Economics
   Depositor: Applicant's full name and personal ID number
   Transfer details: Fee for higher education recognition

3. The applicant sends the full package of the original documents by regular mail to the following postal address:

   2, Emanuil Chakarov Str.
   Centre for International Affairs, Foreign Citizens Division
   D. A. Tsenov Academy of Economics
   Svishtov 5250, Bulgaria

4.1. Foreign Citizens Division sends the applicant's documents to the Committee for Academic Recognition of Higher Education Acquired at Foreign Universities (CARHEAFU). The Committee sends an email or fax request for diploma verification to the higher education institution that issued the diploma.

4.2. In case of no reply from the higher education institution, the request is forwarded to the National Centre for Information and Documentation (NACID).
4.3. The decision on diploma recognition is taken by the Academic Council on a proposal from the CARHEAFU.
5. Once the Academic Council has recognised the higher education diploma, the Foreign Citizens Division informs the applicants that they may proceed with the admission procedure for Bulgarian citizens (Chapter II of the Regulations for admission of students to educational and qualification degree ‘Bachelor’, educational and qualification degree ‘Master’, and non-degree postgraduate qualification (Approved with the Decision No. 5, pt. 1 of the Academic Council on January 25th, 2017)).

III. Language and specialized preparatory course for foreign study applicants

All applicants who have chosen a programme taught in Bulgarian and have no command of Bulgarian language must attend a 9-month language and specialized preparatory course. The language and specialized preparatory course for foreign study applicants can be organised by the D. A. Tsenov Academy of Economics.
The language and specialized preparatory course starts in November. It includes 650 hours of Bulgarian language, 100 hours Economic Geography of Bulgaria and EU, 100 hours Mathematics and 150 hours Economics and Business.

If the applicant has a good command of Bulgarian/English (level B2 or higher) but does not hold a certificate, it is possible to sit a diagnostic exam organised by the D. A. Tsenov Academy of Economics. In order to sit a diagnostic exam the applicant must pay a fee by bank transfer directly into the following bank account:

Municipal Bank, Financial Centre Svishtov
Bulgaria (BG), Svishtov, 11 Al. Konstantinov Str.
BIC: SOMBBGSF
IBAN: BG96 SOMB9130 347SEN0V02
Bank account holder: D. A. Tsenov Academy of Economics
Depositor: Applicant’s full name and personal ID number
Transfer details: Fee for diagnostic exam

III. Езикова и специализирана подготовка за чужденци

Всички кандидати, избрали специалност или програма, която се преподава на български език, и които нямат познания по езика, трябва да преминат 9-месечен курс по езикова и специализирана подготовка. Курсът по езикова и специализирана подготовка за чужденци може да бъде организиран от СА „Д. А. Ценов”.

Курсът по езикова и специализирана подготовка започва през м. ноември и включва 650 часа български език, 100 часа обучение по икономическа география на България и ЕС, 150 часа по икономика и бизнес и 100 часа по математика.

В случай че кандидатът владее български/английски език на ниво B2 или по-високо, но не притежава документ, с който да го докаже, той трябва да се яви на диагностичен езиков изпит, организиран от СА „Д. А. Ценов”. За явяване на диагностичен езиков изпит кандидатът заплаща такса по следната банкова сметка:

Общинска банка АД, Финансов център Свиштов
България, Свищов, ул. Алексо Константинов 11
BIC: SOMBBGSF
IBAN: BG96 SOMB9130 347SEN0V02
Титуляр на сметката: СА „Д. А. Ценов”

Вносител: Име на кандидата и личен номер
Основание: Такса за диагностичен изпит