

**AUBG OSUN Student Mobility Fact Sheet**

<b>OSUN Host Institution</b>	<b>American University in Bulgaria</b>
<b>Address</b>	ul. "Svoboda Bachvarova" 12 2700 Blagoevgrad, Bulgaria
<b>Website</b>	<a href="https://www.aubg.edu">https://www.aubg.edu</a>

**Office of Study Abroad Programs**

<b>Study Abroad Manager</b>	Mariya Handzhiyska
<b>Address</b>	ul. "Svoboda Bachvarova" 12 2700 Blagoevgrad, Bulgaria
<b>Phone</b>	(+359 73) 888 531
<b>Email</b>	<a href="mailto:mhandzhiyska@aubg.edu">mhandzhiyska@aubg.edu</a>
<b>Website</b>	<a href="https://www.aubg.edu/osun-exchange">https://www.aubg.edu/osun-exchange</a>

**OSUN Student Mobility Support**

<b>OSUN Student Mobility Manager</b>	Carmen Nicole Smith
<b>Email</b>	<a href="mailto:csmith@bard.edu">csmith@bard.edu</a>
<b>OSUN Student Mobility Application</b>	<a href="https://osun.terradotta.com/index.cfm?FuseAction=Abroad.Home">https://osun.terradotta.com/index.cfm?FuseAction=Abroad.Home</a>

**Program Information**

<b>Application Procedure</b>	Upon nomination or acceptance to participating in and OSUN exchange to AUBG, students should fill in and submit the application form. Applications deadlines are October 30 <sup>th</sup> for the spring term and May 30 <sup>th</sup> for the fall term.
<b>Institution Application Requirements</b>	You will need to attach a transcript of records and a copy of your international passport.
<b>Acceptance to AUBG</b>	You'll receive an official acceptance letter confirming your exchange at AUBG, usually one week after the application is submitted.
<b>Orientation Meeting</b>	Accepted students committed to attending AUBG must participate in an OSUN Zoom meeting and zoom pre-departure orientation. For information about campus life at AUBG: <a href="https://www.aubg.edu/preparing-for-life-on-campus">https://www.aubg.edu/preparing-for-life-on-campus</a>
<b>Course Enrollment</b>	Students should complete the OSUN Student Mobility Learning Agreement and have approval from their home institution for their planned courses.
<b>Course Registration</b>	Students Register their courses online
<b>Registration Dates</b>	Registration is over one week each semester; notification will be provided ahead of time via email.
<b>Course Eligibility</b>	Students can choose from all of the courses offered as long as prerequisites are fulfilled where applicable.
<b>Semester Dates</b>	Fall Semester: September – December Spring Semester: January – May
<b>Undergraduate Course Load</b>	Students should follow the minimum requirement for full-time status according to their home university and should not exceed 17 credits per semester.
<b>Historic Course Catalog</b>	<a href="https://www.aubg.edu/academic-catalog">https://www.aubg.edu/academic-catalog</a>
<b>Registration Instructions</b>	You will be sent info about registration; however, course registration is coordinated through the Study Abroad Manager.
<b>Method of Instruction</b>	The class format is based on lectures, readings, class participation and self-study. Students are expected to attend all lectures, to complete all course-related assignments and readings, and to sit exams and/or submit a final paper in order to receive a course grade.
<b>Credits</b>	1 AUBG credit is equal to 2 ECTS credits.

**Accommodations**

<b>Housing</b>	OSUN Exchange students will be accommodated in AUBG Residence Halls <a href="https://www.aubg.edu/students-residential-life">https://www.aubg.edu/students-residential-life</a>
<b>Student Orientation</b>	Students should arrive on campus for the orientation week one week before courses begin.
<b>Airport Transport</b>	AUBG will arrange pick up to and from the airport in Sofia.
<b>Cost of Meals</b>	You will have a meal card loaded with \$100 that you will be able to add to. The estimated monthly cost of food is around \$400 per month depending upon the person.
<b>Cost of Books</b>	Students can expect to pay around \$200 / semester for textbooks.
<b>Health Insurance</b>	Students will have health insurance through AUBG for the semester.
<b>Disability Accommodation</b>	The University will make every effort to be accommodating to students that have notified Pavlina Pavlova at <a href="mailto:pavlinap@aubg.edu">pavlinap@aubg.edu</a> from International Student Services of their disability needs.

#### VISA Information

<b>VISA</b>	<p>As an exchange international student accepted for study at the American University in Bulgaria, you must have a long-term student visa, type D. To get this visa, you need to apply at the Bulgarian embassy in the country of your permanent residence not earlier than three months before the traveling date and not later than one month before that date. Because the visa process is slow and time-consuming, you must allow time for it. Our experience shows that you should allow at least 30 working days for the Bulgarian Embassy to issue the visa.</p> <p>Please keep in mind that you should apply for a visa no later than June 15 if you have been accepted for the fall semester and no later than November 1 if you have been accepted for the spring semester.</p>
<b>Visa Application Process for EU and Non-US Citizens</b>	<p>As an exchange student with non-US or non-EU citizenship, accepted for study at the American University in Bulgaria, you must have a long-term student visa, type D. To get this visa, you need to apply IN PERSON at the Bulgarian embassy or the nearest Consulate <b>not earlier than 3 months before the traveling date and not later than one month before that date</b>. Because the visa process is slow and time-consuming, you must allow time for it. Our experience shows that you should allow at least <b>30 working days</b> for the Bulgarian Embassy to issue the visa.</p> <p>Please keep in mind that you should apply for a visa <b>not later than June 15</b> if you have been accepted for the <b>fall semester</b> and <b>not later than November 1</b> if you have been accepted for the <b>spring semester</b>.</p> <p>Here's an outline of the process:</p> <p><b>Step one</b> Please contact International Student Office at <a href="mailto:iso@aubg.edu">iso@aubg.edu</a> and request your visa certificate.</p> <p><b>Step two</b> After that AUBG will issue a Certificate, stating that you are accepted at AUBG, you will live on campus, and you will have insurance upon arrival.</p> <p><b>Step three</b> The AUBG certificate will be express mailed to you. <b>Please give an exact mailing address</b>. This should be a street address, not a post office box. Note that mailing expenses will be charged to your student bill.</p> <p><b>Step four</b> Finally, you must submit the following documents required for a long-term visa to the Bulgarian embassy in your country:</p> <ul style="list-style-type: none"> <li>• One completed visa <a href="#">application form</a></li> <li>• AUBG certificate – provided by AUBG</li> <li>• Document proving that you will be able to cover your living expenses – valid bank account with 4,000 BGN or the equivalent in USD</li> <li>• Valid passport</li> <li>• Two copies of the information pages of your passport;</li> <li>• One current passport photo (European sized – 3.5×4.5cm)</li> <li>• Document about paid visa fee (200 EUR)</li> </ul>

	<p>Double-check with the Bulgarian embassy where you will apply if these are all the required documents as visa procedures are subject to change.          You may find useful information about the Bulgarian Embassies in the USA at <a href="http://mfa.bg/en">mfa.bg/en</a>.          Make sure that you submit original documents and two copies to the Bulgarian Embassy.</p> <p><b>Step five</b>          When the visa is ready, go to the Bulgarian embassy to pick it up. Make sure you carry your passport with you. <b>Please notify the International Student Services Office that you have received your visa.</b></p> <p><b>Step six</b>          You may travel to Bulgaria <b>after</b> the visa is entered in your passport. Please <b>do not</b> buy a non-refundable ticket until you receive your visa.          Please do not hesitate to contact the International Student Office at <a href="mailto:iso@aubg.edu">iso@aubg.edu</a> if these procedures are unclear.</p>
<p><b>Visa Process for US Citizens</b></p>	<p>As an <b>U.S. exchange or visiting international student</b> accepted for study at the American University in Bulgaria, you must have a long-term student visa, type D. To get this visa, you need to apply at the Bulgarian embassy in the country of your permanent residence <b>not earlier than three months before the traveling date and not later than one month before that date</b>. Because the visa process is slow and time-consuming, you must allow time for it. Our experience shows that you should allow at least <b>30 working days</b> for the Bulgarian Embassy to issue the visa. Please keep in mind that you should apply for a visa <b>not later than June 15</b> if you have been accepted for the <b>fall semester</b> and not later than <b>November 1</b> if you have been accepted for the <b>spring semester</b>.</p> <p>Here's an outline of the process:</p> <p><b>Step one</b>          Please contact International Student Office at <a href="mailto:iso@aubg.edu">iso@aubg.edu</a> and request your visa certificate.</p> <p><b>Step two</b>          After that AUBG will issue a Certificate, stating that you are accepted at AUBG, you will live on campus, and you will have insurance upon arrival.</p> <p><b>Step three</b>          The AUBG certificate will be express mailed to you. <b>Please give an exact mailing address</b>. This should be a street address, not a post office box. <u>Note that mailing expenses will be charged to your student bill.</u></p> <p><b>Step four</b>          Finally, you must submit the following documents required for a long-term visa to the Bulgarian embassy in your country:</p> <ul style="list-style-type: none"> <li>• One completed visa <a href="#">application form</a>;</li> <li>• AUBG certificate – provided by AUBG;</li> <li>• Document proving that you will be able to cover your living expenses – valid bank account with 4,000 BGN or the equivalent in USD;</li> <li>• Valid passport;</li> <li>• Two copies of the information pages of your passport;</li> <li>• One current passport photo (European sized – 3.5x4.5cm).</li> </ul> <p>You are exempt from visa fees according to an agreement signed between the Government of the Republic of Bulgaria and the U.S. Government.          Please double-check with the Bulgarian embassy where you will apply if these are all the required documents as visa procedures are subject to change.          You may find useful information about the Bulgarian Embassies in the USA at <a href="http://mfa.bg/en">mfa.bg/en</a>.          Make sure that you submit original documents and two copies to the Bulgarian Embassy.</p> <p><b>Step five</b></p>

	<p>When the visa is ready, go to the Bulgarian embassy to pick it up. Make sure you carry your passport with you. <b>Please notify the International Student Services Office that you have received your visa.</b></p> <p><b>Step six</b></p> <p>You may travel to Bulgaria <b>after</b> the visa is entered in your passport. Please <b>do not</b> buy a non-refundable ticket until you receive your visa. Please do not hesitate to contact the International Student Office at <a href="mailto:pavlinap@aubg.edu">pavlinap@aubg.edu</a> if these procedures are unclear.</p>
<b>Visa Contact</b>	Please contact Pavlina Pavlova at <a href="mailto:pavlinap@aubg.edu">pavlinap@aubg.edu</a> with questions.

**Additional Information**

<b>About Blagoevgrad</b>	<a href="https://www.aubg.edu/blagoevgrad">https://www.aubg.edu/blagoevgrad</a>
<b>About Sofia</b>	<a href="https://www.visitsofia.bg/en/">https://www.visitsofia.bg/en/</a>
<b>About Bulgaria</b>	<a href="https://visitmybulgaria.com">https://visitmybulgaria.com</a>