

**INFORMATION FACTSHEET FOR  
PARTICIPATION IN ERASMUS+ CREDIT MOBILITY  
BETWEEN UACEG AND INSTITUTIONS FROM PARTNER COUNTRIES**

**INCOMIG STUDENTS**

**Dear Student,**

Thank you for the interest in our university. You will find more information about the application procedure and the necessary documents below:

**APPLICATION PROCESS - BEFORE THE MOBILITY**

The exchange students should send the following documents by e-mail as attachment in doc. or pdf. format to the Center for international relations and mobility at the UACEG:

- 1. Learning agreement.** The normal fulltime student workload per semester is 30 ECTS credit points. Complete the Learning Agreement form with the list of courses available that you would like to take during your stay at UACEG and which fit into your home university study profile. This will allow for transfer of the credits back to your home university. Both institutions approve and sign the Learning Agreement. If a student intends to do a thesis project or research at UACEG, a short description of the subject area is required. For the list of courses available to Erasmus students, please follow the link: <https://www.uacg.bg/?p=477&l=2>.
- 2. Application Form.** The Application form contains information necessary for the enrollment of the student in the respective faculty of the UACEG. The student may apply for staying at the UACEG dormitories by filling in the respective field in the Application form.
- 3. CV in English language.**
- 4. Language Certificate.** The required min. level of language competence for successful studies at the UACEG is B1 in the language of instruction for the respective course.
- 5. Transcript of records from previous years of study.** The Transcript is used by Erasmus Faculty Coordinators to evaluate whether the mobility participant has the necessary background, which would allow him/her to effectively and successfully participate in the courses, described in the Learning agreement (not applicable for PhD students). **PhD students** send a **Motivation letter with a brief description of their field of research and the activities they plan for their mobility period** in English language.
- 6. Bank account document.** The bank account document should provide details about the account where the financial support should be paid, such as: the account holder, bank name, address, Clearing/BIC/SWIFT number and account/IBAN number. It is possible to open a bank account with a local bank after your arrival in Bulgaria.

- 7. Copy of an insurance policy** providing adequate insurance coverage for the travel and the mobility period of the participant. The insurance policy will also be needed for your visa application. On the basis of these documents of the applicant the Center of international relations and mobility of UACEG prepares an Invitation letter, which will be sent to the Bulgarian Embassy in the respective partner country as part of your visa application.

- 8. Portfolio (for Architecture students only).**

The Center of international relations and mobility of UACEG prepares **the Grant Agreement** for Student Mobility between Programme and Partner Countries, which is signed by the UACEG and the student after the arrival in Bulgaria.

#### **DURING THE MOBILITY- CHANGE SELECTED COURSES DURING YOUR STAY**

Learning Agreement for studies- During the mobility is a document, which introduces changes to the initial Learning Agreement. Both institutions and the student approve and sign the Learning Agreement -During the mobility.

#### **AFTER THE MOBILITY - REPORTING PROCESS**

- 1. Online EU Survey** - the student shall complete and submit the online EU Survey after the mobility abroad. The invitation is received by e-mail.
- The participant provides to the receiving institution documents proving the dates of travel and stay– plane tickets, tickets from other types of travel, hotel and/or other accommodation invoices, etc.
- The receiving institution UACEG issues a Student Stay Abroad Form which certifies the start date and the end date of the mobility period.
- The receiving institution UACEG issues a Transcript of records - Learning Agreement for studies- After the mobility. The Learning Agreement for studies-After the mobility-Transcript of records- is the document which describes the courses the student participated in, the exams and the results of the student after the end of the mobility period.