



# APPLICATION INSTRUCTIONS FOR FULL-TIME STUDY

(If you wish to study part-time, you should contact the AUBG Admissions Office for further information.)

## 2009 / 2010 ACADEMIC YEAR

### APPLICATION PROCEDURES FOR ALL APPLICANTS

All applicants should follow the steps listed below in order to complete the American University in Bulgaria (AUBG) application process:

**1. APPLICATION FORM:** Submit the completed application form with a non-refundable 25 USD application fee, unless you are applying online. All international students are required to attach a copy of the first page of their international passports. Please attach a check, money order, or receipt for a bank transfer payable to AUBG to your application. Visit [www.aubg.bg/payments](http://www.aubg.bg/payments) for payment information.

**2. ENGLISH REQUIREMENT:** Arrange to have the official Test of English as a Foreign Language (TOEFL) score sent by ETS to the AUBG Admissions Office, or the official IELTS or ESOL tests, unless you are a native speaker of English. Please note that AUBG does not accept personal score reports sent directly to the student or photocopies. The AUBG institutional code for receiving official TOEFL scores is 2451. An applicant who is not a native speaker of English may fulfill AUBG English Language Proficiency requirement by achieving a satisfactory score on the tests: iBT/ IELTS/ ESOL. The minimum satisfactory scores are 550 / 80 / CPE>C respectively. The TOEFL/ IELTS must have been taken within two years of the proposed term of entry. To register for TOEFL please visit [www.toefl.org](http://www.toefl.org) or request a registration bulletin from TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA. To order official score report for the IELTS visit the British Council at [www.britishcouncil.org](http://www.britishcouncil.org) and for ESOL visit [www.cambridgeesol.org](http://www.cambridgeesol.org)

**3. DIPLOMA:** Arrange to have a high school leaving certificate or diploma and/or college transcript(s) sent to the AUBG Admissions Office. Bulgarian high school diplomas are considered as true copies if certified by a notary and officially translated in English. Non-Bulgarian diplomas are considered true copies if certified by an Apostille. Information about the Hague Convention on legalization of foreign public documents is available at [www.hcch.net](http://www.hcch.net). Applicants who do not hold a high school diploma at the time of applying must present an official high school transcript or record for the last three years of secondary school study. Transcripts are considered official if they bear an official high school stamp and the signature of the high school principal. Academic transcripts should include the school's contact information. Records must list the subjects taken, grades earned or examination results in each subject, and certificates or diplomas with a calculated Grade Point Average (GPA). If the documents are not in English, they must have a certified English translation accompanying them.

**4. RECOMMENDATIONS:** Submit three letters of recommendation from teachers, professors, guidance counselors, and/or academic advisors familiar with your academic performance and potential for leadership. Any letter not written in English must be accompanied by a certified English translation.

**5. ESSAY:** Write an essay, which will help the AUBG Admissions Committee become acquainted with you, understand your motivation to attend AUBG, and determine how well you can express yourself. The essay should be on the following topic: **"How an AUBG education will broaden your global perspective and cultivate your capacity for social responsibility."** The essay will be evaluated on the basis of clarity, creativity, completeness of response, sentence structure, paragraphing, spelling, grammar, and style.

**6. SAT REASONING TEST/ ACT:** Arrange to have an official SAT Reasoning test or ACT score report sent to the AUBG Admissions Office directly from College Board. The AUBG institutional code for receiving official SAT scores is 2451. Only official score reports sent to the AUBG Admissions Office directly from College Board and ACT are acceptable. To register for the SAT please visit [www.collegeboard.com](http://www.collegeboard.com) or request a registration bulletin from College Board, SAT Program, P.O. Box 6200, Princeton, NJ 08541-6200, USA. To order official score report for the ACT please visit [www.act.org/aap](http://www.act.org/aap)

**If you are a gold or silver medalist or a valedictorian, you will be exempt from the SAT and ACT exams.**

*The American University in Bulgaria is committed to a policy of non-discrimination and equal opportunity in all of its endeavors and affirms a commitment to diversity in both its employees and its student body.*

## FIRST YEAR APPLICANTS

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Complete steps 1-6 under Application Procedures.

**GRADE POINT AVERAGE:** To be considered for admission, applicants must have achieved a minimum 3.0 grade point average based on a 4.0 system, or the equivalent, evident from their high school diploma or high school leaving certificate. For applicants who have not graduated from high school yet, the Cumulative GPA should be calculated on their high school transcript.

## TRANSFER APPLICANTS

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Complete steps 1-6 under Application Procedures. Official university transcripts and catalogs from any college or university attended must be submitted with the application or forwarded from the institution(s) to the AUBG Admissions Office.

**GRADE POINT AVERAGE:** Transfer applicants should ordinarily have a GPA of 3.0 or better on a 4.0 scale (or the equivalent) in their previous university-level courses.

**CREDIT HOURS:** A full explanation of how transfer credit is awarded is in the Academic Policies section of the Academic Catalog under Transfer Credit Policy. Transfer credit for work completed at other universities will be limited to:

- credit for courses with a C+ or better;
- credit accepted only for academic course work similar to what AUBG offers;
- maximum of 60 hours of credit from accredited institutions or institutions recognized by the Ministry of Education.

## VISITING STUDENT APPLICANTS

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Complete steps 1-5 under Application Procedures.

**GRADE POINT AVERAGE:** Visiting students must be in good standing at their home institution and have a 3.00 GPA on a 4.00 scale (or the equivalent). If the home institution is affiliated with AUBG directly or through a consortium, students should apply through their university's Study Abroad or International Programs Office.

## APPLICATION DEADLINES

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Complete application for **Fall Semester** should be received at AUBG Admissions Office:

- By **March 1<sup>st</sup>** for early admission and more favorable financial aid.
- By **May 1<sup>st</sup>** for non-Bulgarian and non-EU students and financial aid.
- By **June 1<sup>st</sup>** for Bulgarian and EU students and financial aid.

Complete application for **Spring Semester** should be received at AUBG Admissions Office:

- By **October 1<sup>st</sup>** for non-Bulgarian and non-EU students and financial aid.
- By **November 1<sup>st</sup>** for Bulgarian and EU students and financial aid.

## SENDING YOUR APPLICATION

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*The American University in Bulgaria is committed to a policy of non-discrimination and equal opportunity in all of its endeavors and affirms a commitment to diversity in both its employees and its student body.*

Mail your application (unless you are applying online) and credentials to:

**American University in Bulgaria  
Admissions Office  
1, Georgi Izmirliiev Sq.  
Blagoevgrad 2700  
BULGARIA**

**Application documents submitted in support of an application for admission become the permanent possession of the American University in Bulgaria and will not be returned.**

## ADMISSION DECISION NOTIFICATION

The American University in Bulgaria follows a rolling admission notification plan, and the Admissions Committee notifies students in a timely fashion. Since the Admissions Committee's decision is considered confidential, an official letter is sent to the student at the mailing address stated in the application form within four weeks after all required documents are received at the AUBG Admissions Office.

## CONTACT US

For more information, please visit [www.aubg.bg](http://www.aubg.bg), or contact the Admissions Office by email: [admissions@aubg.bg](mailto:admissions@aubg.bg), by phone: (359 73) 888 235, or by fax: (359 73) 883 227.

## DOWNLOADABLE DOCUMENTS

Go to [www.aubg.bg](http://www.aubg.bg) → Admissions → Applying → Downloads

- **Application Instructions:** Provides detailed information on documents needed for applying for full-time study at AUBG. Please read carefully and follow all instructions.
- **Admissions Application:** Application form for applying at AUBG. Complete all questions and follow the instructions.
- **Recommendations Template:** If possible, use this template for the required recommendations.
- **Essay Template:** If possible, use this template for guidance when writing the required essay.
- **Financial Aid Form:** If you are planning to apply for financial aid, please submit this form along with the necessary supporting documents to the AUBG Admissions Office.

*Please note that these documents are in PDF format. In order to view and print them, you need to have Adobe Acrobat Reader installed on your system. To download and install a free version of the program, go to: [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html)*

## APPLICANT'S CHECKLIST



### FIRST YEAR

- Admissions application
- Application fee
- Transcript(s)
- TOEFL/IELTS/ESOL
- SAT Reasoning / ACT
- 3 recommendations
- Essay

### TRANSFER

- Admissions application
- Application fee
- Transcript(s)
- TOEFL/IELTS/ESOL
- SAT Reasoning / ACT
- 3 recommendations
- Essay

### VISITING

- Admissions application
- Application fee
- Transcript(s)
- TOEFL/IELTS/ESOL
- 3 recommendations
- Essay