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HUMAN
RESOURCE
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CENTRE

USEFUL INFORMATION FOR INCOMING ERASMUS+STUDENTS

Dear Incoming Student,

The Erasmus Office which is a sector of the International Integration and Project Finance Department at the Medical University – Sofia welcomes and congratulates you for your fine choice to select our University for student mobility. Since you are coming to Sofia for the first time we would like to help you with some advice in order to make your living and training easier.

You may contact Erasmus+ Office every working day from **9.30 – 12.00 a.m. and 1.30 – 3.30 p.m.:**

Simeon Manolov – Expert / Institutional Coordinator / Outgoing students, tel.: +359 2 91 52 138; e-mail: smanolov@mu-sofia.bg Address: 15 Acad. Ivan Geshov Blvd, Sofia 1431, fl.12, room 17

Magdalena Kasnakova – Expert / Incoming students, tel.: +359 2 91 52 138; e-mail: m.kasnakova@mu-sofia.bg Address: 15 Acad. Ivan Geshov Blvd, Sofia 1431, fl. 12, room 17

Monica Marinova, Expert – Coordinator KA107, tel.: +359 2 9152 165; e-mail: mmarinova@mu-sofia.bg Address: 15 Acad. Ivan Geshov Blvd, Sofia 1431, fl, 12, room 1

The telephone for accommodation in case you are not accompanied to the dormitory is: 02/862 90 15, mob. 0889 254 072 – Ms. Tanya Bogdanova; Mr. Nikola Filchev – 02/ 862 30 82;

If you want to take a taxi, be sure to order licensed taxi operator, for example OK SuperTrans (973 2121). The correct address is: Studentski grad /near Hristo Botev Hall/ stop of the public transport/ block 11. (give the address to the driver!)

СТУДЕНТСКИ ГРАД – БЛ. 11, ДО АВТОБУСНА СПИРКА ЗАЛА „ХР. БОТЕВ“

You can visit a detailed map on site: <https://www.mu-sofia.bg/en/erasmus/>

On the next day after arrival you must register at the correspondent faculty:

Faculty of Medicine – Dean's Office - International students Dept., International Students'

Education Office – 2 Zdrave Str., Hospital Maichin dom - fl.1, rooms: 155, 157, 159;

Faculty of Dental Medicine – 1 St. Georgi Sofiiski, fl. 8, room 806;

Faculty of Pharmacy – Dean's Office – 2 Dunav Str. fl. 1, room 125;

Faculty of Public Health – the office is at the Military Medical Academy - 3 Georgi Sofiiski, fl.1

You can ask for assistance the faculty Erasmus+ coordinators as well.

You **MUST** contact your Erasmus faculty coordinators before and upon your arrival. You may contact them during your stay any time and on various occasions.

Faculty of Medicine

Assoc. Prof. Lubomir Traykov, MD, PhD

Dept. Medical Physics and Biophysics

Tel.: +359-2-9172-576

e-mail: lltraikov@hotmail.com

Faculty of Dental Medicine

Assoc. Prof. Todor Uzunov, DDM, PhD

Vice-Dean of International Relations

Tel.: +359 889 428 273

e-mail: uzunov_todor@abv.bg

Faculty of Pharmacy

Prof. Valentina Boyanova Petkova, PhD, DSc

Vice-Rector of Research and Accreditation

Department of Organization and economics of

Pharmacy

Tel.: +359 2 9236 593

e-mail.: vpetkova@pharmfac.net

Faculty of Public Health

Prof. Antoniya Yanakieva, PhD

Department of Health Technology

Assessment

Tel.: + 359 2 851 01 22

e-mail.: erasmus@foz.mu-sofia.bg

The student is obliged to ensure his/her individual exam - protocol for every exam. The document is issued by the correspondent offices or departments and after the exam a copy of the protocol with the grade achieved **must be submitted to the Erasmus+ Office – the address is written above.**

The students from the Faculty of Medicine can choose courses from different years of study if they do not overlap in the schedule time.

Insurance

Health Insurance must cover all the medical costs for the entire period of stay and it is better to have such a document issued by the home country. The case is the same with the accident and third party liability insurance during educational activities in the university buildings, transfers to and from the university and during excursions approved or organized by the university.

United telephone number for emergency situations: 112. Traffic accidents: 165. Fire Department: 160

Transport

As the University is located in the central part of the city students can travel by bus to/from the campus: number 94, 102, 280 and mini-buses number: 7, 8, 27, 5. There are also four night bus lines marked N1, N2, N3 and N4. Most popular taxis: Yellow 333 taxi, OK taxi, Sofiataxi. Be aware of the information written on the front glass and side doors of the car!

Currency exchange and banks

The Bulgarian currency is called Lev (pl. Leva) which equals 100 stotinki. One Euro is equal to approx. 1.95 Leva. If you need to exchange money at the airport use the ATM machines at Terminal 1 or Terminal 2.

Public Holidays

1st January - New Year's Eve; 3rd March – Liberation Day; 1st May - Labor Day; 6th May – St. George's Day; 24th May – Day of the Slavonic Alphabet and Bulgarian Culture; 6th September – Unification Day; 22nd September - Independence Day; 24-25th December - Christmas Eve and Christmas.

Student's life

The Association of Medical Students in Bulgaria (AMSB) – www.amsb-sofia.org is an independent, non-political, non-governmental, non-religious, democratic organization of the medical students from the whole country. It is a full member of the *International Federation of Medical Students' Association*. Every year they organize the Congress of Medical Sciences (www.icmsbg.org) which is the leading and most important academic event for students and young doctors. The Association of Medical Students in Bulgaria (AMSB) organizes students travel and participation in international meetings, congresses, training and science sessions. You can contact them at: info@amsbulgaria.net

ISIC Card

Visit a local ISIC Office. The ISIC is only available to full time students, so you must be able to prove you are currently studying full time at school, college or university.

When applying please provide **one** of the following documents: A copy of your university or student identity card, clearly dated and indicating you are a full time student; A signed and dated letter by official university or school stationery stating you are studying there full time. We prefer an original copy, although photocopies and faxes may be accepted. You will also need: Proof of your date of birth (for example: passport, birth certificate, official identity card issued in your country of residence). A recent passport sized photograph of you. These cards can be issued by ISIC offices (USIT Colors): Studentski grad Municipality, "8 December Str. N 25 (opposite the Polyclinic).

Transport facilities

One ticket of the public transport costs 1.60 Leva. You can use student reduced cards that are at a reasonable price – 21.50 Leva/month for all lines and types of transport or 9.00 Leva for one line. If you don't have a passport sized photo which is needed, you may go to the photo-shop on 12 "Shipka" Str. which is nearby the Sofia University – "St. Kliment Ohridski". The Urban Mobility Center for issuing such cards is located in the subway in front of the University. The Erasmus+ Office will give you a letter to certify that you are an Erasmus student at MU-Sofia. The letter should be delivered to the Urban Mobility Center along with your ID card/Passport and one photo.