

Power of attorney for submission of documents

REQUIREMENTS TO THE POWER OF ATTORNEY

FOR SUBMISSION OF THE DOCUMENTS FOR ENROLLMENT

AT MU-SOFIA FROM AN AUTHORIZED REPRESENTATIVE

The international citizens who do not submit their documents for enrollment as students at MU-Sofia personally may deliver them using an authorized representative who has a power of attorney.

The power of attorney is issued in the language of the home country of the candidate student.

***** Every power of attorney is formed, verified and certified concerning the legislation of the country where it is to be used. According to the requirements of the Bulgarian legislation the rights of the authorized person are specified in the power of attorney. The power of attorney contents the full data of identity of the principal and the authorized and the power of attorney is signed only by the principal. In cases when the principal is more than one all the identity data of the authorized officers is included in the power of attorney who signs the document.***

***** The Bulgarian consular do not validate translations of documents that are translated by translators, firms of translation or agencies that do not have an agreement for translation in Bulgarian language with the Bulgarian diplomatic or Consular representation in the respective country.**

In order to be valid in R Bulgaria and in MU-Sofia the issued in a foreign country power of attorney should meet the following requirements as follows:

- 1. If the power of attorney is issued by a state that is a party to the Hague Convention**, after the notary verification – by the correspondent authorities, this power of attorney or (on the annex to it) should set an Apostille and after that it should be translated in Bulgarian language. The translation in Bulgarian language must be done only by a translator or translator's firm that has an agreement with the Bulgarian Embassy. The translation in Bulgarian language is validated by the consular or diplomatic official of the Bulgarian

Embassy in the same country or by the “Legalizations and Certifications” Sector of the “Administrative service of Bulgarian and foreign citizens” Directorate of the Ministry of Foreign Affairs of Republic of Bulgaria.

- 1.1. **If the country where the power of attorney is issued is a party of the Hague Convention but has a signed bilateral Legal Agreement with R Bulgaria** as well, this country decides if it should set an Apostille or a stamp of its Ministry of Foreign Affairs (or on an annex of the Legal Agreement) on the power of attorney. Depending on the decision of the state authorities in the country where the power of attorney is issued the procedure from now on is as in paragraph 1 or in paragraph 2 of this instruction.
2. **If the state where the power of attorney is issued is not a party to the Hague Convention** but it has a bilateral Legal Agreement with R Bulgaria in which there is a text for not obligatory setting an Apostille, the power of attorney should have the stamp of the Ministry of Foreign Affairs (or of the institution that is party of the Legal Agreement) of the country where it is issued. This power of attorney is submitted for translation in Bulgarian, the translation is validated by consular or diplomatic official of the Bulgarian Embassy in the same state or by the “Legalizations and Certifications” Sector of the “Administrative service of Bulgarian and foreign citizens” Directorate of the Ministry of Foreign Affairs of Republic of Bulgaria.
3. **If the state where the power of attorney is issued could not set an Apostille and this state has not a bilateral Legal Agreement with R Bulgaria**, the document is validated by the stamp of the Ministry of Foreign Affairs of the country where the document is issued. This stamp is verified by the diplomatic or consular official of R Bulgaria in this state and after that this power of attorney is submitted for translation in Bulgarian language and validation of the translation by consular or diplomatic official of the Bulgarian Embassy in the same state or by the “Legalizations and Certifications” Sector of

the “Administrative service of Bulgarian and foreign citizens” Directorate of the Ministry of Foreign Affairs of Republic of Bulgaria.

3.1. If there is not a Diplomatic or Consular representative of R Bulgaria in the country where the power of attorney is issued the stamp of the Ministry of Foreign Affairs of this country should be verified by:

3.1.1. The Embassy of R Bulgaria in the capital town of a third state which is accredited for the state where the power of attorney is issued also and after that the power of attorney is submitted for translation in Bulgarian language and validation of the translation by the consular or diplomatic official of the Bulgarian Embassy in the same state or by the “Legalizations and Certifications” Sector of the “Administrative service of Bulgarian and foreign citizens” Directorate of the Ministry of Foreign Affairs of Republic of Bulgaria.

3.1.2. The embassy or consular representative of the state that has issued the power of attorney which is situated in a third country and is accredited for R Bulgaria. After that the signature and the verification of the embassy and the consular representative in this state that is accredited for R Bulgaria and are situated in a third country must be verified by the consular section of the Bulgarian Embassy in this third country and the last verification is done by the Ministry of Foreign Affairs of R Bulgaria. The translation in Bulgarian language and validation of the translation is done by consular or diplomatic official of the Bulgarian Embassy in this third country or by the “Legalizations and Certifications” Sector of the “Administrative service of Bulgarian and foreign citizens” Directorate of the Ministry of Foreign Affairs of Republic of Bulgaria.

3.1.3. The Embassy or the Consular section of R Bulgaria in the state where the power of attorney is issued and after that an additional validation by the Ministry of Foreign Affairs of R

Bulgaria is needed. The verified in this way power of attorney might be translated in Bulgarian language and the translation is to be validated by consular or diplomatic official of the Bulgarian Embassy in this third country or by “Legalizations and Certifications” Sector of the “Administrative service of Bulgarian and foreign citizens” Directorate of the Ministry of Foreign Affairs of Republic of Bulgaria.

The documents for enrollment of students who have power of attorney without the correspondent verifications and not validated signatures of the principal and the authorized person are rejected.