



MANUAL

**How does
the application process
work in Europe**
(How to study in Bulgaria, Belgium,
Germany, North Macedonia)

It is important to know that there are both differences and similarities in the application process of the countries Bulgaria, Belgium, North Macedonia and Germany. For the application process you need an application folder, which should contain the letter of application¹, a CV with a Photo and a certificate. (www.yeseurope.net). There you also find information about Personality test and Assessment Center Training².

¹ Step 1: Interview

The interview usually begins with a greeting outside of the actual interview room. The typical process is that you arrive at the company and present yourself at reception. Then you will either be taken to a room or picked up.

Step 2: Self-Presentation

Now the participants in the conversation briefly and officially introduce themselves to each other. In the best case, you have prepared a two to three minute self-presentation at home.

Step 3: The company presentation.

The HR manager briefly introduces the company and its products and services. Here it is important to stay focused and interested and not sit back and relax. Look at the person you are talking to and nod your head to indicate that you are paying attention. You can also make notes for future questions.

Step 4: Application and performance motivation

Now your counterpart wants to know why you are the perfect person for the vacancy.

Typical questions are:

- Why did you apply for this position?
- Why do you want to work in our company?
- Why do you want to change jobs?

Step 5: The Organizational

Because now organizational matters are being clarified. This includes how high the salary is and how many vacation days there are.

Step 6: Own questions.

Information:

Supposedly there are no such thing as stupid questions, but they do exist in job interviews. You should not ask questions about things that have already been said or clarified in the conversation or that you can answer yourself.

Step 7: Saying goodbye after the interview.

After that has been clarified and no more questions are left unanswered, the HR manager will thank you and say goodbye. You also thank them for taking the time for the interview, say that you would love to work for the company and shake hands again.

² ASSESSMENT CENTER TRAINING:

What is assessment center?

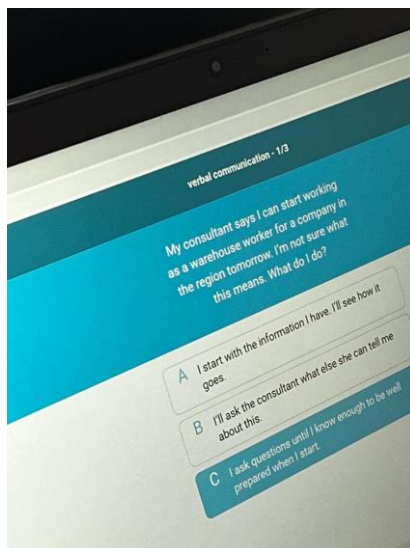
An assessment center is a procedure that uses various questions to filter out from a group of candidates the candidate who best suits the position to be filled. This judgment can be performed by both humans and computers

What is an assessment?

This means an assessment of personal qualities and skills, mostly in connection with personnel selection. This is often also called a psychological examination or assessment center.

For all the other questions you might have, EURES (European Employment Services) is an EU-wide network to help you find a job. In the network, employment services work together with trade unions and employers' associations, among others. EURES supports you in your European home country and in Germany with Information on employment opportunities Information on social security, taxes and labour law Contacts to companies Help in the application process.
(<https://www.eures-deutschland.de/>)

But before you start with your application process either at university or for a job, keep in mind to apply for what you really want. A personality test might help you:



(testyourselfie.com)

The application processes for universities in the partner countries are described below. The sources for the texts can be found below under sources.

BULGARIA

Step 1: Choose the right study program. ...

The first step to becoming a student is to decide what exactly you want **to study**. Applicants should think about their interests and dream career. What field inspires you? Do you have an idea what you want to do after graduation

Step 2: Choosing the right Bulgarian university. ...

You have already set your mind on a study program, but you are not sure which universities in Bulgaria offer the course or you have no idea which city may be good for you? We have published a list of [Bulgarian universities](#) with full information about the study programs they offer, the admission process and what life in the respective city is like.

Step 3: Check if you meet the entry requirements. ...

This is where things become more complicated. Each study program and each Bulgarian university (even if the same study program is offered by multiple universities) has different entry requirements. For instance, some universities may include an entrance test as part of the admission process, some may require you to have specific subjects in your high school diploma to apply and often the number of needed documents also varies depending on your educational background. There are [Online Open Days](#).

Step 4: Prepare and submit the needed application documents. ...

The application officially starts with the preparation of the application documents. This is, of course, **one of the most important steps for successful admission**. If you miss the university deadline for submission of the documents or you fail to prepare certain papers according to the university's requirements, you risk losing your chance to become a student for the respective academic year.

Step 5: Sit an entrance exam (if applicable) ...

Sometimes, a crucial part of a successful admission is passing an entrance test. This is usually the case for people who want to study [Medicine](#), [Dentistry](#), [Pharmacy](#) or [Veterinary Medicine](#).

Usually, the exam takes place online but this may vary depending on the study program and the university of your choice. Furthermore, the subjects included in the exam may be different. It is important to know that the entrance exam results play a very important role for admission, especially when the university ranks all students according to their grades and the places are limited. This is why it is essential that students prepare well – sometimes a retake is not an option!

Step 6: Wait for university approval. ...

After you pass the entrance exam and the university has reviewed your documents, it is time to know if you have received a spot at the university. Often, applicants are ranked according to their high school and entrance exam grades. Keep in mind that each Bulgarian university has a different number of seats available. Most universities in Bulgaria announce the admission results in September.

Step 7: Move to Bulgaria.

If your place at the university is confirmed, it is time to plan your trip to Bulgaria! To start with, consider all things you should know before moving to Bulgaria – what is the local currency, do you need a student VISA, what airport is the closest to the city where you plan to live, etc.?

Step 8: Complete your university enrolment

Once you arrive in Bulgaria, the final step is to **complete your enrolment**. This is usually done in person at the university and students must fill out different documents, including a contract with the respective higher education institution. This step may be quite stressful and time-consuming – usually, the enrolment is done on specific days when all freshers queue up and look for the right place to submit their documents.

BELGIUM

A lot of international students choose this European country for their [Master's degrees](#), after considering the tuition fees, the geographical location, and the amazing variety of cultures and languages. If you want to study in Belgium, you should learn more about the university application process.

1. Decide on a Belgian university for your studies

Belgium has some of the best-ranked universities in the world. Seeing how the name of your institution may count on your CV, here are a few academic institutions:

2. Prepare to apply

First things first: [look for scholarships in Belgium](#). You have a lot of options to choose from and high chances that one of them is perfect for you. While you're at it, also check out the [Studyportals Scholarship](#) to get some help on financing your studies abroad.

Like any other country, learn more about the student visa requirements. If you're from the European Union (EU) or the European Economic Area (EEA), you won't need it. But all international students need to apply for a residence permit.

3. Figure out where to submit your application

[StudyInBelgium.be](#) will be your general guide throughout the application process.

If you want to apply, you can go on [this list of Belgian Master's programmes](#) and access one of them. This will take you directly to the official programme page and you will see the details for the application.

4. Check the language requirements

Most courses in Belgium are either in French or in English. Each study programme page has more information about the grade and the proficiency tests they will accept.

Usually, for English, the tests accepted are:

- [IELTS Academic](#)
- [TOEFL iBT](#)
- [C1 Advanced](#)

For French, you will have to:

- take a language proficiency test upon arrival
- or submit a certificate, proving your language level (FLE)

For international students, Belgium universities organise special French courses, so if you wish to learn while you're there, you should be covered.

5. Collect the required university application documents

General application documents

Some of the requirements are basic, like having a Bachelor's before applying for a Master's (duh!), and that you must submit all your documents in either English, French or Dutch, but other requirements will be completely up to the university or will depend on your country of origin.

Other basic admission requirements include:

- Passport
- Passport picture
- Bachelor's degree or transcript of records
- Proof of language proficiency

Specific entry requirements

Some universities or Master's programmes will require you to submit:

- A motivation letter
- A reference letter

Like always, the number of characters or the number of reference letters may vary, so be prepared and follow the document checklist you will be given like it's your own personal manifesto.

6. Meet the university application deadlines in Belgium

In Belgium, some deadlines are dependent on your visa status. Some of the rough deadlines you will need to take into account and mark on your calendar are:

- *start of March: Application deadline for students who need a visa*
- *start of June: Application deadline for students who DO NOT need a visa*
- *October: Autumn semester starts*
- *Mid-January – late-January: 1st semester exams*
- *Mid-February: Spring semester starts*
- *Mid-June – late-June: 2nd semester exams*
- *July – September: Summer holiday*

7. Final steps after receiving your acceptance letter

After being accepted, you have to actually enrol. To be properly enrolled, you will have to:

- Pay the tuition fee
- Send the proper documentation

When you land in Belgium, you will also have to pay a visit to the university, so you can finalise the process and party care-free, before starting your semester.

But don't party too hard: after you get the enrolment certificate, you have to go and obtain a [residence permit](#). This should happen 8 days after you arrive in Belgium, so the schedule is pretty tight.

Also, on a more serious note, you should get all the contact details for your country's diplomatic missions in Belgium. They will help you if you have any problems or just feel lonely in a new place.

GERMANY

How to apply to a university?

First of all, you should clarify in which semester the desired course of study is offered. The vast majority of all courses begin in the winter semester. However, there are also some exceptions. That depends on the respective university and the corresponding course. This information can easily be requested from the respective university or researched on the website .

What requirements do I have to meet in order to be able to apply to a university at all?

Basically, you have to be able to show a higher education entrance qualification for the application to the university or college. There are a number of different types of these. With the Abitur you get the general higher education entrance qualification. This makes it possible to study all courses of all types of universities (depending on the admission restrictions). There is also the Fachabitur. By completing this degree, you obtain the Fachhochschulreife, which allows certain courses at universities depending on the country, but otherwise all courses at universities of applied sciences.

A special case is studying without a high school diploma. The demand is constantly increasing. As a rule, you can study if you have completed vocational training (2+ years) with subsequent, several years of professional experience. With a few exceptions, the choice of subjects is

limited to the field of vocational training. Taking a master's exam or an equivalent degree offers more options.

What are restricted and unrestricted admission courses?

Restricted admission courses are courses that require a specific qualification. The most common of these is the numerus clausus or NC (more on this under "What is a numerus clausus?"). In addition, entrance exams, a portfolio or similar can also be required of the applicants. That depends on the course in question. Creative or music courses often require one or more sample work to assess the applicant's talent.

Open admission courses are, as the name suggests, courses without admission restrictions. This means that anyone interested in studying can apply here and will receive a firm confirmation relatively quickly. There is no NC (numerus clausus).

What is a numerus clausus?

The NC (Numerus Clausus) is an admission restriction for courses. The word "numerus clausus" roughly means "limited number". In a figurative sense, the numerus clausus describes an Abitur average grade that you have to show when applying to the university in order to belong to this "limited number" of admitted applicants. Therefore, it refers to the final grade in the applicant's Abitur.

What is it about waiting semesters?

They are a way that is often used to gain admission to a restricted-admission course for which your own NC is not sufficient. Waiting semesters are semesters in the period between the graduation from high school and the first enrollment at a university. Attention: The official semester times and the date on the Abitur certificate count.

But how does the application to the university work?

If your own NC (numerus clausus) is not sufficient to meet the requirements of an admission restriction, there is still the possibility of being admitted via a waiting semester. This happens automatically. No additional application is required. There are several options here:

If the specified number of waiting semesters is fulfilled, the NC is completely ignored.

If there are fewer waiting semesters, a smaller NC is required.

What are the different procedures or processes for an application to the university?

The answer depends on the university and course. An application to the university for admission-free courses is always processed directly through the university itself. Nowadays, in most cases, this works via an online portal of the university. The majority of colleges and universities have a link on their website for prospective students, which takes them to an applicant portal. Here you have to register and can write or upload your application with the required documents. The approval for non-restricted courses is usually given relatively promptly within a few days or weeks.

Hochschulstart.de is a service and internet platform that a large number of universities access to process their application process. In this way, the allocation of study places is better coordinated and resources of the universities are used more efficiently. The service organization known as Hochschulstart is the successor organization to the former ZVS (central office for the allocation of study places).

When applying to the university for a restricted-admission course, it can take a few weeks to wait until the application is accepted or rejected. It is therefore advisable to consider several universities or courses at the same time.

What does the application to the university or college have to look like and what components does it include?

Even if the majority of universities use online portals to process their applications, there are still a few who prefer to send them by post.

Depending on the application process, the following documents are required in any case:

- Application form (provided by the university)
- Proof of university entrance qualification (e.g. certified high school diploma)

Depending on the degree program and the university, the following documents may also be required:

- Motivation letter
- Proof of a pre-study internship
- Portfolio/folder/aptitude test (e.g. for art or music)
- De-registration/performance certificate (when changing universities)

You will be informed about the full extent of the documents required by the university when you apply.

What does an application letter or letter of motivation look like?

A letter of application or letter of motivation for studying as part of the application to the university is not significantly different from a letter for a new job. It is important to convince yourself.

Clear words and examples should be used, because empty promises such as "I want to study because I'm good" tend to be viewed negatively.

The structure of the letter of motivation should look something like this:

Introduction: Polite introduction

-In any case with "Dear Sir or Madam,..."

Main part: Description of the services and qualities

How was school?

Has there already been a trend-setting choice of subject...?

What are relevant practical experiences that can be helpful for the course?

What is the motivation for exactly this study, course and university?

Why does the applicant think they can successfully complete the course?

What makes the applicant so special that the university should accept him and no one else?

Conclusion: Polite conclusion

hope for an answer

Farewell formula with "Best regards..."

What do I do if I have been accepted, have been admitted?

Once you have applied, keep your fingers crossed. If the application to the university was successful, the applicant will receive a notification of admission from the relevant university a few weeks before the start of the semester. Now it's time to enroll or register.

NORTH MACEDONIA

Application at Companies for job/Internship

In order to be accepted for the job/internship, you must first write an application, including a picture of yourself, a CV, the cover letter and the respective certificate. You start by making the cover sheet by writing down your basic information. You also need to put a Photo of yourself on that cover sheet, but you have to look normal and not in any other way. You have to prepare a CV in which you write your information (name, date of birth, address, cell phone number, e-mail etc.), your school history, your internships (if you have completed any) and your own interests and hobbies. The purpose of a job application letter is to serve as a personal introduction. In it, you should persuade your reader that you know a lot about the organization to which you are applying, that you are specifically interested in working for it, and that you have the qualifications that will enable you to be a successful employee there. In addition, you should convey a sense of your personality. When you're applying for a job, an employer may want more information than just a copy of your resume and cover letter. The company may request what is known as "supporting documentation" to complete your application. Knowing what to include and how to include it will help you stay in the running for the role. Supporting documentation for a job application can include a resume, a cover letter, educational transcripts, writing samples, portfolios, certifications, a reference list, letters of recommendation, and other documentation as specified in the job posting. The information that is required varies depending on the job and the employer's hiring requirements.

Sources: (1st February 2023 – 7th March 2023)

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