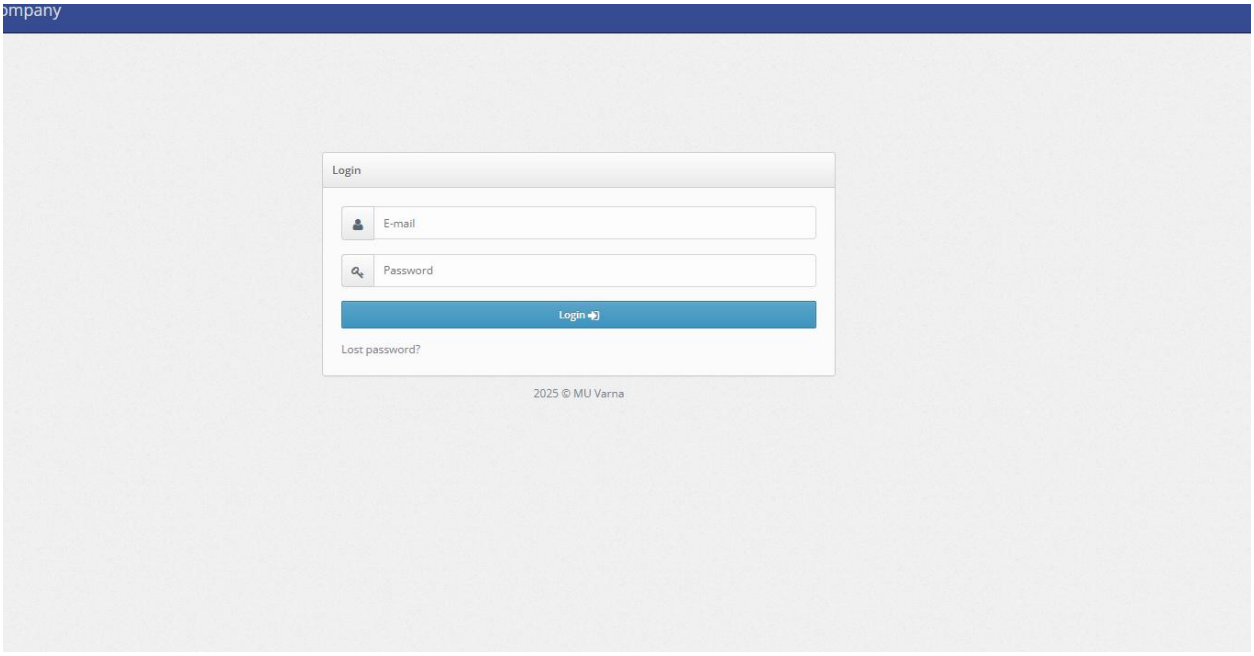


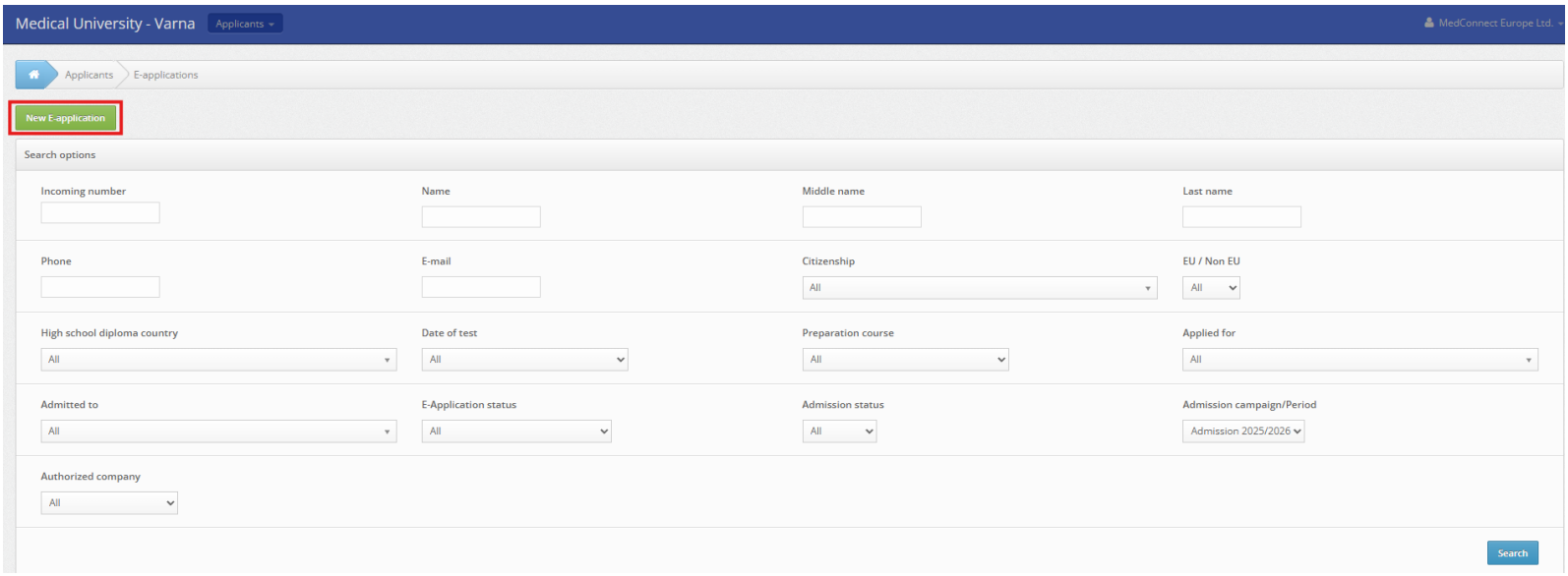
The first step is to create an alias email for the applicant (Refer to the Tutorial for creating Alias Emails)

This is the main login page for Varna Medical University e-application.

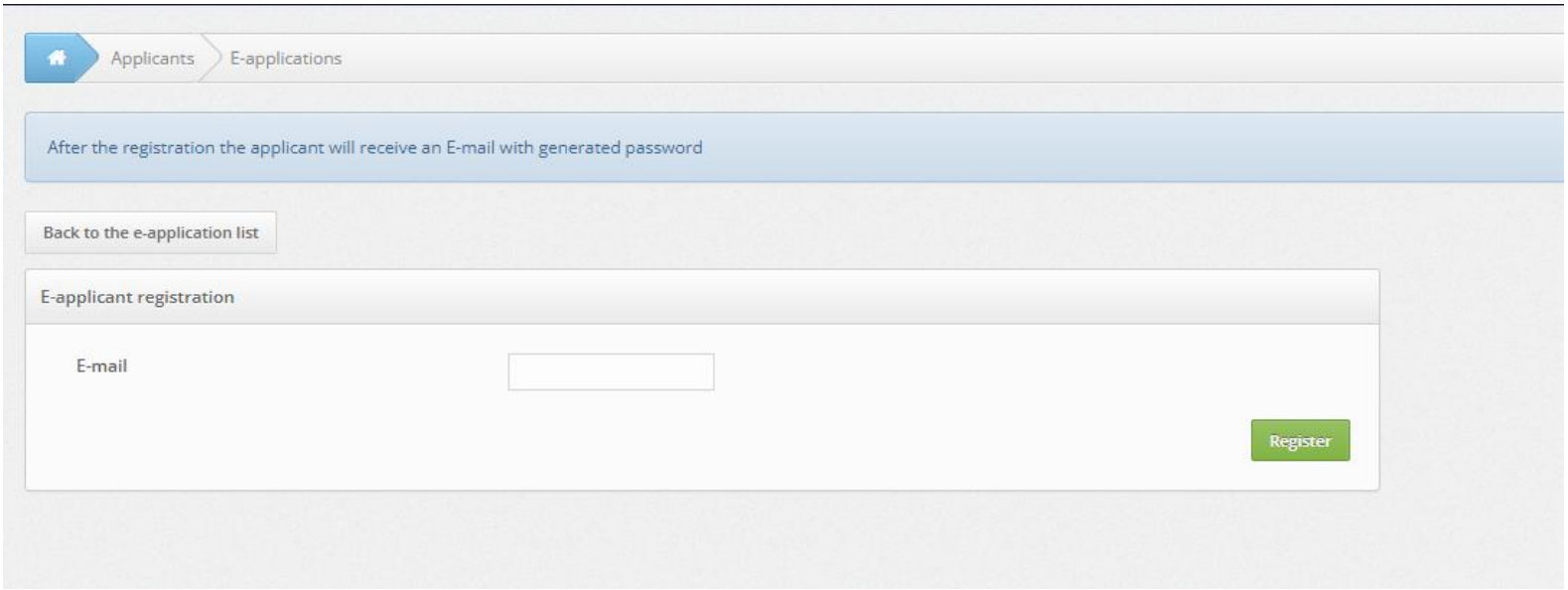
We enter the company credentials to login:

E-mail: info@medconnecteurope.co.uk

Password: Medcon2022



Once in we need to click on **New E-application** after which we will be redirected to the next page:

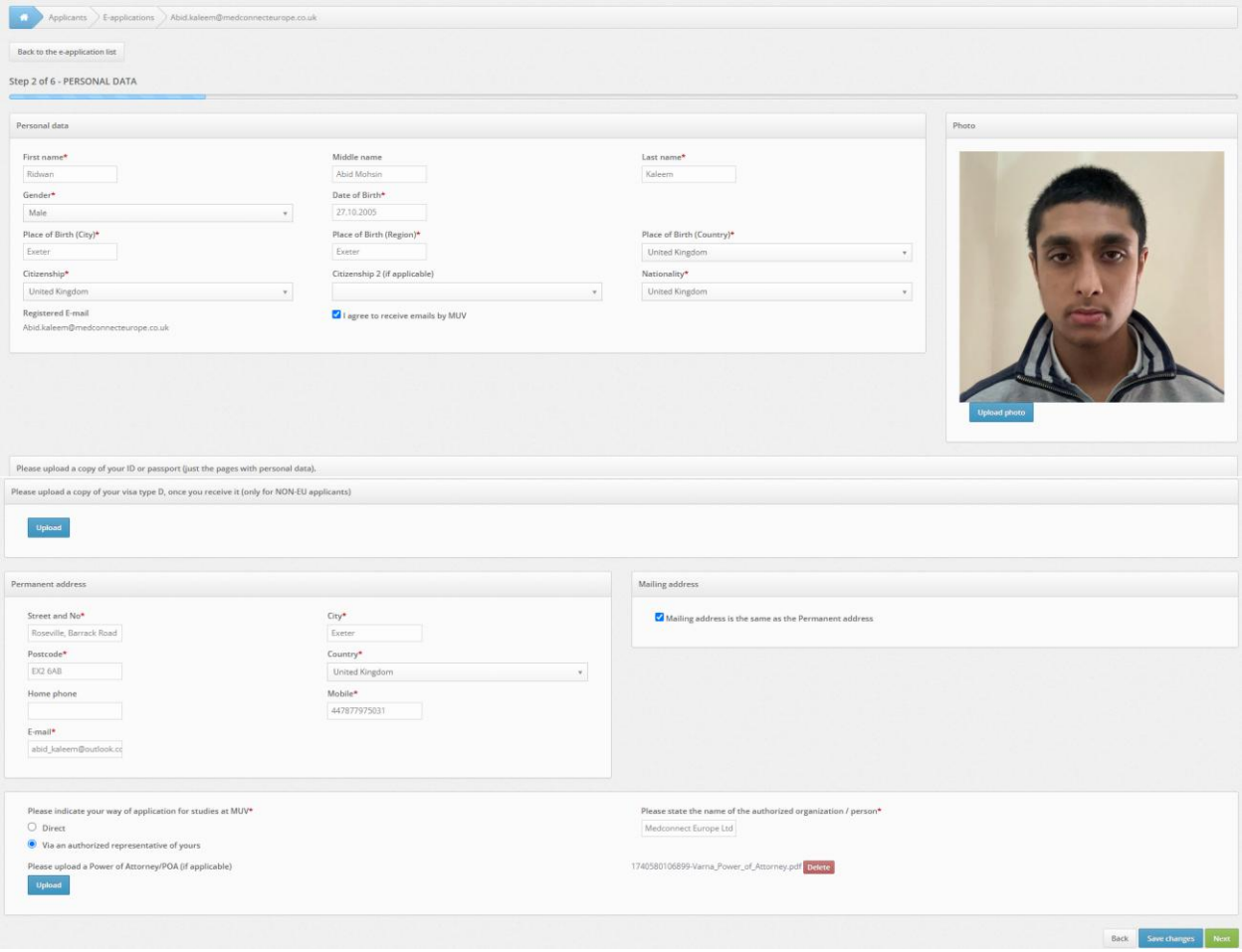


Here we input the student's alias email address and click **Register**.

An email will be sent to the alias email containing the password. Save the alias email in the password in the MCE Client spreadsheet as well as on the CRM applicant notes, as these details will be needed by the student later on to check and update their e-application.

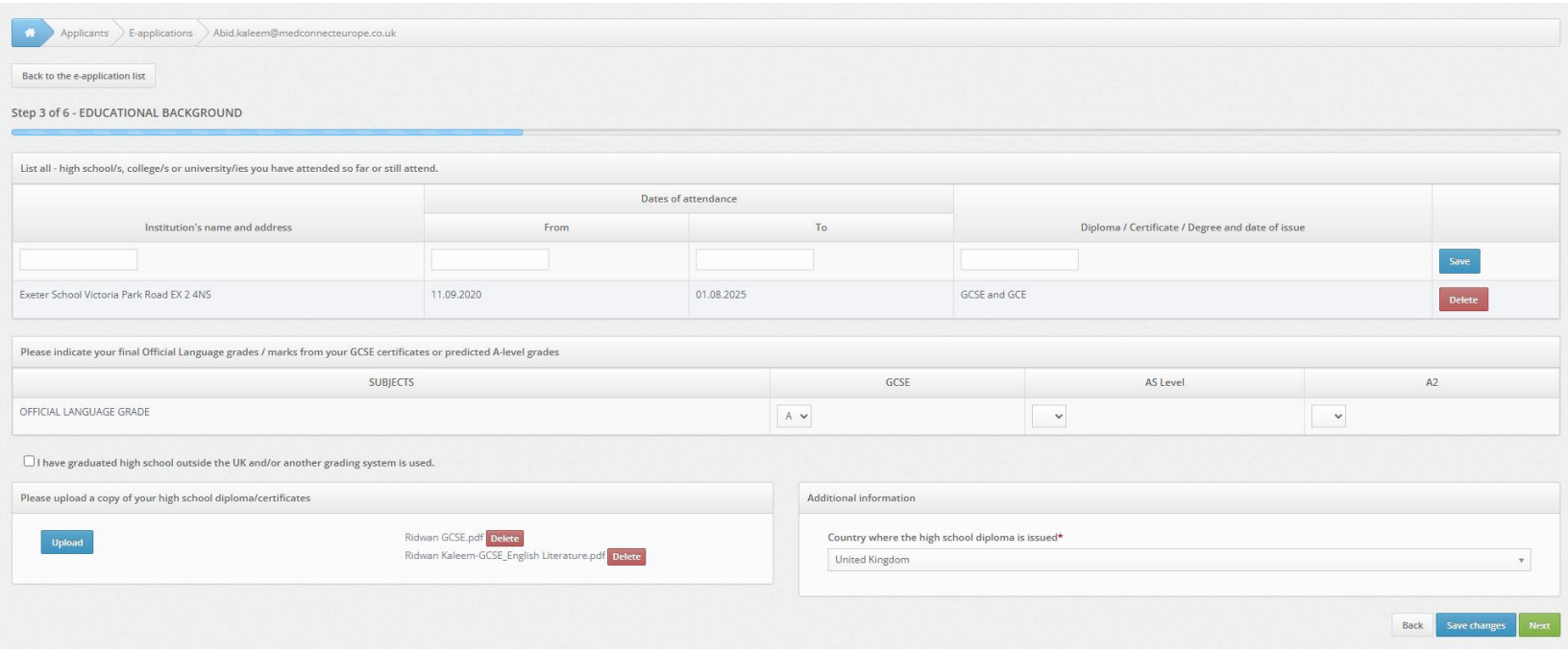
After the registration we read through the first page and mark all the boxes with ticks to give our agreement and after we are done we click **Next** in the bottom right corner.

In the next page we need to fill in the student's personal information and picture.



It is important to remember to upload the Varna POA in the required section!

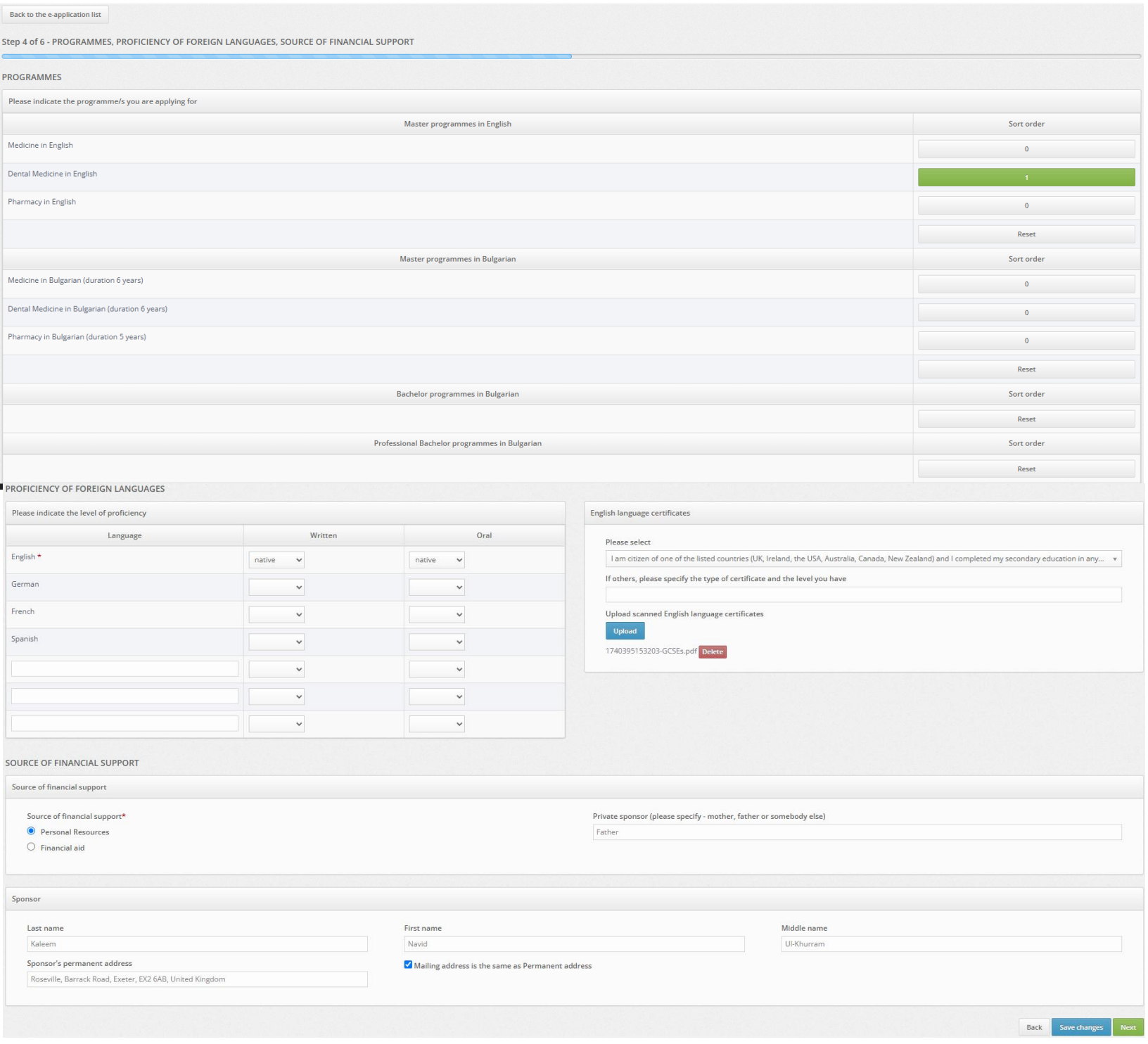
After we are done we click **Next** and move on to the next page.



Here we will enter the student's attended high schools/colleges and upload the certificates and the country the diploma is issued in.

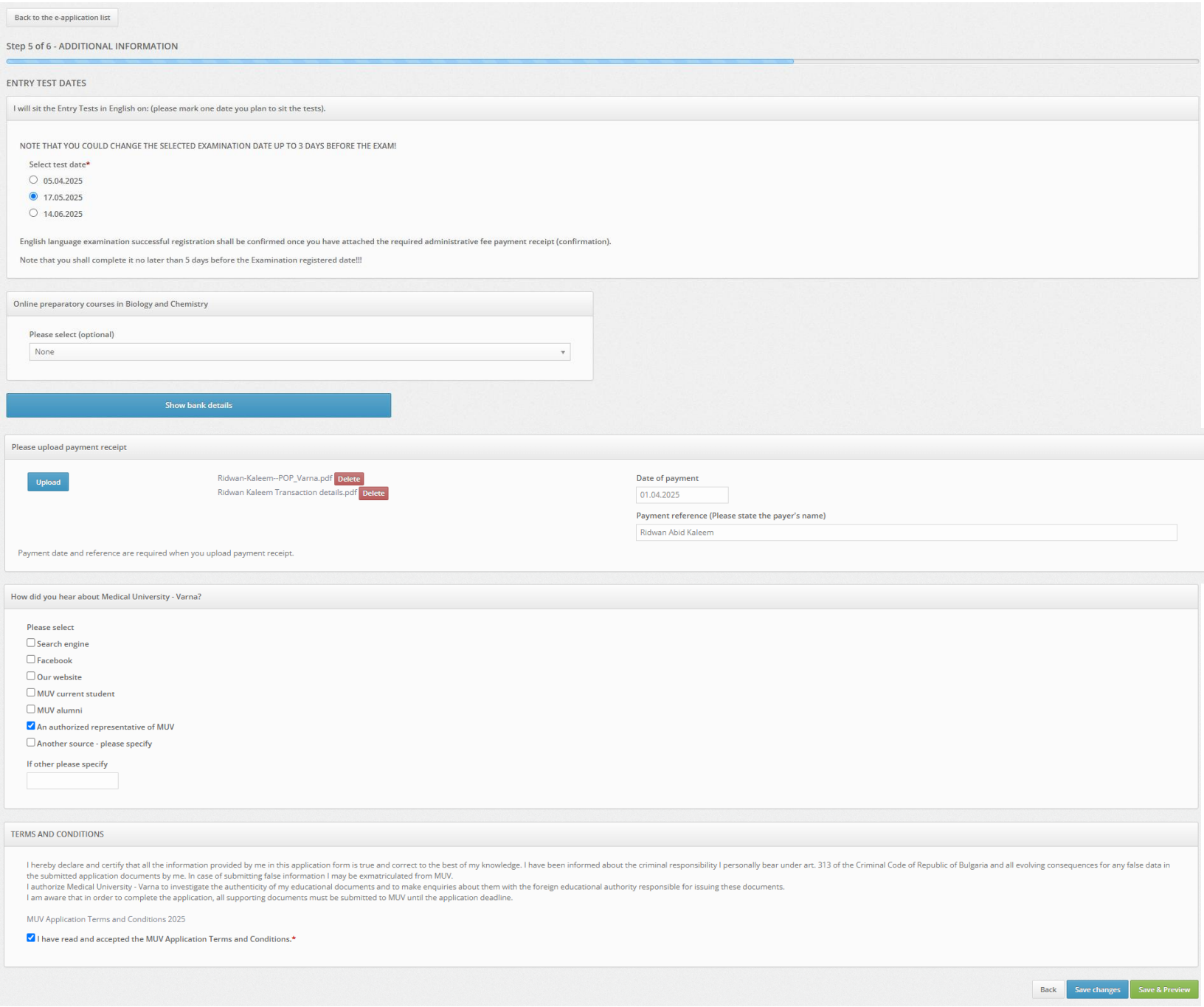
Once ready we click **Next** and move on to the next page.

In this page we choose the desired program and point out the source of financial support.
In the financial Support section, simply enter 'parents'.



Once ready we click **Next** and move on to the next page.

Here we need to pick the exam dates and upload the Proof of Payment and the transaction details.



After all of this is sorted we click **Save & Preview** and we are done.