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	Methodology regarding the organization and conduct of the admission of international students and Romanian citizens with study documents issued abroad at the University of Life Sciences "King Mihai I" from Timișoara	Ed. 2 Rev. 0

Appendix A

ROMANIAN CITIZENS, OF THE MEMBER STATES OF THE EUROPEAN UNION, OF THE STATES BELONGING TO THE EUROPEAN ECONOMIC SPACE AND OF THE SWISS CONFEDERATION

The registration file will contain the following documents:

1. Standard application (CNRED) for the recognition and equivalence of studies done abroad, completed in all sections, in two copies, for:

- Recognition of the Baccalaureate Diploma obtained abroad : [Application formed](#) or [Application form](#)
- Recognition of university studies, with a view to admission to master's / doctorate / DPPD university studies : [Application](#)

2. The documents attesting to the previous studies - copy and legalized translation - which allow the person in question access to the respective form of education.

- baccalaureate diploma and transcript (or equivalent), for enrollment in undergraduate university studies
- bachelor's degree and transcript (or equivalent), for enrollment in master's and doctorate university studies
- master's degree or advanced studies and transcript (or equivalent), for enrollment in doctoral university studies;


Documents must be authenticated by the relevant authorities in the issuing country. **Authentication of study documents subject to recognition/equivalence:**

1. diplomas from the Republic of Moldova do not require apostille or legalization . Diplomas issued before 2008 (as well as diplomas issued after 2008 that cannot be [verified through the portal](#)) will be accompanied by the original [Certificate of Authenticity issued by the Ministry of Education of the Republic of Moldova](#) ;

2. for [the states that are parties to the Hague Apostille Convention](#) , the documents of studies subject to equivalence/recognition must be endorsed with [the Hague Apostille](#) by [the competent authorities of the issuing countries](#) ; study documents from Italy, Greece, Spain, Portugal and Cyprus will be endorsed with the Apostille of the Hague Convention, the other EU member states being exempt;

3. for states that are NOT parties to the Hague Apostille Convention, study documents will be [superlegalized](#) or will be accompanied by the Certificate of Authenticity issued by the competent authorities of the country of origin;

- superlegalization is applied by the Ministry of Foreign Affairs of the issuing country, the Embassy/Consular Office of Romania in that country and the Ministry of Foreign Affairs of Romania or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Ministry of Foreign Affairs of Romania; for countries where there are no diplomatic missions of Romania or which do not have diplomatic missions in Romania, the study documents will have the visa of the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;
- the exemption from over-legalization is allowed under the law, of an international treaty to which Romania is a party or on the basis of reciprocity.

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[apostillation or superlegalization is requested](#)

3. Copy and legalized translation * of the certificate attesting the passing of the Baccalaureate exam for graduates of the current year (as the case may be, if necessary);

4. Transcripts or the supplement to the diploma - copies and legalized translations * - related to the studies carried out and the analytical program, in the case of candidates who request the equivalence of some study periods;

5. Certificate of completion of the Romanian language year or certificate of linguistic competence, as the case may be;

6. Birth certificate – copy and legalized translation *;

*In accordance with the provisions of REG. (EU) 2016/1191, for candidates who have completed their studies in France, translations of documents by an authorized person from France are accepted, without the need for other legalizations.

7. Copy of the document certifying permanent residence abroad (if applicable);

8. Copy of the identity document;

9. For doctoral candidates: curriculum vitae in European format and list of published scientific works (if applicable);

10. The medical certificate (in a language of international circulation), certifying that the person about to enroll in studies does not suffer from contagious diseases or other conditions incompatible with the future profession;

11. Marriage certificate – if needed to prove name change;

12. For student candidates: proof of student status ;

13. For the children of active teaching and auxiliary teaching staff (pre-university and higher education), a certificate with the visa of the School Inspectorate or of the educational unit, and for orphaned children or of retired teaching and auxiliary teaching staff, supporting documents (for tax exemption registration);


14. For the children of employed or retired staff of the ULST, as well as for its employees, a certificate issued by the Human Resources Directorate for exemption from the registration fee;

15. Other documents requested by CNRED , if applicable:
<https://www.cnred.edu.ro/ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-Romania>

- For the exercise of a regulated profession (in the case of study documents obtained in third countries): the analytical programs of the courses completed, the complete description of the courses/subjects studied, documents related to the completion of postgraduate courses, etc.: copy for the Romanian/English/French/Spanish languages / Italian and certified copy and translation for the other foreign languages


- Example: Pruebas de Aptitud para el Acceso a la Universidad , qualification Apto from Spain; Scholastic Aptitude Test (SAT) or US ACT, etc. - legalized copy and translation, with the exception of study documents in English, French, Spanish and Italian

- Example: Foreigners, family members of Romanian citizens, holders of a right of temporary residence, must submit proof that they are employed or registered unemployed in order to benefit, under the law, from equal treatment with Romanian citizens in terms of registration at studies . (OG no. 194/2002 regarding the regime of foreigners in Romania with subsequent amendments and additions, republished, art. 80 para. (3) letters b) and c))

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16. Other documents provided by the methodologies of the Ministry of Education and Research for the recognition of studies carried out by the citizens of the member states of the European Union, of the states belonging to the European Economic Area and the Swiss Confederation.

- 17.** Completed personal data sheet (generated by the platform);
- 18.** Personal data processing agreement;
- 19.** Proof of the registration fee (if applicable, paid for each application submitted), to be paid in Euros to the ULST account;
- 20.** 3 photos 3/4.

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MINISTERUL EDUCAȚIEI ȘI CERCETĂRII

CENTRUL NAȚIONAL DE RECUNOAȘTERE ȘI ECHIVALARE A DIPLOMELOR

Nr.

C E R E R E

pentru echivalarea/recunoașterea studiilor superioare (Licență/Master)
efectuate în străinătate de cetățenii români

***se completează cu litere de tipar**

Subsemnatul / subsemnata _____
 cu adresa de corespondență în localitatea _____ județul _____
 str. _____ nr. _____
 bl. _____ sc. _____ et. _____ ap. _____
 telefon _____ e-mail _____
 solicit echivalarea/recunoașterea diplomei de _____ seria _____ nr. _____
 în domeniul _____ , specializarea _____
 eliberată la data _____ de (instituția) _____
 din (țara, orașul) _____
 cu studiile corespunzătoare din învățământul românesc.

Declar pe propria răspundere, cunoscând prevederile art. 326 din Codul Penal, că

☐ nu am mai solicitat la CNRED echivalarea prezentei diplome

☐ am mai solicitat la CNRED echivalarea prezentei diplome

și că informațiile prezentate în această cerere, precum și documentele incluse în dosar sunt reale și autentice.

Declar faptul că am luat cunoștință despre informațiile referitoare la prelucrarea datelor cu caracter personal, conform art.13 din Regulamentul (UE) 2016/679 al Parlamentului European și al Consiliului din 27 aprilie 2016 privind protecția persoanelor fizice în ceea ce privește prelucrarea datelor cu caracter personal și privind libera circulație a acestor date.

Modalitate de expediere (bifați o variantă):


☐ prin ridicare de la sediul CNRED, personal sau prin împuternicit;

☐ transmitere prin poștă la adresa (persoană de contact și adresa completă)

☐ prin curier cu plata la destinație (curierul se comandă de către solicitant).

Data _____

Semnătura _____

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MINISTERUL EDUCAȚIEI ȘI CERCETĂRII

CENTRUL NAȚIONAL DE RECUNOAȘTERE ȘI ECHIVALARE A DIPLOMELOR

No.

APPLICATION
for recognition of studies for enrollment to undergraduate studies
2020-2021 university year

***write clearly in block capitals**

1. Family name _____

2. First name _____

3. Previous names _____

4. Gender M ☐ F ☐

5. Date of birth day month year

6. E-mail _____

7. Educational background:

7.1 Name of the diploma (certificate) issued _____

7.2 Name of high school _____

Country _____ Place _____

7.3 Date of admission _____

7.4 Date of completion _____

8. Name of the university previously attended in Romania _____

9. Enrollment to studies in Romania:

9.1 University _____

9.2 Name of the faculty _____

10. I do hereby declare on my own liability that knowing the dispositions of art. 326 of the Criminal Code that all information and documents furnished here are true and accurate to the best of my knowledge.

11. I hereby declare that I have taken note of the information with regard to the processing of personal data, according to art. 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

12. The statement of recognition will be:

☐ collected from NCRED by the applicant or an authorized person holding a power of attorney


☐ sent to institution (name of the Romanian institution the applicant is seeking enrollment at)

☐ sent by post to the following address (name of contact person and full address)

☐ by courier with payment upon arrival (the applicant contacts the mailing company)

Date _____

Signature _____

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MINISTERUL EDUCAȚIEI ȘI CERCETĂRII

CENTRUL NAȚIONAL DE RECUNOAȘTERE ȘI ECHIVALARE A DIPLOMELOR

No.

DEMANDE
de reconnaissance requise pour l'admission aux études universitaires de licence
année universitaire 2020-2021

***à remplir en majuscules**

1. Nom _____

2. Prénom _____

3. Noms portés antérieurement _____

4. Sexe M ☐ F ☐

5. Date de naissance _____ jour mois année

6. E-mail _____

7. Études:

7.1 Type de brevet ou certificat de fin d'études délivré _____

7.2 Nom du lycée _____

Pays _____ Ville _____

7.3 Date d'admission _____

7.4 Date de fin d'études _____

8. Nom de l'université fréquentée précédemment en Roumanie _____

9. Inscription aux études en Roumanie:

9.1 Université _____

9.2 Faculté _____

10. Je déclare par la présente, sur ma responsabilité, en connaissant les dispositions de l'Art. 326 du Code Pénal, que tous les renseignements et documents fournis ici sont véridiques et exacts au meilleur de ma connaissance.

11. Je déclare avoir pris connaissance des informations sur le traitement des données à caractère personnel prévues par l'art. 11 du Règlement (UE) 2016/679 du Parlement Européen et du Conseil du 27 avril 2016 relatif à la protection des personnes physiques à l'égard du traitement des données à caractère personnel et à la libre circulation de ces données.

12. La déclaration de reconnaissance sera:

☐ recueillie auprès du CNRED par le demandeur ou une personne autorisée à porter procuration

☐ envoyée à l'institution (nom de l'institution roumaine à laquelle le candidat souhaite s'inscrire)

☐ envoyée par la poste à l'adresse suivante (nom de la personne de contact et adresse complète)

☐ par courrier avec paiement à l'arrivée (le demandeur contacte l'entreprise d'envoi)

Date _____

Signature _____