**Methodology for Admission and Tuition of Foreign Citizens**

**from non-EU states, outside the European Economic Area and**

**Swiss Confederation**

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## ****I. GENERAL PROVISIONS****

The admission and tuition for foreign citizens from third countries to National University of Science and Technology POLITEHNICA Bucharest are carried out in accordance with:

a) The OMECS 3473/05.04.2017, Methodology of admission and tuition for foreign citizens starting with the scholar/academic year 2017 – 2018, modified and completed by Order of the Ministry of Education and Research No. 4151/24.04.2020,

b) The Higher Education Law No. 199/2023, with its subsequent amendments and additions,

c) The Law No. 288/2004 regarding the organization of academic studies, with its subsequent amendments and additions,

d) The Government Emergency Ordinance No. 194/2002 regarding the legal status of foreign citizens in Romania, with its subsequent amendments and additions,

e) The Government Ordinance No. 22/2009 on establishing of the minimal quantum of tuition fees, in foreign currency, of the citizens studying on their own expenses in Romania, from non-European Union countries, as well as those outside the European Economic Area and the Swiss Confederation, approved with amendments by the Law on Higher Education no. 199/2023,

f) The Order of the Minister of Education No. 5552/16.04.2024, published in the Official Monitor No. 742/30.07.2024, for the approval of the Methodology regarding the conditions for schooling of Romanians from abroad and foreign citizens within state, private, and confessional private accredited higher education institutions in Romania.

g) The Order of the Minister of Education No. 4262/2024 for the approval of the Methodology regarding the academic mobility of students.

**Art. 1.** Foreign citizens are individuals who do not hold Romanian citizenship or the citizenship of another member state of the European Union, the European Economic Area, or the Swiss Confederation, as proven by holding a valid passport, as well as citizens who are requesting or have obtained a form of protection in Romania or stateless persons whose stay on Romanian territory is officially recognized according to the law.

**Art. 2.** The schooling of foreign citizens at the POLITEHNICA Bucharest is carried out within the limits of the enrollment figures approved for each program/field of study, in the following categories:

a) Without tuition fees, with a monthly scholarship

b) Without tuition fees, without a monthly scholarship

c) With tuition fees paid in foreign currency, on an own currency expense (CPV).

**II. ADMISSION TO ACADEMIC PROGRAMS IN ROMANIAN LANGUAGE**

**Art. 3**. For the academic programs in Romanian language, the admission is conditioned by acquiring the necessary knowledge of Romanian language. The foreign citizens can be enrolled in the preparatory year to study Romanian language, with a duration of 9 months, within the POLITEHNICA Bucharest, in accordance with the legal provisions regarding the organization and development of the preparatory year of Romanian language.

**Art. 4.** The following categories of candidates are exempted from applying with the graduation degree of the preparatory year of Romanian language:

1. candidates applying with Romanian study documents (diplomas and certificates) or degree documents, study transcripts certifying at least 3 consecutive years attended in Romanian language at an institution of the Romanian national education system
2. candidates who, in view of enrolling in the higher education system, apply with certificates or linguistic competence certificates of the minimum level B1, according to the Common European Framework of Reference for Foreign Languages, issued by the accredited higher education institutions in Romania that organize the preparatory year of Romanian for foreign citizens, by the lectures of Romanian language, literature, culture and civilization organized in universities abroad/the Institute of the Romanian Language or the Romanian Cultural Institute.

**Art. 5**. For the study programs in foreign languages, the programs in Romanian language respectively, the admission is conditioned by applying with a linguistic proficiency internationally recognized certificates (for English language - TOEFL, IELTS or Cambridge; for the French language – DELF or TCF; for German language - GOETHE), at least B1-Level.

The candidates from countries where the official language is the one the academic program is taught in shall apply with documents certifying they have attended classes in that language.

**III. ADMISSION TO UNDERGRADUATE ACADEMIC PROGRAMS**

**Art. 6**. Foreign citizens can apply to undergraduate academic studies at POLITEHNICA Bucharest if they fulfill cumulatively the following conditions:

a) they have documents that confirm the citizenship of a non-European Union country

b) they are graduates with baccalaureate diploma or its equivalent certificate, according to the list in Annex I. For high school graduates of the current school year only official certificates that replace the diploma can be accepted, with the results that will be included in the graduation diploma.

**Art. 7**. The applying procedure for the foreign citizens mentioned under art. 6 develops as follows:

a) The candidates access the apply.upb.ro platform and upload their application file in the Bucharest University Center or the Pitești University Center section, depending on the study program they choose, starting, as a rule, in February, until the end of July of the current academic year. The period of application/submission/acceptance of application files can be changed with the approval of the POLITEHNICA Bucharest’s Administrative Council

b) The application file contains the following documents:

* The application document for the issuance of the Letter of Acceptance to academic programs (Annex II)
* The birth certificate – copy and certified translation, if the document has not been issued in Romanian, English or French
* The copy and certified translation of the document certifying the candidate’s permanent residence abroad
* The copy of the passport (first 3 pages)
* The copy and certified translation of the baccalaureate diploma or its equivalent certificate, authenticated by the competent authorities in the issuing country (for the academic programs within the POLITEHNICA Bucharest, it is compulsory that the final high school examinations include at least 2 specialty courses for the chosen study program)
* The copy and certified translation of the grades transcripts related to the baccalaureate diploma
* The copy and certified translation of the certificate attesting that the current year's baccalaureate exam has been passed, for the high school graduates of the current school year
* The graduation certificate of the preparatory year of Romanian language or linguistic competence certificate, as appropriate, in accordance with Art. 4 and 5
* The health certificate, issued in an international language, that certifies that the candidate does not suffer from contagious diseases or other diseases that are not compatible with the future profession. The health certificate must comprise information showing the candidate’s current health condition and personal antecedents as to chronic diseases eventually
* Declaration on the protection of personal data regarding the enrolment process (Annex IV)
* The payment declaration engagement for the tuition (Annex V)
* The notarial power of attorney, if the candidate’s application is made by another person, accompanied by the identity document of the person authorized by power of attorney
* Declaration on authenticity of the documents.

c) POLITEHNICA Bucharest evaluates the application files, in accordance with the legal regulations in effect, and communicates to the General Direction of International Relations and European Affairs (DGRIAE) within the Ministry of Education the list of the candidates proposed to have issued the letter of acceptance to studies

d) The printed and the electronic versions of the list of candidates will be sent to the Ministry of Education and Research, according to the electronic template

e) The list will be uploaded to the drive of the Ministry of Education, together with the university’s letter of request, the template and the scanned copy of the candidate’s file

f) The number of files sent to the Ministry of Education must be within the maximum number of students that can be accepted for tuition, according to regulations in effect

g) After the application file analysis, the Ministry of Education issues the Letter of Acceptance

h) The Ministry of Education sends both the printed and the electronic versions of the letters of acceptance to studies to the National University of Science and Technology POLITEHNICA Bucharest, respectively the University Center of Bucharest and the University Center of Pitești, and eventually to the diplomatic missions

i) The incomplete application files shall not be processed, and they shall be declared as rejected. In case additional documents should be added to the application files, POLITEHNICA Bucharest shall restart the stages described in the admission procedure for the Ministry of Education to process the files.

j) POLITEHNICA Bucharest sends the letters of acceptance to the candidates. The enrollment to studies is carried out according to Chapter VII of this Methodology.

**IV. ADMISSION TO GRADUATE ACADEMIC PROGRAMS**

**Art. 8**. Foreign citizens can apply to graduate academic studies at POLITEHNICA Bucharest if they fulfill cumulatively the following conditions:

a) they have documents to confirm the citizenship of a non-European Union country

b) they are graduates with bachelor diploma or its equivalent certificate.

**Art. 9**. The applying procedure for the foreign citizens mentioned under art. 8 develops as follows:

a) The candidates access the apply.upb.ro platform and upload their application file in the Bucharest University Center or the Pitești University Center section, depending on the study program they choose, starting, as a rule, in February, until the end of July of the current academic year. The period of application/submission/acceptance of application files can be changed with the approval of POLITEHNICA Bucharest’s Administrative Council

b) The application file contains the following documents:

* The application document for the issuance of the Letter of Acceptance to academic programs (Annex II)
* The birth certificate – copy and certified translation, if the document has not been issued in Romanian, English or French
* The copy and certified translation of the document certifying the candidate’s permanent residence abroad
* The copy of the passport (first 3 pages)
* The copy and certified translation of the baccalaureate diploma or its equivalent certificate, authenticated by the competent authorities in the issuing country
* The copy and certified translation of the bachelor diploma or its equivalent certificate, authenticated by the competent authorities in the issuing country
* The copy and certified translation of the (high school and university) grades transcripts
* The graduation certificate of the preparatory year of Romanian language or linguistic competence certificate, as appropriate, in accordance with Art. 4 and 5
* The health certificate, issued in an international language, to certify the candidate does not suffer from contagious diseases or other diseases that are not compatible with the future profession. The health certificate must comprise information showing the candidate’s current health condition and personal antecedents as to chronic diseases eventually
* Declaration on the protection of personal data for the enrolment process (Annex IV)
* The payment declaration engagement for the tuition (Annex V)
* The notarial power of attorney, if the candidate’s application is made by another person, accompanied by the identity document of the person authorized by power of attorney.
* Declaration on the authenticity of the documents.

c) POLITEHNICA Bucharest, respectively the University Center of Bucharest and the University Center of Pitești, evaluate the application files, in accordance with the legal regulations in effect, and communicate to the General Direction of International Relations and European Affairs (DGRIAE) within the Ministry of Education the list of the candidates proposed to have issued the letter of acceptance to studies

d) The printed and the electronic versions of the list of candidates will be sent to the Ministry of Education and Research, according to the electronic template

e) The list will be uploaded to the drive of the Ministry of Education, together with the university’s letter of request, the template and the scanned copy of the candidate’s file

f) The number of files sent to the Ministry of Education must be within the maximum number of students that can be accepted for tuition, according to regulations in effect

g) After the application file analysis, the Ministry of Education issues the Letter of Acceptance

h) The Ministry of Education sends both the printed and the electronic versions of the letters of acceptance to studies to National University of Science and Technology POLITEHNICA Bucharest, respectively the University Center of Bucharest and the University Center of Pitești, and eventually to the diplomatic missions

i) The incomplete application files shall not be processed, and they shall be declared as rejected. In case additional documents should be added to the application files, POLITEHNICA Bucharest shall restart the stages described in the admission procedure for the Ministry of Education to process the files.

j) POLITEHNICA Bucharest sends the letters of acceptance to the candidates. The enrollment to studies is carried out according to Chapter VII of this Methodology.

**V. ADMISSION TO DOCTORAL DEGREE PROGRAMS**

**Art. 10**. Foreign citizens can apply to doctoral degree programs at POLITEHNICA Bucharest if they fulfill cumulatively the following conditions:

a) they have documents to confirm the citizenship of a non-European Union country

b) they are graduates with master diploma or its equivalent certificate.

**Art. 11**. The applying procedure for the foreign citizens mentioned under art. 10 develops as follows:

a) The candidates access the apply.upb.ro platform and upload their application file in the Bucharest University Center or the Pitești University Center section, depending on the study program they choose, starting, as a rule, in February, until the end of July of the current academic year. The period of application/submission/acceptance of application files can be changed with the approval of POLITEHNICA Bucharest’s Administrative Council

b) The admission is organized for the approved field of doctoral studies, in accordance with the legal provisions in effect

c) The applying documents consist of the following:

* The application document addressed to the Ministry of Education for the issuance of the Letter of Acceptance to academic programs (Annex II)
* The birth certificate – copy and certified translation, if the document has not been issued in Romanian, English or French
* The copy and certified translation of the document certifying the candidate’s permanent residence abroad
* The copy of the passport (first 3 pages)
* The copy and certified translation of the baccalaureate diploma or its equivalent certificate, authenticated by the competent authorities in the issuing country
* The copy and certified translation of the bachelor diploma or its equivalent diploma, authenticated by the competent authorities in the issuing country
* The copy and certified translation of the master diploma or its equivalent, authenticated by the competent authorities in the issuing country
* The copy and certified translation of the (high school, university, master) grades transcripts
* The graduation certificate of the preparatory year of Romanian language or linguistic competence certificate, as appropriate, in accordance with Art. 4 and 5
* The Doctoral candidate’s application cover letter for research supervision to be signed by the Ph.D. coordinator
* The health certificate, issued in an international language, to certify the candidate does not suffer from contagious diseases or other diseases that are not compatible with the future profession. The health certificate must comprise information showing the candidate’s current health condition and personal antecedents as to chronic diseases eventually
* Declaration on the protection of personal data for the enrolment process (Annex IV)
* The payment declaration engagement for the tuition (Annex V)
* The notarial power of attorney, if the candidate’s application is made by another person, accompanied by the identity document of the person authorized by power of attorney
* Declaration on the authenticity of the documents.

d) POLITEHNICA Bucharest, respectively the University Center of Bucharest and the University Center of Pitești, evaluate the application files, in accordance with the legal regulations in effect, and communicate to the General Direction of International Relations and European Affairs (DGRIAE) within the Ministry of Education the list of the candidates proposed to have issued the letter of acceptance to doctoral studies

e) The printed and the electronic versions of the list of candidates will be sent to the Ministry of Education and Research, according to the electronic template

f) The list will be uploaded to the drive of the Ministry of Education, together with the university’s letter of request, the template and the scanned copy of the candidate’s file

g) After the application file analysis, the Ministry of Education issues the Letter of Acceptance

h) The Ministry of Education sends the printed and the electronic versions of the letters of acceptance to studies to POLITEHNICA Bucharest, respectively the University Center of Bucharest and the University Center of Pitești, and eventually to the diplomatic missions

i) The incomplete application files shall not be processed, and they shall be declared as rejected. In case additional documents should be added to the application file, POLITEHNICA Bucharest shall restart the stages described in the admission procedure for the Ministry of Education to evaluate the file.

j) POLITEHNICA Bucharest sends the letters of acceptance to the candidates. The enrollment to studies is carried out according to Chapter VII of this Methodology.

**Art. 12**. The doctoral academic study program lasts 4 years, it could be eventually extended by 2 years, and it ends with the public defense of the thesis and the doctorate title is granted.

**VI. ENROLLMENT FOR STUDIES**

**Art. 13**. Enrollment in academic programs is conditioned by passing the admission exam or following a definitive academic mobility, as well as obtaining the letter of acceptance for studies issued by the Ministry of Education.

**Art. 14**. The enrollment of foreign citizens in all cycles of academic programs can take place after the approval of the Rector, no later than the last working day of the second week of December of the academic year for which the Letter of Acceptance was issued. Exceptionally, in justified cases, with the approval of the Rector or the Vice-Rector responsible for international relations, enrollment is allowed after this date, but no later than the last day of the first semester of the academic year for which the Letter of Acceptance was issued. After the start of the academic year, POLITEHNICA Bucharest, depending on the approved enrollment capacity for each study program, may offer candidates who have already received their Letter of Acceptance an alternative study program with an amendment to the letter of acceptance, without charging the associated fee.

**Art. 15.**

(1) Foreign citizens may be enrolled in Preparatory year of Romanian language courses/short-term studies/undergraduate/graduate/doctoral/postdoctoral academic programs if they meet the following conditions, as applicable:

a) They have passed the admission exam/competition organized by the accredited higher education institution, in accordance with the institution’s own methodology
b) They have passed specific tests for art, sports, or architecture profiles
c) They hold the letter of acceptance for studies, issued by the specialized department of the Ministry of Education

d) They present the original study documents, as well as copies or certified translations of these documents, in Romanian or in an internationally recognized language, in accordance with the regulations of the higher education institutions

e) They submit other documents requested by the higher education institution, according to its own regulations

f) They hold a certificate of language proficiency in the Romanian language, with a minimum level of B1, according to the Common European Framework of Reference for Languages, issued by pre-university educational institutions organizing the introductory Romanian language course, by Romanian higher education institutions that have accredited the preparatory Romanian language program for foreign citizens, by the Romanian language, literature, culture, and civilization lectures in foreign higher education institutions, or by the Romanian Language Institute. Foreign citizens who present Romanian study documents (diplomas and certificates) or study documents, school records certifying at least three consecutive years of studies followed in Romanian, are exempted

g) They present a certificate of foreign language proficiency, as required by the higher education institution, if they have been admitted to a study program organized in a foreign language. Foreign citizens from countries where the official language is the same as the language in which the courses are conducted, and who can prove with school documents that they have followed courses in the teaching language of the university study program, are exempted

h) They present a valid passport with an entry visa for the purpose of studies

i) They present a diplomatic card issued by the Ministry of Foreign Affairs, in the case of foreign citizens, diplomats accredited in Bucharest, and their family members

j) They present proof of payment of tuition fees, if applicable.

(2) Original study documents issued in states that are parties to the Hague Apostille Convention must be endorsed by the competent authorities of the issuing countries with the Hague Apostille. Original study documents issued in states that are not parties to the Hague Apostille Convention must be legalized by the Ministry of Foreign Affairs of the issuing country.

**Art. 16**. Upon enrollment, POLITEHNICA Bucharest will record the full name of foreign citizens in the school documents, in accordance with the data from the passport. The same name will be recorded on the documents issued upon completion of studies (diploma and diploma supplement).

**Art. 17**. POLITEHNICA Bucharest is obliged to conclude study contracts between the enrolled students and the Rector of the university, in accordance with the legal provisions in force.

**Art. 18.** After enrollment, foreign citizens are registered in the matriculation register with a unique number, valid for the entire duration of their education in the specialization/study program to which they were admitted.

**VII.** **ACADEMIC MOBILITY**

**Art. 19**. The final internal academic mobility is implemented in accordance with the Order of the Minister of National Education No. 4262/15.04.2024 for the approval of the Methodology regarding the students’ academic mobility, with the acceptance of POLITEHNICA Bucharest, of the initial institution, respectively the receiving institution, and with the approval of the Ministry of Education that issues a new Letter of acceptance to studies.

**Art. 20**. The final internal academic mobility is achieved only after the graduation of one year of studies, after fulfilling all the requirements included in the study program. The enrolment is carried out at the beginning of the new academic year, with the condition that the number of places for enrolment be respected for the same specialization, and that the Letter of acceptance to studies be obtained.

**Art. 21.** In the case of permanent internal academic mobility between higher education institutions, for the positions mentioned in Article 2, points (a) and (b), funding will follow the student only if the field of study at the undergraduate/master’s/doctoral level is maintained and the minimum number of transferable credits required for advancing to the next academic year within the sending institution is met.

**Art. 22.** In the case of foreign citizens enrolled in the positions mentioned in Article 2, points (a) and (b), academic mobility can take place after receiving a favorable opinion from the accredited diplomatic mission in Bucharest for the citizens nominated based on bilateral agreements, or from the ministries responsible for their selection.

**Art. 23.** The final internal academic mobility file shall include the following:

* The application document for the issuance of the Letter of Acceptance to studies (Annex II)
* The birth certificate – copy and certified translation, if the document has not been issued in Romanian, English or French
* The copy and certified translation of the document certifying the candidate’s permanent residence abroad
* The copy of the passport
* The copy of the residence permit in Romania
* The copy and certified translation of the degrees (baccalaureate/ license/ master), as appropriate
* The copy and certified translation of the (high school/university/master) grades transcripts and the transcripts of records/academic reports of the studies the final internal academic mobility serves for – certified copies
* The graduation certificate of the preparatory year of Romanian language or linguistic competence certificate, as appropriate, in accordance with Art. 4 and 5
* The health certificate, issued in an international language, to certify the candidate does not suffer from contagious diseases or other diseases that are not compatible with the future profession. The health certificate must comprise information showing the candidate’s current health condition and personal antecedents as to chronic diseases eventually
* Declaration on the protection of personal data for the enrolment process (Annex IV)
* The payment declaration engagement for the tuition (Annex V)
* The minutes of the commission of equivalence/acceptance of the studies, that should clearly state the year of study the candidates can be enrolled in and possible equivalence examinations the students should pass, as established by POLITEHNICA Bucharest, by comparing the syllabi and curricula or the research projects, as appropriate.

***POLITEHNICA Bucharest shall verify the authenticity of the documents, by direct correspondence with the educational institutions that issued the study documents.***

**VIII. CONTINUATION OF ACADEMIC STUDIES**

**Art. 24**. Foreign citizens who have completed partial studies in another country may continue their studies at accredited higher education institutions only in fee-paying places, with tuition fees in Romanian lei or foreign currency, if they meet the following conditions:
a) They have been enrolled in a higher education institution recognized by the authorities of that country
b) They hold transcripts and the curriculum/course description corresponding to the studies completed
c) They have the acceptance of the accredited higher education institution in Romania where they wish to study

d) They hold a certificate of Romanian language proficiency at a minimum level of B1, according to the Common European Framework of Reference for Languages, issued by pre-university education institutions that organize Romanian language initiation courses, Romanian higher education institutions that have accredited the preparatory year program for Romanian language for foreign citizens, Romanian language, literature, culture, and civilization lectureships in foreign higher education institutions, or by the Romanian Language Institute, as applicable. Foreign citizens who present Romanian academic documents (diplomas and certificates) or academic records showing at least three consecutive years of studies followed in Romanian are exempted.

**e)** They hold a certificate of linguistic competence in a foreign language, as required by the higher education institution, if they were admitted to a study program conducted in a foreign language, if applicable. Foreign nationals from countries where the official language is the one in which the courses are taught, and who can prove with school documents that they attended courses in the teaching language of the university study program, are exempted.

**Art. 25.** The continuation of studies in higher education institutions in Romania will be carried out in accordance with the internal regulations of POLITEHNICA Bucharest, provided that the enrollment capacity is respected.

**Art. 26.** POLITEHNICA Bucharest will submit to the Ministry of Education the request for the continuation of studies, accompanied by the approval of the committee for the equivalence of studies and with the mention of the academic year in which the student is to be enrolled.

**Art. 27.** The continuation of studies at POLITEHNICA Bucharest is conditioned by obtaining the letter of acceptance for studies, issued by the Ministry of Education.

(5) In the case of exceeding the study period stipulated for the study program to which the student was admitted, POLITEHNICA Bucharest submits the file to the Ministry of Education for the issuance of a new letter of acceptance for studies. The file will contain the following documents:

a) The official letter from the higher education institution
b) A copy of the initial letter of acceptance issued in favor of the candidate
c) A certificate regarding the academic status of the student.

**IX. INTERRUPTION OF STUDIES, WITHDRAWAL FROM STUDIES, EXCLUSION**

**Art. 28.** Foreign citizens can benefit from an interruption of studies, starting from the second year of studies, for a maximum period of 2 years. Regaining the initial status is possible only for interruptions of studies for medical reasons, including maternity. In other situations, resuming studies can only be done by paying tuition fees, in accordance with the internal regulations of each higher education institution.

**Art. 29**. Foreign students who withdraw from their studies or are expelled may re-enroll at the same level of study only by paying tuition fees in foreign currency, in accordance with the specific regulations of each higher education institution. Exceptions are made for medical cases, approved based on the university charter.

**Art. 30**. In the case of failing the preparatory year of the Romanian language, for the places mentioned in Article 2, letter (a), the continuation of studies can only be done by paying tuition fees.

**Art. 31**. The conditions regarding exclusion, interruption of studies, and the minimum number of transferable study credits (ECTS) required for promotion in the following academic year are established by POLITEHNICA Bucharest in its specific regulations concerning the organization and conduct of university studies.

**X. FINAL DISPOSITIONS**

**Art. 32**. The tuition fees for foreign citizens from non-European Union countries is approved by the University Senate through this methodology (Annex VI), according to Government Ordinance no. 22/2009 regarding the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on their own expenses in Romania, from states that are not members of the European Union, as well as from those that are not part of the European Economic Area and the Swiss Confederation, approved by Law of Higher Education no. 199/2023, with subsequent amendments and additions. The fees related to the issuance of certificates, documents, study documents are regulated by the system of administrative fees approved by the University Senate. In case of withdrawal from studies (for enrolled students), the paid tuition fee is no longer refunded.

**Art. 33**. POLITEHNICA Bucharest shall send to the Ministry of Education the places at the disposal of foreign citizens from non-European Union countries, within the maximum number of students that can be enrolled, in accordance with the regulations in effect.

**Art. 34**. The foreign citizens who obtain the Romanian citizenship can take a place financed from the state budget or in tax regime, at the quantum set by POLITEHNICA Bucharest’s Senate for the Romanian citizens, on condition they pass the admission exam organized in a legally organized session, in accordance with POLITHNICA Bucharest’s own regulations.

**Art. 35**. A foreign student who is admitted to university studies on a tuition-free place, with a monthly scholarship, and, respectively, tuition-free without a scholarship, can benefit from budget funding for only one field of study within the same cycle of university studies. A second field of study can only be pursued under a tuition-paying regime in foreign currency.

**Art. 36**. The letter of acceptance is valid only for the higher education institution it was issued for, starting with the academic year for which it was issued and for the respective academic cycle. Any change during the academic course, which contradicts the documents in the initial Letter of acceptance (university, field of study, subfield of study, extension/interruption of doctorate etc.), will be regulated, at the request of POLITEHNICA Bucharest, by the Ministry of Education that shall issue a new Letter of acceptance.

**Art. 37.** Enrollment to studies, academic mobility, change of field of study and re-enrollment are carried out exclusively with the approval of the Ministry of Education.

**Art. 38**. The foreign citizens have the following obligations:

a) to respect the Constitution of Romania and the laws of the Romanian state

b) to respect the provisions of POLITEHNICA Bucharest’s Charter

c) to respect POLITEHNICA Bucharest’s own regulations and methodologies

d) to respect the provisions of this methodology and of the contract of studies.

**Art. 39**. The annexes I-VI are integral parts of this methodology.

This Methodology was approved in the meeting of the Board of Directors on 12.09.2024 and in the meeting of the Senate on …………………………...

**Art. 40**. The Department of International Relations, with the Department of the Management of International Students within POLITEHNICA Bucharest shall put into effect the provisions of this methodology.

Mihnea COSTOIU

Rector

President of the Board of Administration

# ANNEX I. List of recognized high school diplomas

**LIST OF HIGH SCHOOL DIPLOMAS RECOGNIZED BY THE MINISTRY OF EDUCATION FOR THE ADMISSION OF FOREIGN CITIZENS TO**

**UNDERGRADUATE ACADEMIC STUDIES AND THE MINIMUM MANDATORY REQUIREMENTS**

|  |  |
| --- | --- |
| **Country** | **Diploma** |
| Afghanistan | Baccalaureat Certificate/12 Grade Graduation Certificate, minimum 2 subjects\* |
| Republic of South Africa  | National Senior Certificate, minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering, and Electronic Engineering, Telecommunications, and Information Technology), and minimum 2 subjects\* |
| Albania | Deftese Pjekurie (Maturity Certificate), minimum 2 subjects\* |
| Algeria  | Diplôme de Bachelier de l’enseignement secondaire general + Releve de notes du baccalaureat, minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), and minimum 2 subjects\* |
| Angola | Certificado de Ensino Medio / Certificado de Estudios Pre-Universitarios  / Habilitaçoes, minimum 2 subjects\* |
| Saudi Arabia  | General Secondary Education Certificate (Shahadat Al- Thanawiyyah), minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), and minimum 2 subjects\* |
| Argentina | Bachiller/Bachillerato, minimum 2 subjects\* |
| Armenia | Since 2018: Atestat mijnakarg (lriv) andhanur krtutyan Before 2018: Attestat/Certificate of maturity “Hasunutian Vkaiakan”/ Atestat midzinakarg krtoitjan, minimum 2 subjects\* |
| Australia, Capital Territory | ACT Year 12 Certificate, minimum 2 subjects\* |
| Australia, New South Wales | Higher School Certificate + Examination with Results Notice, minimum 11 units |
| Australia, Queensland | Queensland Senior Certificate/ Queensland Certificate of Education, minimum 2 subjects\* |
| Australia, South Australia | South Australian Certificate of Education, minimum 2 subjects\* |
| Australia, Northern Territory | Northern Territory Certificate of Education, minimum 2 subjects\* |
| Australia, Tasmania | Tasmanian Certificate of Education, minimum 2 subjects\* |
| Australia, Victoria | Victorian Certificate of Education, minimum 2 subjects\* |
| Australia, Western | Western Australian Certificate of Education, minimum 2 subjects\* |
| Austria | Reifezeugnis/Reifeprüfungszeugnis/Reife-und Diplomprufungszeugnis, minimum 2 subjects\* |
| Azerbaijan | Orta Tahsil Haqquinda Attestat / Orta mekteb attestati / Svidetel’stvo/o Srednem Obrazovanii, minimum 2 subjects\* |
| Bahamas | Bahamas General Certificate of Education, minimum 2 subjects\* |
| Bahrain | Tawjihiya (Secondary School Leaving Certificate) minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), and minimum 2 subjects\* |
| Bangladesh | Higher Secondary School Certificate/ Intermediate minimum final score 80% (90% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), and minimum 2 subjects\* |
| Belarus | Atestat ab agul’naj sjarednjaj adukatsyi / Attestat o (Obschem) Srednem Obrazovanii, minimum 2 subjects\* |
| Belgium | Diploma van secundair onderwijs/ Certificat d'Enseignement Secondaire Supérieur (C.E.S.S.)/ Abschlusszeugnis der Oberstufe des Sekundarunterrichts (allgemein bildender und künstlerischer Sekundarunterricht), minimum 2 subjects\* |
| Benin | Diplôme de Bachelier de l'Enseignement Moyen Général (1984-1991)/ Diplôme de Bachellier de l'Enseignement de Second Degré (1991-)/ Baccalauréat de l'Enseignement Secondaire + relevé des notes Releve des notes, minimum 2 subjects\* |
| Bhutan | Bhutan Higher Secondary Education Certificate (Class XII) / Indian School Certificate examination, minimum 2 subjects\* |
| Bolivia | Diploma Bachiller en Humanidades, minimum 2 subjects\* |
| Bosnia and Herzegovina | Diploma o polozenom zavrsnom ispitu / Diploma o Zavrsenoj Srednjoj Skoli / Matura / Svjedodžba o Zavrženoj Srednjoj Skoli (Secondary School Leaving Certificate), minimum 2 subjects\* |
| Botswana | Cambridge Higher Overseas School Certificate with GCE A Levels/Botswana General Certificate of Secondary Education, minimum 2 subjects\* |
| Brazil | Diploma de Ensino Médio / Certificado de Conclusao do Ensino Medio Supletivo / Certificado de Conclusao de Segundo Grau, minimum 2 subjects\* |
| Brunei Darussalam | Brunei Cambridge Advanced Level Certificate of Education / Brunei Matriculation Examination, minimum 2 subjects\* |
| Bulgaria | Diploma za Sredno Obrazovanie, minimum 2 subjects\* |
| Burkina Faso | Diplôme de Bachiller / Baccalauréat de l`Enseignement du Second Degré + Relevé des notes, minimum 2 subjects\* |
| Burma (Myanmar) | Basic Education High School Examination/Standard X Examination (Matriculation), minimum 2 subjects\* |
| Burundi | Diplôme d’Etat / Diplôme des Humanités Générales / Certificat Homologue des Humanités Complètes, minimum 2 subjects\* |
| Cambodia | Certificate of Upper Secondary Education /Senior High School Certificate/Attestation de Fin d'Etudes Secondaires de l'Enseignement General, minimum 2 subjects\* |
| Cameroon – British System  | Cameroon GCE Ordinary Level Examinations + Cameroon GCE Advanced Level Examinations, minimum 2 subjects\* |
| Cameroon – French System  | Baccalaureat de l`Enseignement Secondaire/ Baccalauréat Technique, Brevet de Technicien l’Enseignement Secondaire, minimum 2 subjects\*, minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology) |
| Canada, Alberta | Alberta High School Diploma/Advanced High School Diploma/General High School Diploma, minimum 2 subjects\* |
| Canada, British Columbia | Secondary School Diploma /Senior Secondary Graduation Diploma (Dogwood Diploma) /Certificate of Graduation, minimum 2 subjects\* |
| Canada, Manitoba | High School Graduation Diploma /Final Secondary School Leaving Certificate, minimum 2 subjects\* |
| Canada, New Brunswick | High School Graduation Diploma /Diplôme de Fin d'Etudes Secondaires, minimum 2 subjects\* |
| Canada, Newfoundland and Labrador | High School Graduation Diploma, minimum 2 subjects\* |
| Canada, North West Territories | NWT High School Diploma, minimum 2 subjects\* |
| Canada, Nova Scotia | Nova Scotia High School Graduation Diploma /High School Completion Certificate, minimum 2 subjects\* |
| Canada, Nunavut | High School Graduation Diploma /School Leaving Certificate, minimum 2 subjects\* |
| Canada, Ontario | Ontario Secondary School Diploma (OSSD)/Secondary School Graduation Diploma (SSGD)/ Secondary School Honours Graduation Diploma (SSHGD), minimum 2 subjects\* |
| Canada, Prince Edward Island | High School Graduation Diploma, minimum 2 subjects\* |
| Canada, Quebec | Diplôme d’Etudes Collégiales / Diploma of Collegial Studies, minimum 2 subjects\* |
| Canada, Saskatchewan | Complete Grade 12 Standing /Division IV Standing (Record of High School Standing), minimum 2 subjects\* |
| Canada, Yukon | Yukon Secondary School Graduation Diploma, minimum 2 subjects\* |
| The Republic of Cape Verde | Ensino Secundario – 2 ◦ ciclo / Certificado de Habilitaçoes Literarias, minimum 2 subjects\* |
| Caribbean (Anguilla/Antigua and Barbuda / Barbados/Belize/ British Virgin Islands/ Cayman Islands / Dominica/Granada/Guiana/Jamaica/Montserrat/St Kitts & St Nevis/ St Lucia / St Vincent & Grenadines / Trinidad &Tobago/Turks & Caicos Islands) | Caribbean Secondary Education Certificate (CSEC) + Caribbean Advanced Proficiency Certificate (CAPE) – minimum 2 subjects\*A-level, minimum C |
| Chad | Baccalauréat/ Diplôme de Bachelier de l'Enseignement de Second Degré + Releve des notes, minimum 2 subjects\* |
| Chile | Licencia de Educacion media /Licencia de Enseñanza Media Humanístico/ Científica/ Técnico-Profesional or Artistica, minimum 2 subjects\* |
| China | Senior Secondary School Examination, minimum 2 subjects\* |
| Ivory Coast | Diplôme de Bachelier de l’Enseignement du Second Degré /Baccalaureat de l'Enseignement Secondaire+ Releve des notes, minimum 2 subjects\* |
| Columbia | Diploma de Bachiller Academico/Comercial/Técnico + certificado notas, minimum 2 subjects\* |
| Comoros | Baccalauréat de l'Enseignement du Second Degré + Releve des notes, minimum 2 subjects\*  |
| Congo (Brazzaville) | Baccalauréat de l'Enseignement du Second Degré (Enseignement Général) + Releve des notes, minimum 2 subjects\*, minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications, and Information Technology) |
| Congo (Zaire) | Diplôme d'Etat d'Etudes secondaires du Cycle long/ Baccalauréat + Releve des notes, minimum 2 subjects\*, minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications, and Information Technology) |
| Costa Rica | Bachillerato/Diploma Conclusión de Estudios de Educación Diversificada/Bachiller Educación Media + certificado notas, minimum 2 subjects\* |
| Croatia | Svjedodžba o zavrsnom ispitu / Svjedodzba (drzavnoj) o maturi / Maturatna svjedodzba / Svjedodzba o zavrsenom srednjem obrazovanju, minimum 2 subjects\* |
| Cuba  | Diploma de Bachiller en Ciencias y Letras /Título de Bachiller (nivel medio superior de la Education General) - Certificado de Estudios Secundarias/Terminados, minimum 2 subjects\* |
| Cyprus | Lise Diplomasi / Apolytirion, minimum 2 subjects\* |
| Czech Republic | Vysvédceni o maturitni zkoušce obtained from a Gimnazium/ Vysvedceni o maturitni zkoušce (general education) from Stredni odborna skola / Maturitn zkouška, minimum 2 subjects\* |
| Denmark | Højere Handelseksamen (HHX) / Højere Teknisk Eksamen (HTX) /Bevis for Højere Forberedelseseksamen (HF)/Studentereksamensbevis (STX), minimum 2 subjects\* |
| Djibouti | Baccalaureat de l’Enseignement Secondaire + Releve des notes, minimum 2 subjects\* |
| Dominican Republic | Diploma de Bachiller / Diploma de Conclusion de la Educacion Media / Certificacion (Pruebas Nacionales de Conclusion de la Educación Media), minimum 2 subjects\* |
| East Timor | Diplomas do Ensino Secundário, minimum 2 subjects\* |
| Ecuador | Título de Bachiller Unico Integral / Diploma Bachiller en Arte/Ciencias /Técnico |
| Egypt | Thanaweya Am'ma (General Secondary Education Certificate), minimum score 60%, (70%for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Hellenic Republic (Greece) | Apolytirion (Secondary School Leaving Certificate), minimum 2 subjects\* |
| El Salvador | Diploma Bachiller General, minimum 2 subjects\* |
| United Arab Emirates | General Secondary Education Certificate (Shahadat Al-Tawjihiya), minimum score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Eritrea | Eritrean Secondary Education Certificate Examination (ESECE), minimum 2 subjects\* |
| Estonia | Gümnaasiumi lõputunnistus + Riigieksamitunnistus, minimum 2 subjects\* |
| Eswatini (former Swaziland)  | Cambridge Overseas School Certificate (COSC) A-Level, minimum 2 subjects\* |
| Ethiopia | Ethiopian General Secondary Education Certificate (junior secondary education) + Ethiopian Higher Education Entrance Examination Certificate, minimum 2 exams\*, score 50 points/ C/ Grade Point Average minimum 3 |
| Faroe Islands  | Gymnasialt miðnámsprógv/ Studentereksamen/ Højere handelseksamen (HHX)/ Højere teknisk eksamen (HTX)/Højere forberedelseseksamen (HF)/ Højere eksamen inden for fiskeri (HTX), minimum 2 subjects\* |
| Republic of Fiji Islands | Fiji School Leaving Certificate Examination / New Zeeland School Certificate/ Fiji Seventh Form Examination Certificate, minimum 3 subjects\* |
| Finland | Ylioppilastutkintotodistus (Studentsexamensbetyg), minimum 2 subjects\* |
| France | Diplôme de baccalauréat général, Diplôme de baccalauréat technologique/Diplôme de Baccalauréat Professionnel/Diplôme de Baccalauréat de l'Enseignement du Second Degré, minimum 2 subjects\* |
| Gabon | Baccalauréat + Relevé de notes, minimum 2 subjects\*, minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology) |
| Gambia | West African Examinations Council Senior Secondary School Leaving Certificate/West African Senior School Certificate Examination (WASSCE), minimum 3 subjects\*, passed with C6-Level |
| Georgia | Sashualo Skolis Atestati/Secondary School Leaving Certificate + transcript with all subjects and grades, minimum 2 subjects\* |
| Germany | Zeugnis der Allgemeinen Hochschulreife (Abitur), minimum 2 subjects\* |
| Ghana | West African Senior Secondary School Certificate (WASSSCE), at least 6 subjects and minimum C-Level for 2\* of the subjects |
| Guadalupe | Baccalauréat Deuxième Partie, minimum 2 subjects\* |
| Guatemala | Diploma de Bachiller en Ciencias y Letras |
| Guinea (Conakry) | Baccalauréat Unique/ Baccalauréat 2eme Partie + Relevé de notes, minimum score 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Guinea Bissau | Certificado de Conslusao do Ensino Secundario, minimum 2 subjects\* |
| Haiti | Certificat de Fin d'Etudes Secondaires Classiques (Première + Deuxième Partie) /Diplôme d'Etudes Secondaires (Première + Deuxième Partie) (système traditionnel)/Baccalauréat/Diplôme d'Enseignement Secondaire (système réformé), minimum 2 subjects\* |
| Honduras | Bachillerato /Titulo de Bachiller en Ciencias y Letrasminim, minimum 2 subjects\* |
| Hong Kong | Hong Kong Diploma of Secondary Education/Hong Kong Certificate of Education Examination (HKCEE) + Hong Kong Advanced Level Examination (HKALE)/ Hong Kong Advanced Supplementary Level Examination, minimum 3 subjects\* A-Level, minimum C |
| Hungary | Gimnazium Érrettségi Bizonyitvány, minimum 2 subjects\* |
| India | All India Senior School Certificate (AISSC) from the Central Board of Secondary Education (CBSE)/Indian School Certificate (ISC) from the Council for the Indian School Certificate (CISCE)/Higher Secondary Certificate (HSC)/Intermediate Certificate/Pre-University Certificate, + Statement of Marks, final score medium 60% (70% for fields: Computers and Information technology, System Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Indonesia | Surat Tanda Tamat Belajajar Sekolah Menegah Unum/ IJAZAH Sekolah Menengah Atas (SMA)/ Madrasah Aliyah (MA)/ Certificate of Completion of Upper Secondary School, minimum 2 subjects\* |
| Iran | Diplom-e-Motevasete (High School Diploma) + Peeshdaneshgahe (Pre-University year) for the graduates before 2020 promotion, minimum 2 subjects\*  |
| Iraq | Secondary School Certificate (Baccalauréat examination) / Certificate (Baccalauréat examination) / Preparatory Baccalauréat / Sixth Form Baccalauréat (Adadiyah), final medium score 70% (80% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Ireland | Leaving Certificate (Ardteistmeireacht), at least 6 subjects and advanced (Higher level) C3 for 2\* of the subjects  |
| Iceland | Stúdentspróf (Matriculation Examination), minimum 2 subjects\*  |
| Israel | Israil Te’udat Bagrut / Matriculation Certificate + Psychometric Entrance Test (PET), minimum 2 subjects\*  |
| Italy | Diploma di superamento dell’esame di stato conclusivo dei corsi di studio di istruzione secondaria superiore /Diploma di Maturita, minimum 2 subjects\*  |
| Japan | Kotogakko Sotsugyo Shomeisho (High School Certificate of Graduation), minimum 2 subjects\*  |
| Jordan | Tawjihi/ General Secondary Education Certificate/Vocational Secondary Education Certificate (exclusively for technical study field), medium final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Kazakhstan | Attestat (Certificate of Secondary Education), minimum 2 subjects\*  |
| Kenya | Kenya Certificate of Secondary Education (KCSE), Minimum C+ for 3 subjects, minimum 2 subjects\*  |
| Republic of Korea | Ilbankye Kodung Hakkyo (General High School Diploma)/ Certificate of Graduation + Transcript, minimum 2 subjects\* |
| People’s Democratic Republic of Korea | Graduation Certificate of Senior Middle School, minimum 2 subjects\* |
| Kosovo | High School Diploma (Matura/Diploma për kryerjen e shkollës së mesme te pergjithsme – gjimnazin) + Testi i Maturës Shtetërore, minimum 2 subjects\*  |
| Kuwait | Shahadat Al-Thanawiya-Al-A'ama (General Secondary School Certificate), medium final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Kyrgyzstan | Attestat (Certificate of Secondary Education), minimum 2 subjects\*  |
| Laos | Baccalauréat de l’Énseignement General + Releve des notes, 3 subjects\*  |
| Latvia | Atestäts par visparejo videjo izglitibu (Certificate of Secondary Education), minimum 2 subjects\*  |
| Lebanon | Baccalauréat général (Libanais), /Baccalauréat Technique, for continuing undergraduate studies in the same field, medium final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Lesotho | Cambridge Overseas School Certificate, minimum 2 subjects\* “pass with credit” |
| Liberia | Senior School Certificate (SSC) / Senior High School Certificate (SHSC) issued by West African Examination Council, minimum “Good” for at least 3 subjects\*  |
| Libya | General Secondary Certificate, final medium score 60%, minimum 2 subjects\*  |
| Liechtenstein | Maturazeugnis des Lichtensteinischen Gymnasiums, minimum 2 subjects\*  |
| Lithuania | Brandos atestatas (Maturita-certificate), minimum 2 subjects\*  |
| Luxemburg | Diplôme/Certificat de Fin d'Etudes secondaires/Diplôme de Fin d'Etudes Secondaires Techniques, minimum 2 subjects\*  |
| North Macedonia  | Svidetelstvo za zavreno sredno obrazovanie (Secondary School Leaving Certificate), minimum 2 subjects\*  |
| Madagascar | Baccalauréat de l'Enseignement secondaire + Relevé des notes, minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Malawi | Malawi School Certificate of Education, minimum 2 subjects\*  |
| Malaysia | Sijil Pelajaran Malaysia + Sijil Tinggi Persekolahan Malaysia/Matriculation Certificate, minimum 2 subjects\*  |
| Mali | Baccalaureat Malien – 2eme Partie + Relevé des notes, minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Malta | Matriculation Certificate, minimum C for at least 2 subjects\*  |
| Mauritania | Baccalauréat de l'Enseignement du Second Degré + Relevé des notes, minimum 2 subjects\* |
| Mauritius | School Certificate / General Certificate of Education Ordinary Level + Higher School Certificate / General Certificate of Education Advanced Level, minimum 2 subjects\*, minimum C for A-Level |
| Mexico | Diploma de Bachiller General, minimum 2 subjects\* |
| Republic of Moldova | Diploma de bacalaureat cu Tabelul de note generale, minimum 2 subjects\* |
| Monaco | Baccalauréat de ľEnseignement Général + Releve des notes, minimum 2 subjects\* |
| Mongolia  | Gerchilgee Certificate of Secondary Education, minimum 2 subjects\* |
| Montenegro | Diploma o Završenoj Srednjoj Školi/Diploma o polozhenom zavrshnom ispitu (Secondary School Leaving Certificate), minimum 2 subjects\* |
| Morocco | Attestation/Diplome du Baccalauréat + Relevé des notes – minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Mozambique | Certificado de Habilitaçoes Literarias, minimum 2 subjects\* |
| Namibia  | Namibia Senior Secondary Certificate (Higher and Ordinary level) / Higher International Secondary Certificate of Education (Higher and Ordinary level), minimum 3 subjects\* Advanced (Higher), minimum 3-Level |
| Nepal | School Leaving Certificate + Higher Secondary Certificate, final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 3 subjects\*  |
| The Netherlands | Diploma Voorbereidend wetenschappelijk onderwijs, minimum 2 subjects\* |
| New Zeeland | National Certificate of Educational Achievement Level 3/ University Entrance, Bursaries and Scholarships Examination/ Sixth Form Certificate, minimum 2 subjects\* |
| Nicaragua | Bachillerato en Ciencias y Letras + Certificado notas, minimum 2 subjects\* |
| Niger | Diplôme de Bachelier de l'Enseignement du Second Degré/ Baccalauréat + Releve des notes, minimum 3 subjects\* |
| Nigeria | Senior School Certificate - 5 subjects, Level B for 3\* of them / West African Senior School Certificate - 5 subjects, 3-Level for 3\* of them / NECO Senior School Certificate + PIN code, along with copies on both sides of the NECO Results Card/ WAEC Scratch Card |
| Norway | Vitnemål videregående opplæring (generell studiekompetanse) Eksamenskarakter, minimum 2 subjects\* |
| Oman | Thanawiya Amma (General Certificate/ General Education Diploma), minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Pakistan | Intermediate / Higher Secondary School Certificate (recognized by the Inter Board Committee of Chairmen) minimum final score 80%, (90% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Palestine | Al-Tawjihi / Al-Injaz (General Secondary Education Certificate), issued in accordance with the Egyptian or Jordanian curriculum, minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Panama | Diploma Bachiller + certificado notas, minimum 2 subjects\* |
| Papua New Guinea | Higher School Certificate, minimum 2 subjects\* |
| Paraguay | Diploma Bachiller + certificado notas, minimum 2 subjects\* |
| Peru | Certificado Oficial de Estudios /Educatión básica regular nivel de education secunadria + certificado notas, minimum 2 subjects\* |
| Philippines | High School Diploma, minimum 2 subjects\* |
| Poland | Świadectwo dojrzałości Liceum Ogólnoksztalcacego, minimum 2 subjects\* |
| Portugal | Diploma de estudos /ensino secundários/Certidao de habilitacoes, minimum 2 subjects\* |
| Puerto Rico | High School Diploma + transcript of studies, minimum 2 subjects\* |
| Qatar | Al-Thanawiya Aama Qatari (Qatar General Secondary Education Certificate), minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Russian Federation | Attestat, minimum 2 subjects\* |
| Scotland | Scottish Certificate of Secondary Education/Scottish Qualifications Certificate, 5 subjects, 2\* of them with Advanced Higher |
| Rwanda | Rwanda Advanced Certificate of Education/Diplôme de Fin d'Etudes secondaires /Certificat du Cycle Supérieur de l'Enseignement Secondaire / Diplôme d’Humanités Générales/ Advanced General Certificate of Secondary Education (issued by Rwanda Education Board) + Relevé des notes, minimum 2 subjects\* |
| Samoa | Pacific Senior Secondary Certificate / Western Samoa School Certificate, minimum 2 subjects\* |
| San Marino | Diploma di maturita, minimum 2 subjects\* |
| Senegal | Diplôme de Baccalauréat /Diplôme de Baccalauréat de l'Enseignement Secondaire/ Diplôme de Bachelier de l'Enseignement de Second Degré + Relevé des notes – minimum 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Serbia | Diploma/Uverenje o polozenom maturskom ispitu / Diploma o stečenom srednem obrazovanju/ Diploma o Završenoj Srednjoj Školi, minimum 2 subjects\* |
| Seychelles | General Certificate of Secondary Education / Cambridge Overseas Higher School Certificate, minimum 2 subjects\* |
| Sierra Leone | West African Senior School Certificate Examination / General Certificate of Education (GCE), minimum 5 subjects, A-Level for 2 of them\*  |
| Singapore | Cambridge General Certificate of Education Ordinary + Cambridge General Certificate of Education, minimum 2 subjects\*, A-Level |
| Slovakia | Vysvedcenie o maturitnej skuske (Gymnazium), minimum 2 subjects\* |
| Slovenia | Spricevalo o splosni maturi (Splosna Matura), minimum 2 subjects\* |
| Solomon Islands | Pacific Senior Secondary Certificate / Solomon Island School Certificate, minimum 2 subjects\* |
| Somalia | Shahaadada Dugsiga Dare (Secondary School Leaving Certificate)/Somaliland Certificate of Secondary Education Examination (issued by Somaliland National Examination and Certification Board, SLNECB, minimum 2 subjects\* |
| Spain | Titulo de Bachiller (Baccalaureate) + Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto, minimum 2 subjects\* |
| Sri Lanka | Sri Lanka General Certificate of Education Ordinary Level, 6 subjects\* + Sri Lanka General Certificate of Education, minimum 2 subjects\*, A-Level |
| Sudan | Sudanese School Certificate/ Sudanese Secondary School Certificate/Higher Secondary School Certificate, minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Surinam  | Voorbereidend Wetenschappelijk Onderwijsminim, minimum 2 subjects\* |
| Sweden | Examensbevis Högskoleförberedande examen /Slutbetyg Fran Gymnasieskola, minimum score of 2350 credits, 2 subjects\*, Level A, “VG”-Level  |
| Swiss Confederation | Certificat de Maturité / Maturity Certificate/ Maturitätszeugnis/ Maturitatsausweis / Baccalauréat, minimum 2 subjects\* |
| Syria | Al Shahâda Al Thânawiyya al-Imma (General Secondary Education Certificate) / Baccalaureat, minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Taiwan | Senior High School Leaving Certificate, minimum 2 subjects\* |
| Tajikistan | Attestat (Certificate of Secondary Education), minimum 2 subjects\* |
| Tanzania | Certificate of Secondary Education and Advanced Certificate of Secondary Education (ACSE) /National Form VI Examination Certificate / General Certificate of Secondary Education (O level) + National Form VI Examination Certificate / Advanced Certificate of Secondary Education, minimum 5 subjects, A-Level for 2\* of them |
| Thailand | Certificate of Secondary Education/Certificate of Completion grade 12 / Matayom VI / Maw 6, minimum 2 subjects\* |
| Togo | Diplome de Bachelier de l’Enseignement du Troisième Degré/ Baccalaureat de l'Enseignement du Troisième Degré + Releve des notes, minimum 2 subjects\* |
| Tonga | Tonga National Form Seven Certificate + Pacific Senior Certificate, minimum 2 subjects\* |
| Tunisia | Baccalauréat / Diplôme de Bachilier de l`Enseignement secondaire + Relevé des notes, minimum final score 11/20 (12/20 for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\*  |
| Turkey | Lise Diplomasi – general access / Teknik Lisesi Diplomasi – exclusive access to study fields technical /Associate degree – exclusive access to the same study fields, minimum 2 subjects\* |
| Turkmenistan | Attestat / Orta bilim hakynda Sahadatnama (Certificate of Secondary Education), minimum 2 subjects\* |
| Uganda | Uganda Certificate of Education (UCE) + Uganda Advanced Certificate of Education, 2 subjects\*, minimum C Level |
| Ukraine | Atestat (Certificate of Secondary Education), minimum 2 subjects\* |
| United Kingdom of Great Britain and Northern Ireland | General Certificate of Secondary Education + General Certificate of Education, minimum 2\*, A\_Level |
| United States of America | High School Diploma/General Educational Development (GED) / High School Equivalency Diploma + Scholastic Aptitude Test (SAT) / Advanced Placement Test (APT) / American College Testing (ACT), minimum 2 subjects\* |
| Uruguay | Bachillerato Oficial / Bachillerato Tecnico + Certificado de estudios, minimum 2 subjects\* |
| Uzbekistan | Attestat o srednem obrazovanii / Orta malumot togrisida shahodatnoma, minimum 2 subjects\* |
| Vanuatu | Pacific Senior Secondary Certificate, minimum 2 subjects\* |
| Vatican | Testimonio Maturitatis, minimum 2 subjects\* |
| Venezuela | Título de Educación Media General /Título de Educación Media Técnica/ Título de Bachiller + Certificado notas, minimum 2 subjects\* |
| Vietnam | Bang Tót Nghiep Phó Thông (Certificate of Secondary School Graduation) / Bang Tu Tai Hai (Baccalaureat II), minimum 2 subjects\* |
| Wales | Welsh Baccalaureate / Advanced diploma - minimum 2 subjects, A-Level\* |
| Yemen | Al Thanawiya (General Secondary Education Certificate), minimum final score 60% (70% for the fields: Computer Science and Information Technology, Systems Engineering and Electronic Engineering, Telecommunications and Information Technology), minimum 2 subjects\* |
| Zambia | Zambian School Certificate / Cambridge Overseas School Certificate, minimum 5 subjects, 4-Level for 2\* of them |
| Zimbabwe | General Certificate of Education (GCE) Ordinary level + Zimbabwe General Certificate of Education at Advanced Level/Zimbabwe General Certificate of Education at Ordinary Level/General Certificate of Education (GCE), minimum 2 subjects\*, C Level |
| European Baccalaureate | Diplôme du Baccalauréat Europeen/Europeisk Baccalaureat Diploma, minimum 2 subjects\* |
| International Baccalaureate | International Baccalaureate Diploma, minimum 2 subjects\* |
| International Education Institutions | High school studies diplomas issued by private education institutions that unfold education activities corresponding to an educational system in another country than the country in which the respective institution operates and that are issued in accordance with the adopted educational system. Cumulative condition for international institutions that operate in Romania: to be registered in the ARACIP’s National High Schools Ledger, minimum 2 subjects\* |

\*) Relevant subjects to the field for enrollment: mathematics, informatics, statistics, physics, chemistry, economics, technology, biology, physical and sports education, social sciences, communication sciences, foreign languages (English, French, Spanish, German), social and human sciences, history, the arts.

# ANNEX II. Application for the issuance of the letter of acceptance to studies

Nr. Ref……………..

**MINISTERUL EDUCAȚIEI ȘI CERCETĂRII**

MINISTRY OF EDUCATION AND RESEARCH

MINISTÈRE DE L’ÉDUCATION ET DE LA RECHERCHE

**DIRECȚIA GENERALĂ RELAȚII INTERNAȚIONALE ȘI AFACERI EUROPENE**

GENERAL DIRECTION FOR INTERNATIONAL RELATIONS AND EUROPEAN AFFAIRS

DIRECTION GÉNÉRALE DES RELATIONS INTERNATIONALES ET DES AFFAIRES EUROPÉENNES

28-30 G-ral Berthelot Street/12 Spiru Haret Street, 010168 Bucharest

Tel. (+4021) 4056200; 4056300

**CERERE PENTRU ELIBERAREA SCRISORII DE ACCEPTARE LA STUDII**

APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES

DEMANDE D’APPLICATION POUR LA LETTRE D’ACCEPTATION AUX ÉTUDES

(Se completează cu majuscule/ to be filled in with capital letters/ à completer en majuscules)

1. NUMELE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRENUMELE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SURNAME/NOMS) (GIVEN NAMES/PRENOMS)

2. NUMELE PURTATE ANTERIOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PREVIOUS SURNAMES/NOMS ANTERIEURS)



3. LOCUL ȘI DATA NAȘTERII: Țara\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Localitatea\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Data

(DATE AND PLACE OF BIRTH/ (COUNTRY/PAYS) (PLACE/LIEU) (DATE/DATE) Z Z L L A A A A

DATE ET LIEU DE NAISSANCE ( D D M M Y Y Y Y )

4. PRENUMELE PĂRINȚILOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PARENTS GIVEN NAMES/PRENOMS DES PARENTS)



5. SEXUL (SEX/SEXE) : M F

6. STAREA CIVILĂ: CĂSĂTORIT(Ă) NECĂSĂTORIT(Ă) DIVORȚAT (Ă) VĂDUV(Ă)

(CIVIL STATUS/ETAT CIVIL (MARRIED/MARIE) (SINGLE/CELIBATAIRE) (DIVORCED/DIVORCE) (WIDOWER)/VEUV(VEUFE))

7. CETĂȚENIA (CETĂȚENIILE) ACTUALE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CETĂȚENII ANTERIOARE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ACTUAL CITIZENSHIP(S)NATIONALITE(S) ACTUELE(S)) (PREVIOUS CITIZENSHIPS/NATIONALITES ANTERIEURES)

8. DOCUMENT DE CĂLĂTORIE: TIPUL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SERIE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NR.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(TRAVEL DOCUMENT/DOCUMENT DE VOYAGE) (TYPE/TYPE) (SERIE/SÉRIE) (NO/NO)



ELIBERAT DE ȚARA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LA DATA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VALABILITATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(COUNTRY ISSUED BY/ EMIS PAR PAYS) (DATE OF ISSUE/A) Z Z L L A A A A (VALIDITY/EXPIRANT LE)

9. DOMICILIUL PERMANENT ACTUAL: ȚARA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCALITATEA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PERMANENT RESIDENCE/DOMICILE (COUNTRY/PAYS) (PLACE/LOCALITE)

PERMANENT ACTUEL)

10. PROFESIA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LOCUL DE MUNCĂ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PROFESSION/PROFESSION) (WORK PLACE/ LIEU DE TRAVAIL)

11. ADRESA COMPLETĂ UNDE POATE FI TRIMISĂ SCRISOAREA DE ACCEPTARE

(THE COMPLETE ADDRESS WHERE THE LETTER OF ACCEPTANCE CAN BE SENT TO YOU / L'ADRESSE COMPLÈTE OÙ ON PEUT ENVOYER LA LETTRE D`ACCEPTATION)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. EMAIL/ COURRIEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. MOTIVAȚIA DEPLASĂRII ÎN ROMÂNIA (PURPOSE OF VISIT/BUT DE SEJOUR) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDII (STUDIES / ÉTUDES)

1. **Previous education / Études précédentes (Fill in all the columns which are applicable to you/ Remplissez toutes les colonnes qui vous concernent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate issued/** **Certificat reçu** | **Country/****Pays** | **Name of School/ Nom du Lycée/de l’université**  | **Year of admission/ Year of graduation****Année d’admission/****Année d’obtention du diplôme** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Studies applied for in Romania / Option d’études en Roumanie**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Studies applied for in Romania****Option d’études en Roumanie** | **Branch /Specialty****Domaine /Spécialité** | **High School/ University****Lycée / Université** | **Language of instruction****Langue d’enseignement** | **I apply for the Romanian language course (For YES you have to mention the University)/****Je désire suivre le cours préparatoire de langue roumaine (Pour OUI il faut mentionner l’Université)** |
| **YES / OUI** | **NO / NON** |
| **Secondary, in the grade****Pré-universitaire, classe** |  |  |  |  |  |
| **Undergraduate****Universitaire** |  |  |  |  |  |
| **Master** |  |  |  |  |  |
| **Postgraduate medical education/ Études médicales postuniversitaires** |  |  |  |  |  |
| **Ph.D./Doctorat** |  |  |  |  |  |

1. **Proficiency in other languages (please, fill in as appropriate: excellent, good, poor)**

 **Langues connues (remplissez : excellent, bien, faible)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language****Langue** | **Writing****Écrite** | **Speaking****Parlée** | **Institution that issued the certificate****Institution qui a émis le certificat** |
| Romanian |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Statement of the applicant / Déclaration du solliciteur**

I oblige myself to observe the laws in force in Romania, the school and university rules, regulations and norms, as well as those for social life. / Je m’engage à respecter les lois en vigueur en Roumanie, les normes et les réglementations des écoles et des universités, ainsi que les règles de cohabitation sociale.

I have taken note of the fact that school fees may change during the years of study and must be paid, in foreign currency, in advance for a period of at least 9 months for full time courses and at least 3 months for part time courses. / J’ai pris note que la valeur des taxes d’études peut être changée pendant l’année d’études et qu’il faut les payer, en devise étrangère, 9 mois en avance pour les cours complets et 3 mois en avance pour les cours partiels.

I am aware that any untrue information will lead to my disqualification. / Je comprends et j’accepte que toute information incorrecte ou fausse, toute omission vont entraîner ma disqualification.

1. **Annex (authenticated copies and translations of the documents, in an internationally wide-spread language)**

 **Annexes (photocopies et traductions légalisées des documents, dans une langue de circulation internationale)**

* + - 1. The certificate of studies / Les diplômes d’études.
			2. The birth certificate / Extrait de naissance.
			3. Passport / Passeport
			4. Medical certificate / Certificat médical.
			5. The list of results of the completed study years (Academic Transcripts) for postgraduate studies applicants and for those wishing to continue studies begun in other countries / La liste complète des résultats des études pour chaque année, pour les solliciteurs des études postuniversitaires et pour les étudiants qui désirent se transférer d’un autre pays.

**On my arrival in Romania, I will submit the original documents.**

**À mon arrivée en Roumanie je m’engage à présenter tous les documents en original.**

**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#

# ANNEX III. Admission calendar

**Admission calendar for the foreign citizens that study on their own expenses**

|  |  |  |
| --- | --- | --- |
| **Activities** | **Estimated Time** | **Complementary Activities** |
| Uploading the files of the candidates onapply.upb.ro  | February – July | Informing the candidates /delegates who uploaded incomplete application files |
| Checking the application files  | February – July | Filling the data base with the application files of the candidates |
| Sending the application files and the electronic templates to the Ministry of Education | March – September | Electronic correspondence with the representatives of the General Direction of International Relations and European Affairs within the Ministry of Education |
| Informing the candidates who have the Letter of Acceptance to studies issued by the Ministry of Education | July - September | Sending the original copy of the Letter of acceptance to the candidates via mail, courier or delegates  |
| Payment of the tuition fee by the candidates  | July – October | Signing the admission confirmations and dormitory reservations for the candidates that ask for these documents |
| Verifying the tuition fees of the candidates in the bank statement | July – December | Sending the payment confirmations to the candidates in view of obtaining the study visa |
| Enrolling the candidates | Semester I of the academic year | * Checking the original documents of the candidates.
* The Signing of the enrollment form by the Rector.
* Sending the file to the faculty.
 |

# ANNEX IV. Declaration on the protection of personal data

# Declaration on the protection of personal data upon the enrollment process of the academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SURNAME and NAME꞉

# CNP:

# SEX:

# Date of birth:

# Place of birth:

# Marital status: Married / Single

# Citizenship:

# Permanent address:

# Identity document: Series...... number.......

# Passport꞉ SERIES...... number.......

# Contact data: mobile phone ........................................ email.................................

# In my capacity as a CANDIDATE, I declare the following:

# I was informed about the provisions of the Regulations 679/26 April 2016 regarding the protection of physical persons regarding personal data processing and regarding the free circulation of these data.

# I was informed that I can benefit from the right to access, intervention on my data and the right of not being subjected to an individual decision.

# I was informed that the personal character data are to be processed and stored within National University of Science and Technology POLITEHNICA Bucharest for the aims provided in the legislation as regards my capacity as a candidate.

# I was informed that my data processing is necessary in view of fulfilling the legal obligations incumbent to National University of Science and Technology POLITEHNICA Bucharest, as a personal data operator registered under number 3291, to publish on the university site the following information: name and surname, admission result.

# In accordance with the Regulations EU 2016/679 (GDPR), the terms used in what follows have the meaning defined by the regulation and they are used as such within this document:

# • Personal data: means that any information on an identified or identifiable individual; an identifiable individual is a person that can be identified, directly or indirectly, especially by reference to an identification element, such as a name, an identification number, localization data, an online identifier, or to one or more specific elements, specific to its physical, physiological, genetic, psychical, economic, cultural or social identity

# • Processing: means any operations or set of operations carried out on personal data or on the sets of personal character data, with or without using automated means, such as collecting, registering, organization, structuring, storing, adapting or modifying, extracting, consulting, using, disclosing by transmission, dissemination or providing in any other manner, alignment or combination, restricting, deleting or destroying.

# In accordance with the provisions of art. 15-22 in GDPR, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was informed as regards my rights and on the conditions and consequences of exercising these rights, namely:

# • The right to access data, the right to obtain a confirmation of my processed data, as well as the right to access these data

# • The right to correct, the right to obtain correction or completion of inaccurate or incomplete data

# • The right to delete data, the right to delete data with personal character concerning me, without unjustified delays, and National University of Science and Technology POLITEHNICA Bucharest, has the obligation to delete the afore-mentioned data in compliance with the legislation in force. Exercising the right to delete the personal character data must be carried out so that it should not affect the enrollment conditions, failing which the candidate undertakes all consequences that derive from exercising the right to delete the data, particularly including the impossibility of matriculation

# • The right to restrict the processing, under the stipulations of art. 18 GDPR, I have the right to obtain from the university the restriction of my data processing, on condition that such restriction should not affect matriculation

# • The right to data portability, the right to receive your personal character data, in a structured format that is currently used and can be automatically read, and to transmit these data to another operator, under certain circumstances

# • The right not to be taken as the object of a decision based exclusively on the automated processing, including creating profiles

# • The right to make a complaint under the art. 77 GDPR with the National Supervisory Authority for Personal Data Processing

# • The right to withdraw my consent at any moment, assuming in this case all the consequences with no impact on the legal status of personal data processing carried out by POLITEHNICA Bucharest based on the consent, before its withdrawal.

# Considering the pre-enrolment procedure I have passed through and taking note of the university briefing about personal data processing by expressing my consent, I agree to be enrolled in the academic year ………………………. and I give my consent that the National University of Science and Technology POLITEHNICA Bucharest, in its capacity as an authorized personal data operator, process the data in view of matriculation in the academic year ………………………, in agreement with the institution activity and in accordance with the legislation in effect.

# Surname, name

# SIGNATURE

# ANNEX V. Declaration on payment of tuition fee

# DECLARATION - Payment commitment for tuition fee

# 1. Surname and Name꞉

# 2. CNP:

# 3. Sex:

# 4. Date of birth:

# 5. Place of birth:

# 6. Marital status: Married / Single

# 7. Citizenship:

# 8. Permanent address:

# 9. Identity document: SERIES...... number.......

# 10. Passport꞉ Series...... number.......

# 11. Contact data: mobile phone ........................................ email.................................

#  As a candidate, I declare that I agree to be enrolled in the academic year ……… and I commit myself to paying the tuition fee within 20 days from receiving the Letter of acceptance, confirming my study place by sending a copy of the receipt or of the order of payment (OP), that proves the payment of the tuition fee to the e-mail address: internationalstudents@upb.ro for the University Center of Bucharest and to internationalstudents@upit.ro for the University Center of Pitești

# The undersigned, ……………………………………………………………. , hereby declare that I have taken note of the fact that, if within 30 days from the date of receiving the Letter of acceptance, I do not confirm the place in accordance with the provisions above, I will be rejected and my place could be taken by other candidate.

# Surname, name

# Signature

# ANNEX VI. List of tuition fees

**List of tuition fees for foreign students from Non-EU states**

|  |  |  |
| --- | --- | --- |
| **No.** | **Fee** | **Sum (Euro)\*** |
|  | Tuition fee for undergraduate programs in the fields of technology, agronomy, sciences, mathematics and applied mathematics | 2430/academic year (9 months) |
|  | Tuition fee for graduate programs in the fields of technology, agronomy, sciences, mathematics and applied mathematics | 2430/academic year (9 months) |
|  | Tuition fee for doctoral programs in the fields of technology, agronomy, sciences, mathematics and applied mathematics | 3480/ calendar year(12 months) |
|  | Enrollment fee | 100 (paid only in the first year of studies) |
|  | Fee for foreign language test | 270 |
|  | Fee for the reexamination of a subject | 100 |
|  | Fee for the reexamination of the bachelor examination | 270 |
|  | Fee for the reexamination of the dissertation examination | 270 |
|  | Fee for the reexamination of the doctoral thesis | 540 |
|  | Academic year repetition fee  | Nx100 (N= number of the passed subject exams) |
|  | Fee for the equivalence subject exams | Nx100 (N=number of equivalence subject exams) |
|  | Tuition fee for the Preparatory year of Romanian language for undergraduate programs in the field of technology, agronomy, sciences, mathematics and applied mathematics  | 2430 |
|  | Tuition fee for the Preparatory year of Romanian language, for graduate programs in the field of technology, agronomy, sciences, mathematics and applied mathematics | 2430 |
|  | Tuition fee for the Preparatory year of Romanian language for doctoral programs in the field of technology, agronomy, sciences, mathematics and applied mathematics | 2610 |
|  | Tuition fee for the Preparatory year of Romanian language for undergraduate programs in the field of architecture  | 3150 |
|  | Tuition fee for the Preparatory year of Romanian language, for graduate programs in the field of architecture | 3150 |
|  | Tuition fee for the Preparatory year of Romanian language for doctoral programs in the field of architecture | 3330 |
|  | Tuition fee for the Preparatory Year of Romanian Language for undergraduate programs in the fields of socio-humanities, psychology, economics  | 1980 |
|  | Tuition fee for the Preparatory Year of Romanian Language for graduate programs in the fields of socio-humanities, psychology, economics  | 1980 |
|  | Tuition fee for the Preparatory Year of Romanian Language for doctoral programs in the fields of socio-humanities, psychology, economics  | 2160 |
|  | Tuition fee for the Preparatory Year of Romanian Language for undergraduate programs in the field of medicine | 2880 |
|  | Tuition fee for the Preparatory Year of Romanian Language for graduate programs in the field of medicine | 2880 |
|  | Tuition fee for the Preparatory Year of Romanian Language, doctoral studies in the field of medicine | 3060 |
|  | Tuition fee for the Preparatory Year of Romanian Language for undergraduate programs in the fields of music and the arts | 3780 |
|  | Tuition fee for the Preparatory Year of Romanian Language for graduate programs in the fields of music and the arts | 3780 |
|  | Tuition fee for the Preparatory Year of Romanian Language for doctoral programs in the fields of music and the arts | 3960 |
|  | Tuition fee for the Preparatory Year of Romanian Language for undergraduate programs in the fields of music performance, theatre | 6750 |
|  | Tuition fee for the Preparatory Year of Romanian Language for graduate programs in the fields of music performance, theatre | 6750 |
|  | Tuition fee for the Preparatory Year of Romanian Language for doctoral programs in the fields of music performance, theatre | 6930 |
|  | Tuition fee for the Preparatory Year of Romanian Language for undergraduate programs in the field of film | 8550 |
|  | Tuition fee for the Preparatory Year of Romanian Language for graduate programs in the field of film | 8550 |
|  | Tuition fee for the Preparatory Year of Romanian Language for doctoral programs in the field of film | 8730 |
|  | Fee for changing the Letter of acceptance issued by the Ministry of Education  | 100 |
|  | Fee for tuition fee refund  | 100 |
|  | The refund of any requested amount shall be charged with a percentage of 2% of the paid amount, to cover bank fees (except for the tuition fee, no. 34) |
|  | Accomodation in dormitories of POLITEHNICA Bucharest\*\* |

\*) It does not apply to citizens of the member states of the European Union, citizens of the states belonging to the European Economic Area and the Swiss Confederation, British citizens and members of their families, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and from European Atomic Energy Community 2019/C 384 I/01, to Romanian candidates from everywhere, to incoming free-moving students from the EU/EEA/Swiss Confederation, as well as to non-EU citizens who represent special cases with the approval of the ME, who have acquired refugee status or subsidiary protection as well as the stateless persons whose stay on the territory of Romania is lawfully recognized.

The tuition fee for the Preparatory year of the Romanian language for all citizens of the EU, the Swiss Confederation and the EEA, for Romanian students from everywhere, admitted to fee study programs and for foreign citizens - family members of Romanian citizens, as well as foreigners with a right of long term residence on the territory of the member states of the European Union, it will be paid in lei (CPL), in the amount of the university studies fee (for the 1st cycle license) for Romanian citizens, approved by the decision of POLITEHNICA Bucharest’s Senate.

\*\*) It is established annually at the level of the Board of Administration of POLITEHNICA Bucharest.