

# ***"Aurel Vlaicu" University of Arad***



**APPROVED**  
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## ***OPERATIONAL PROCEDURE*** **regarding the acceptance to studies of foreign citizens**

**PO.41**

Edition **2<sup>nd</sup>**

Revision **2<sup>nd</sup>**


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### Scope:

This procedure applies to all parties interested.

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## 1. Purpose

This procedure describes the way in which foreign citizens are accepted to studies beginning with the academic year 2020-2021.

## 2. Scope

### 2.1 Stating (defining) the activity to which this operational procedure is related

- The application, admission and enrolment method for foreign citizens at "Aurel Vlaicu" University of Arad;

### 2.2 Explicitly delimiting the procedural activity within the portfolio of activities carried out by the public entity

- The operation is included in the admission - related activities carried out by AVU;

### 2.3 Indicating the list of the main activities on which the activity described herein depends/which depend on the activity described herein

- This activity depends on the activity of the faculties and other units included in the AVU structure;
- All AVU units depend on this activity from the point of view of operations carried out;


### 2.4 Indicating the departments that provide the data and/or benefit from the results of the activity described herein; indicating the departments involved in this process

- This activity depends on the collection of data from all AVU units;
- All AVU units benefit from this activity;

## 3. Reference documents

### 3.1 Primary legislation

- Law no. 1/2011 - Law of national education including subsequent amendments and additions;
- Order of the Ministry of National Education and Scientific Research no. 3855/26.05.2016 on the endorsement of the Methodology for the acceptance to studies and schooling of foreign citizens in secondary education units/accredited public or private higher education institutions, during the school/academic year 2016-2017;
- Methodology for the acceptance to studies and schooling of citizens from EU third countries in the public and private education system from Romania (the Ministry of Education, research, Youth and Sports, published in the Official Gazette, Part I, no. 722 of 24.10.2012, including subsequent amendments and additions stated in the Order of the Minister of Education Scientific research nr. 3782/06.05.2015;
- Letter no. 37759/CMJ/20.05.2013 from the General Department for International and European Relations, Ministry of National Education, regarding the procedure for the issuing of the acceptance letters for the application to studies in the academic year 2013-2014 of foreign citizens from EU third countries;
- Order of the Ministry of Education, Research, Youth and Sports no. 6000/2012 - The Methodology for the acceptance to studies and schooling of foreign citizens from EU third countries in the accredited public and private education system in Romania;
- Order of the Minister of National Education no. 3359MD/11.03.2013 for the changing and completion of the Order of the Minister of Education, Research, Youth and Sports no. 6000/2012 on the endorsement of the Methodology for the acceptance to studies and schooling of foreign citizens from EU third countries in the accredited public and private education system in Romania;

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- Government Ordinance no. 22/2009 establishing the minimum amount of the tuition fees in foreign currency for citizens who study at their own expense (fee in foreign currency) from states which are not EU members as well as from states which are not part of the European Economic Area or the Swiss Confederation, endorsed with the changes by Law no. 1/2010;
- The methodology for the recognition of the study periods abroad, published in the Official gazette of Romania, Part I, no. 118/16.02.2012;
- Order of the Ministry of National Education no. 3473/2017 regarding the acceptance to studies and formation of foreign citizens

### 3.3. Secondary legislation

- OSGG no. 600/2018 for the endorsement of the Code of internal/management control for public entities
- SR EN ISO 9001:2015;
- SR EN ISO 19011:2011
- SR EN ISO 9001:2008;
- SR ISO IWA 2:2009 – Quality Management Systems. Guidelines for the implementation of ISO 9001 in the field of education

### 3.4 Other documents

- Other documents, including the internal rules of AVU;
- The Charter of the "Aurel Vlaicu" University of Arad;
- The Rules for the organisation and functioning of the "Aurel Vlaicu" University of Arad;
- AVU internal rules;
- Rules, methodologies, procedures approved by the AVU management in the university's fields of activity.
- PS 01 System procedure on the drawing up and codification of the documented procedures as well as of other internal documents of "Aurel Vlaicu" University of Arad


## 4. Terms and abbreviations

### 4.1 Definitions of terms

No.	Term	Definition and/or, if the case may be, the document defining the term
1	Document	Information accompanied by its support medium.
2	Operational	All the steps to be taken, the work methods established and the rules to be applied in order to carry out the activity, responsibility or task.
3	Operational procedure	All the steps to be taken, the work methods established and the rules to be applied in order to carry out the activity, with regard to the process-related aspect.

### 4.2 Term abbreviations

No.	Abbreviation	Abbreviated term
1.	PO.	Operational procedure
2.	CA	Board of Directors
3.	CM	Monitoring Committee
4.	AVU	"Aurel Vlaicu" University of Arad
5.	QAIO	Quality Assurance and Improvement Office
6.	MER	Ministry of Education and Research
7.	ME	Ministry of Education

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## 5. Description

### CHAPTER I General provisions

Article 1 Foreign citizens are the persons who do not have the Romanian citizenship or the citizenship of another EU member state, of the European Economic Area or of the Swiss Confederation as well as the citizens who have requested or acquired a form of protection in Romania or the stateless persons whose stay on Romania's territory is officially recognised according to the law.


Article 2(1) The schooling of foreign citizens at AVU shall take place as follows:

- a) on tuition-free places without scholarships for compulsory education in Romania;
- b) on tuition-paying places, in foreign currency, for the upper secondary education, tertiary non-university education and the accredited public or private higher education in Romania;

(2) Study places described at paragraph (1) shall be occupied based on the schooling capacity in compliance with the admission procedure specific to every education institution.

Article 3 In order to participate in the admission exams to higher education courses, the applicant shall provide:

- a) A statement on his/her sole responsibility certifying that the applicant was in solitary confinement/in quarantine and was not in close contact with a COVID-19 confirmed person during the last 14 days
  - b) The medical certificate indicating the current health state of its holder and possibly any background checks related to chronic diseases, namely SARS-COV-2, in the Romanian language
  - c) The negative result of the etiological agent identification test of COVID-19 disease undergone 3-4 days before the admission or enrolment.
- (2) Measures to be observed by the applicants when entering the University for admission/enrolment purposes.
- a) Epidemiological screening before entering the exam rooms (including temperature logger and background checks related to symptoms of respiratory diseases) - applicants and examiners.
  - b) Pre-established route to and out of the room where the admission/enrolment takes places.
  - c) Applicants and supervisors shall wear facial masks and gloves.
  - d) The entry to the room shall be done in an organised manner, one by one, by keeping a distance of 1.5m; necessary spaces in front of the door can be marked using coloured tape.
  - e) Desks shall be individualised, so that the AVU staff will conduct the applicant to the desired place, without the latter having to go through the whole room.
  - f) The room shall be cleaned and disinfected before and after each series of candidates.
  - g) The room shall be aerated and provided with good ventilation during the admission/enrolment process (windows bent-over).
  - h) Medical devices with hand disinfecting agent shall be provided in an appropriate number at the room entry.
  - i) The persons in the room shall maintain a safety distance of 1.5-2m.
  - j) During the entire time spent in the room, a health and safety conduct shall be observed (social distancing, avoiding to touch their faces with their hands, sneezing into the elbow/ a disposable tissue, avoiding direct contact with the other persons).

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- k) Toilets must be cleaned, disinfected, and equipped with toilet paper in every cabin, soap dispensers near the washbasins, hand towels or hand driers as well as medical devices with hand disinfecting agent at the toilet entry.

## CHAPTER II

### Application to studies

#### Studies in the Romanian language

Article 4 In case of study programs where the learning process takes place in the Romanian language, applicants shall acquire the necessary Romanian language skills.

Article 5 (1) Foreign citizens may apply for university studies in the Romanian language after graduating the preparatory year, during which they acquire the necessary Romanian language skills level B2.

(2) The duration of the Romanian language preparatory year for Bachelor study programs is 1 academic year and for Master, PhD and post-university study programs, including the health care field, is minimum 6 months.

(3) Accredited higher education institutions which organise the Romanian language preparatory year are mentioned in the list in Annex no. 1 which is integrant part hereof.

Article 6 The following categories of persons are exempted from providing the proficiency certificate for the preparatory year when applying for the study programs where the teaching language is Romanian:

- a) foreign citizens who hold study documents issued by Romanian institutions (degrees and certificates) or study documents or academic records confirming at least 4 consecutive years of study in the Romanian language in an education institution in the Romanian national education system;
- b) foreign citizens who, in order to apply for pre-university studies in Romania, take the exams for the assessment of the language skills, according to the legal regulations in force;
- c) foreign citizens who, in order to apply for university studies in Romania, pass the Romanian language exam following the assessment by a special commission made up of teachers having at least the title of assistant professor; the exam may be taken at the higher education institution where the applicant wishes to study if such higher education institution organises a specialisation/a study program on the Romanian language and literature temporarily authorised or accredited or at another accredited higher education institution which organises such a specialisation/study program. At AVU the assessment shall be carried out by the Department of Modern Languages and Social and Human Sciences within the Faculty of Social and Human Sciences. Following this exam, a language proficiency certificate shall be issued.
- d) foreign citizens who, in order to be enrol to higher education studies, submit a language proficiency certificate or certification minimum level B2, as the case may be, issued by the Romanian Language Institute.

#### Studies in foreign languages


Article 7 (1) For the programs of study where the learning process takes place in foreign languages, the admission is conditioned by the taking of a language skill test organised by an accredited institution in this respect.

(2) People coming from countries where the official language is the language in which the courses are taught and who can prove with study documents that they have attended courses in that respective language must not pass the language skill test.

#### Admission period

The period of time in which foreign citizens can submit their application file is indicated in Annex 3.



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### **Cycle I - Admission to bachelor' degree programs**

Article 8 Foreign citizens shall have access to bachelor degree studies in the accredited higher education institutions from Romania provided that:


- a) they hold documents proving the citizenship of that state;
- b) they have graduated high school and hold a degree or its equivalent in this respect, according to annex no. 1 which is integrant part hereof; For the students graduating the current school year, we can only accept official certificates which are granted in lieu of the academic degree and which contain the results indicated on the graduation degree;
- c) they have got the acceptance of the education institution where they want to study.

Article 9 The application file (in two identical copies) shall contain the following:

- a) the AVU application form, included in Annex 3, which is integrant part hereto, filled in entirely;
- b) the application form for the issuance of the acceptance letter included in Annex no. 4, which is integrant part hereto, filled in entirely, in two copies;
- c) birth certificate - copy and notarised translation - in Romanian or in an international language (English or French);
- d) copy of the document indicating the permanent residence abroad;
- e) copy of the passport;
- f) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- g) copy and notarised translation - in Romanian or in an international language (English or French) - of the certificate attesting the passing of the high school graduation tests for the graduates in the current year;
- h) transcripts of grades - copies and notarised translations - in Romanian or in an international language (English or French) for the studies completed;
- i) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- j) medical certificate (in an international language) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession;
- k) marriage certificate, if the case may be.

Article 10 The admission procedure applicable to applicants mentioned at article 8 shall take place as follows:

- a) the files shall be sent to "Aurel Vlaicu" University of Arad, Office for International Students, during the application period, in one of the following ways:
  - by e-mail to the address: [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);
  - by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad
- b) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file.
- c) then, the file shall be sent to the admission committee of the faculty where the applicant wishes to apply.
- d) the AVU's Office for International Students shall send to the Ministry of Education in Romania the list of the applicants accepted after every assessment period as well as the template including the personal data and academic record of every applicant;
- e) the list shall be accompanied by a copy of the applicant's file, according to article 9;
- f) the submission of the application files for the bachelor degree programs at AVU shall take place no later than September 15, of the current year and the list of the applicants admitted shall be sent to the Ministry of National Education no later than September 30 of the current year

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according to article 8 stated in the Methodology on the organisation of the admission to the bachelor, master and PhD cycles of university studies endorsed by the Order of the Minister of National Education, Research and Sports no. 6102/2016.

g) the number of files sent shall not exceed by more than 10% the number of files approved by Romanian Agency for Quality Assurance in Higher Education;

h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in the English or French language, as the case may be;

i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania, together with the application file in original copy;

j) the Ministry of Education shall send the acceptance letters to studies to AVU, the Office for International Students and, as the case may be, to the diplomatic missions;

k) incomplete files shall not be processed and shall be declared rejected. In case files are completed with the missing documents, AVU shall resume the steps described in the admission procedure, in order to have the files processed by the Ministry of Education.

l) the files of the rejected applicants or of the applicants giving up the place obtained shall be returned by the higher education institutions no later than 48 hours from the submission of the request, without the payment of additional fees;

m) the Office for International Students shall send the acceptance letters to studies to the holders, according to their request, and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students. If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

Article 11 (1) Foreign citizens who have completed partial studies in another state may continue their studies in an accredited higher education institution from Romania, at bachelor programs, provided that:

a) they hold documents proving the citizenship of that state;

b) they have graduated high school and hold a degree or its equivalent, according to annex no. 2;

c) they have been enrolled at a higher education institution recognised by the authorities of that state;

d) they provide the grade transcripts and the syllabus for the studies completed;

e) they have received the acceptance of the higher education institution from Romania where they wish to study;

(2) Studies in the higher education institutions from Romania can be continued after the first year and until the end of the second to last year of study at the same specialisation.

(3) The enrolment shall be done at the beginning of the new academic year.

Article 12 The application file (in two identical copies) shall contain the following:

a) the AVU application form, included in Annex 3, which is integrant part hereto, filled in entirely;

b) the application form for the issuance of the acceptance letter included in Annex no. 4, which is integrant part hereto, filled in entirely, in two copies;

c) birth certificate - copy and notarised translation in Romanian or in an international language (English or French);


d) copy of the document indicating the permanent residence abroad;

e) copy of the passport;

f) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;

g) transcripts of grades and syllabus - copies and notarised translations - in Romanian or in an international language (English or French) for the studies completed;



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h) official certificate describing the grading system used in the institution where the applicant studied as well as its equivalation to the ECTS system and notarised translation, as the case may be;

i) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;

j) medical certificate (in an international language) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession;

k) the protocol of the validation committee which indicates the year of study in which applicants can be admitted and possible equivalence examinations to take, established for every university/faculty, by comparing the curriculum plan and the syllabuses. The obligation to check the authenticity of the documents submitted shall fall on AVU. This shall be done by means of direct correspondence with the education institutions issuing the study documents.

Article 13 The admission procedure applicable to applicants at article 11 shall take place as follows:

a) the files shall be sent to "Aurel Vlaicu" University of Arad, Office for International Students, during the application period, in one of the following ways:

- by e-mail to the address: [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);

- by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad County

b) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file.

c) following the favourable opinion, the files shall be sent to the enrolment committee of the faculty where the applicant chose to study for the applicants to be registered with the purpose of not exceeding the schooling capacity.

d) the AVU's Office for International Students shall send to the Ministry of Education in Romania the list of the applicants accepted after every assessment period as well as the template including the personal data and academic record of every applicant;

e) the list shall be accompanied by a copy of the applicant's file, according to article 12;

f) the submission of the application files for the bachelor degree programs at AVU shall take place no later than September 15 of the current academic year, and the list of the applicants admitted shall be sent to the Ministry of National Education no later than September 30 of the current academic year, according to article 8 stated in the Methodology on the organisation of the admission to the bachelor, master and PhD cycles of university studies endorsed by the Order of the Minister of National Education, Research and Sports no. 6102/2016.

g) the number of files sent shall not exceed by more than 10% the schooling capacity established by Government Decision;


h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in the English or French language, as the case may be;

i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania, together with the application file in original copy;

j) the Ministry of Education shall send the acceptance letters to studies to AVU, the Office for International Students and, as the case may be, to the diplomatic missions;

k) incomplete files shall not be processed and shall be declared rejected. In case files are completed with the missing documents, AVU shall resume the steps described in the admission procedure, in order to have the files processed by the Ministry of Education.

l) the files of the rejected applicants or of the applicants giving up the place obtained shall be returned by the higher education institutions no later than 48 hours from the submission of the request, without the payment of additional fees.

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m) the Office for International Students shall send the acceptance letters to studies to the holders and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students. If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

### **Cycle II - Admission to master's degree programs**

Article 14 Foreign citizens shall have access to accredited master degree studies in the higher education institutions from Romania provided that:


- a) they hold documents proving the citizenship of that state;
- b) they hold a bachelor degree or its equivalent;
- c) they have got the acceptance of the education institution where they want to study.

Article 15 The application file (in two identical copies) shall contain the following:

- a) the AVU application form, included in Annex 3, filled in entirely;
- d) the application form for the issuance of the acceptance letter included in Annex no. 4, filled in entirely, in two copies;
- c) birth certificate - copy and notarised translation in Romanian or in an international language (English or French);
- b) copy of the document indicating the permanent residence abroad;
- c) copy of the passport;
- e) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- f) copy and notarised translation - in Romanian or in an international language (English or French) - of the bachelor degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- g) transcripts of grades - copies and notarised translations in Romanian or in an international language (English or French) for the studies completed;
- h) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- i) medical certificate (in an international language) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession.

Article 16 The admission procedure applicable to applicants at article 14 shall take place as follows:

- a) files shall be sent to the accredited higher education institutions that the applicants chose, according to the methodology of such institutions: files shall be submitted to the "Aurel Vlaicu" University of Arad, the Office for International Students, between April 1 - September 13:
  - by e-mail to the address: [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);
  - by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad County
- b) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file.
- c) following the favourable opinion, the files shall be sent to the enrolment committee of the faculty where the applicant chose to study for the applicants to be registered with the purpose of not exceeding the schooling capacity.
- d) the AVU's Office for International Students shall send to the Ministry of Education in Romania the list of the applicants accepted after every assessment period as well as the template including the personal data and academic record of every applicant;

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e) the list shall be accompanied by an electronic copy of the applicant's file, according to article 26 of the Order of the Minister of National Education no. 3473/2017. An electronic copy of the file shall be provided to the competent ministry by means of platforms or other online means managed by the higher education institutions or by means of a portable storage device;

f) the submission of the application files for the bachelor degree programs at AVU shall take place no later than September 13 of the current academic year, and the list of the applicants admitted shall be sent to the Ministry of National Education no later than September 20 of the current academic year, according to article 8 stated in the Methodology on the organisation of the admission to the bachelor, master and PhD cycles of university studies endorsed by the Order of the Minister of National Education, Research and Sports no. 6102/2016.

g) the number of files sent shall not exceed by more than 10% the schooling capacity established by Government Decision;

h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in the English or French language, as the case may be;

i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania;

j) the competent ministry shall send the letters of acceptance to studies to the higher education institutions and, as the case may be, to diplomatic missions, both on hard copy as well as online.

k) incomplete files shall not be processed and shall be declared rejected. In case files are completed with the missing documents, the higher education institutions shall resume the steps described in the admission procedure, in order to have the files processed by the competent ministry;

l) the files of rejected applicants or of applicants giving up the place obtained shall be returned by the higher education institutions no later than 48 hours from the submission of the request, without charging additional fees;

m) the Office for International Students shall send the acceptance letters to studies to the holders and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students. If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

Article 17 Master studies have a duration of 2 years and shall be completed after the submission of a dissertation and the granting of a master degree.


### **Cycle III - Admission to PhD degree studies**

Article 18 Foreign citizens shall have access to PhD degree studies in the accredited higher education institutions from Romania provided that:

- a) they hold documents proving the citizenship of that state;
- b) they hold a master degree or its equivalent.

Article 19 The application file (in two identical copies) shall contain the following:


- a) the AVU application form, included in Annex 3, which is integrant part hereto, filled in entirely;
- b) the application form for the issuance of the acceptance letter included in Annex no. 4, which is integrant part hereto, filled in entirely, in two copies;
- c) birth certificate - copy and notarised translation in Romanian or in an international language (English or French);
- d) copy of the document indicating the permanent residence abroad;
- e) copy of the passport;
- f) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;

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- g) copy and notarised translation - in Romanian or in an international language (English or French) - of the bachelor degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- h) copy and notarised translation - in Romanian or in an international language (English or French) - of the master degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- i) copy and notarised translation - in Romanian or in an international language (English or French) - of the certificate attesting the passing of the bachelor graduation tests for the graduates in the current year;
- j) transcripts of grades - copies and notarised translations - in Romanian or in an international language (English or French) for the studies completed;
- k) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- l) medical certificate (in an international language) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession.

Article 20 The admission procedure applicable to applicants at article 18 shall take place as follows:

- a) files shall be sent to the accredited higher education institutions that the applicants chose, according to the methodology of such institutions: files shall be submitted to the "Aurel Vlaicu" University of Arad, the Office for International Students, between April 1 - September 13:
  - by e-mail to the address: [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);
  - by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad County
- b) the admission shall be possible for the areas of studies approved for the PhD degree, in compliance with the legal provisions in force;
- c) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file;
- d) following the favourable opinion, the files shall be sent to the AVU's Interdisciplinary PhD School for the admission exams to the PhD studies to be organised. The admission to PhD studies shall be possible provided that the exam organised by the AVU's Interdisciplinary PhD School is passed. The Interdisciplinary PhD School shall send the Office for Foreign Students the results of the assessment (the list of the applicants admitted).
- e) AVU's Office for International Students shall send to the Ministry of National Education, Research and Sports - Department of International Relations and European Affairs the list of the persons proposed for the issuance of the acceptance letter to studies, according to the schedule of AVU's Interdisciplinary PhD School as well as a template containing the personal data and the academic record of every applicant;
- e) the list shall be accompanied by a scanned electronic copy of the applicant's file, according to article 34 of the Order of the Minister of National Education no. 3473/2017. An electronic copy of the file shall be provided to the MER by means of platforms or other online means managed by the higher education institutions or by means of a portable storage device;
- g) the submission of the application files for PhD studies at AVU's Office for International Students shall be possible until September 01 of the current academic year.
- h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in the English or French language, as the case may be;
- i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania, together with the application file in original copy;

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j) the competent ministry shall send the letters of acceptance to studies to the higher education institutions and, as the case may be, to diplomatic missions, both on hard copy as well as online, in the form of scanned copies;

k) incomplete files shall not be processed and shall be declared rejected. In case files are completed with the missing documents, the higher education institutions shall resume the steps described in the admission procedure, in order to have the files processed by the competent ministry;

l) the files of the rejected applicants or of the applicants giving up the place obtained shall be returned by the higher education institutions no later than 48 hours from the submission of the request, without charging additional fees;

m) the Office for International Students shall send the acceptance letters to studies to the holders and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students. If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

**Article 21** The duration of the PhD study program is usually 3 years, except for the PhD studies in the fields of human medicine, veterinary medicine and pharmacy, which have a duration of 4 years and shall be completed after the submission of the thesis and obtaining the PhD title. In special cases, the duration of the PhD studies may be renewed by 1-2 years, upon the approval of the university's Senate, upon the proposal of the PhD supervisor and subject to the availability of appropriate funds.

### **Permanent internal academic mobility**

**Article 22 (1)** The permanent internal academic mobility shall take place according to the legal provisions in force, with the consent of the accredited higher education institutions of origin, namely the host institution, as well as with the consent of the competent ministry and a new letter of acceptance to studies shall be issued.

(2) The permanent internal academic mobility can be continued after the first year and until the end of the second to last year of study at the same specialisation.


(3) Permanent internal academic mobility may take place only at the end of a year of study, provided that all the requirements stated in the curriculum plan are met and the enrolment is done at the beginning of the new academic year.

**Article 23** The permanent internal academic mobility shall contain the following:

- copy of the document indicating the permanent residence abroad;
- copy of the passport;
- copy of the residence permit;
- the application form for the issuance of the acceptance letter included in Annex no. 4, filled in entirely, in two copies;
- transcripts of grades/academic records - certified true copies;
- the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- the protocol of the validation committee which indicates the year of study in which applicants can be admitted and possible equivalence examinations to take, established for every university/faculty, by comparing the curriculum plan and the syllabuses. The obligation to check the authenticity of the documents submitted shall fall on AVU. This shall be done by means of direct correspondence with the education institutions issuing the study documents.

**Article 24** The acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania;



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### **CHAPTER III** **Enrolment to studies**

Article 25 The enrolment of foreign citizens shall be done according to the schedule established by AVU, no later than the last day of vacation of the first semester of the academic year for which the acceptance letter to studies, in accordance with the laws in force.

Article 26 In order to be enrolled, the applicants shall submit the documents in the application file in original copy, endorsed for authentication by the Romanian embassy in the issuing country or bearing the Hague apostille, as the case may be, together with the acceptance letter to studies and the passport bearing the visa valid for "study" purposes.

Article 27 The students shall be enrolled after submitting a personal file which must include:

1. Acceptance letter issued by the Ministry of National Education, General Department of International Relations and European Affairs - copy;
2. Study documents - original copy and notarised translation in the Romanian language in original copy;
3. Birth certificate - copy and notarised translation in the Romanian language in original copy;
4. Copy of the passport - valid for at least six months after the date on which the letter of acceptance to studies is issued;
5. Medical certificate (translated in Romanian or in English) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession;
6. 2 photos in the 3/4 format;
7. Study contract;
8. Proof of payment of the tuition fee.

Article 28 Following the enrolment, foreign citizens shall be registered in the matriculation register under a unique valid number for the entire schooling period at the specialisation/study program to which they have been admitted.

Article 29 AVU has the obligation to conclude the study contracts between the students enrolled and the rector of the university, in compliance with the legal provisions in force. Study contracts shall be signed at the beginning of the academic year or no later than the date the enrolment can take place according to article 25.

Article 30 Upon enrolment, AVU shall write in the student documents the name of the foreign citizens according to the data in the passport. The same name shall be written on the documents issued upon completion of studies (degree, diploma supplement).


Article 31 The enrolment of foreign citizens shall be done by the secretariats of the faculties to which the foreign citizens have been admitted.

### **CHAPTER IV** **Final provisions**

The minimum amount of the tuition fees for foreign citizens from EU third countries is indicated in Government Ordinance no. 22/2009, endorsed with further amendments Law no. 1/2010, and the tuition fees applicable at the "Aurel Vlaicu" University of Arad are the ones established by the university's Senate decision.

Article 33 Foreign citizens who are granted Romanian citizenship as well as Romanian citizens with fixed residence abroad who acquire the residence in Romania may occupy a study place financed from the state budget or a fee-paying place, in the amount established by the university Senate for Romanian citizens, provided that they pass the admission exams organised during a legally established exam period, according to the AVU regulations.



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Article 34 The acceptance letter can only be used with the institution for which it has been issued, beginning with the academic year for which it has been issued and for the cycle of studies for which it has been issued. Any change during the academic year contrary to the information in the initial letter of acceptance shall be regulated, upon the request of the education institution involved, by the competent ministry, which will issue a new letter of acceptance.

Article 35 The application, the enrolment, the academic mobility, temporary or permanent, and the exchange of the area of studies as well as the re-enrolment or the interruption of the studies shall only take place upon the approval of the competent ministry.

Article 36 Foreign citizens shall undertake to:

- comply with the Romanian constitution and the laws of the Romanian state;
- to comply with the internal rules of the accredited pre-university/higher education institutions where they carry out their activity;
- to comply with the provisions of this methodology.

Article 37 The files in electronic form of the applicants shall be sent to the competent ministry for such ministry to issue the acceptance letter in accordance with the admission schedule drawn up by the management of the host university. An electronic copy of the file shall be provided to the competent ministry by means of platforms or other online means managed by the higher education institutions or by means of a portable storage device.

## 6. Responsibilities

6.1. The chief registrar shall be responsible for the implementation and control of the correct putting into practice of such procedure.

## 7. Annexes

Annex 1 The list of the higher education institutions organising the Romanian language preparatory year


Annex 2 The list of the pre-university study graduation diplomas allowing the access to higher education studies in Romania

Annex 3 Application form for student admission to AVU for foreign citizens

Annex 4 Application form the issuance of the letter of acceptance to studies

## 8. The situation of the editions and revisions of such editions

<b>Edition/revision within the edition</b>	<b>Revised component</b>	<b>Revision method</b>	<b>Date from which the provisions of the edition or revision of such edition apply</b>
First edition	X	X	23.05.2017
1 <sup>st</sup> edition, 1 <sup>st</sup> revision	Legislation update	change	24.04.2018
2 <sup>nd</sup> edition	X	X	07.05.2019
2 <sup>nd</sup> edition, 1 <sup>st</sup> revision	Art. 3, 8 b, 16 a,e, j, l, 20 a, f, j, l, 22, 36	change	05.05.2020
2 <sup>nd</sup> edition, 1 <sup>st</sup> revision	3.4, art.: 10, 13, 16, 20	change	01.02.2022

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### 9. Dissemination list


Purpose of dissemination	Copy no.	Structure/ Compartment	Method of dissemination
Archiving	1	QAIO	Original copy, signed and stamped and Email
Record	Scanned copy	R, CM	Email
Information and Implementation		Chief registrar, Office for International Students, Secretariats of faculties	Email

### 10. Final provisions

Article 38 Pursuant to art. 6 paragraph (1) letter (a) and to article 13 of the Regulation 2016/679 of the European Parliament and of the Council/ April 27, 2016, all AVU students/applicants must fill in the following forms: F.PS.08.03, F.PS.08.07, F.PS.08.10.

Article 39 Applicants/Students who wish to receive a bed in the AVU's student dormitories must fill in the form: F.PO.06-SSA.01.

Article 40 This system procedure was approved by the Board of Directors Decision no. 11/07.05.2019 and shall enter into force starting with 07.05.2019.

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## Annex 1

LIST of higher education institutions organising the Romanian language preparatory year

Public higher education institutions


1. University of Bucharest
- 2 University of Bucharest
- 3 Bucharest University of Economic Studies
- 4 "1 Decembrie 1918" University from Alba Iulia
- 5 "Aurel Vlaicu" University of Arad
- 6 University of Bacau
- 7 "Transilvania" University from Braşov
- 8 "Babeş-Bolyai" University from Cluj-Napoca
- 9 Technical University from Cluj-Napoca
- 10 "Ovidius" University from Constanţa
- 11 University of Craiova
- 12 "Dunărea de Jos" University from Galaţi
- 13 "Alexandru Ioan Cuza" University from Iaşi
- 14 University of Oradea
- 15 University of Pitesti
- 16 Oil and Gas University from Ploieşti
- 17 "Lucian Blaga" University from Sibiu
- 18 "Ştefan cel Mare" University from Suceava
- 19 West University of Timisoara
- 20 "Valahia" University from Târgovişte
- 21 "Constantin Brâncuşi" University from Târgu Jiu
- 22 "Petru Maior" University from Târgu Mureş

Private higher education institutions

23. "Dimitrie Cantemir" University from Bucharest
- 24 "Spiru Haret" University from Bucharest
- 25 Romanian - AMerican University from Bucharest
- 26 "Titu Maiorescu" University from Bucharest

### NOTE:

For the pre-university education, the schools organising the Romanian language preparatory course shall be named by the county school inspectorates/School Inspectorate of Bucharest city.


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## Annex 2


### List of high school diplomas recognised by the Ministry of Education and Research necessary for the enrolment of foreign citizens to bachelor degrees

Tara / Organizația	Diploma
Afganistan	Baccalaureat Certificate/12 Grade Graduation Certificate
Albania	Deftesc Pjekurie (Maturity Certificate)
Algeria	Diplôme de Bachelier de l'enseignement secondaire general + Relevé de notes du baccalaureat
Republica Africa de Sud	National Senior Certificate
Angola	Certificado de Ensino Medio / Certificado de Estudios Pre-Universitarios / Habilitações
Argentina	Bachiller/Bachillerato
Armenia	From 2018: Atestat mijnakarg (Iriv) andhanur krtutyay Before 2018: Atestat/Certificate of maturity "Hasunutian Vkaikan"/ Atestat midzinakarg krtoitjan
Arabia Saudită	General Secondary Education Certificate (Shahadat Al-Thanawiyah)
Australia, Capital Territory	ACT Year 12 Certificate
Australia, New South Wales	Higher School Certificate + Examination with Results
Australia, Queensland	Queensland Senior Certificate/ Queensland Certificate of Education
Australia, South Australia	South Australian Certificate of Education
Australia, Northen Territory	Northen Territory Certificate of Education
Australia, Tasmania	Tasmanian Certificate of Education
Australia, Western	Western Australian Certificate of Education
Australia, Victoria	Victorian Certificate of Education
Austria	Reifezeugnis/Reifeprüfungszeugnis/Reife-und Diplomprüfungszeugnis
Azerbaijan	Orta Tahsil Haqqında Atestat / Orta mekteb attestati / Svidetel'stvo/o Srednem Obrazovanii
Bahamas	Bahamas General Certificate of Education
Bahrain	Tawjihiya (Secondary School Leaving Certificate)
Școli europene	Diplôme du Baccalauréat Europeen/Europeisk Baccalaureat Diploma
Bacalaureat internațional	International Baccalaureate Diploma
Bangladesh	Higher Secondary School Certificate/ Intermediate
Belarus	Atestat ab agul'naj sjarednjaj adukatsyi / Atestat o (Obschem) Srednem Obrazovanii
Belgia	Diploma van secundair onderwijs/ Certificat d'Enseignement Secondaire Supérieur (C.E.S.S.)/ Abschlusszeugnis der Oberstufe des Sekundarunterrichts (allgemein bildender und künstlerischer Sekundarunterricht)
Benin	Diplôme de Bachelier de l'Enseignement Moyen Général (1984-1991)/ Diplôme de Bachelier de l'Enseignement de Second Degré (1991-)/ Baccalauréat de l'Enseignement Secondaire + relevé des notes




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Bhutan	Bhutan Higher Secondary Education Certificate (Class XII) / Indian School Certificate examination
Bolivia	Diploma Bachiller en Humanidades
Bosnia și Herțegovina	Diploma o položenom završnom ispitu / Diploma o Završenoj Srednjoj Skoli / Matura / Svjedodžba o Završenoj Srednjoj Skoli (Secondary School Leaving Certificate)
Botswana	Cambridge Higher Overseas School Certificate with GCE A Levels/ Botswana General Certificate of Secondary Education
Brazilia	Diploma de Ensino Médio / Certificado de Conclusão do Ensino Médio Supletivo / Certificado de Conclusão de Segundo Grau
Brunei Darussalam	Brunei Cambridge Advanced Level Certificate of Education / Brunei Matriculation Examination Certificate
Bulgaria	Diploma za Sredno Obrazovanie
Burkina Faso	Diplôme de Bachelier / Baccalauréat de l'Enseignement du Second Degré + Relevé des notes
Burma (Myanmar)	Basic Education High School Examination/Standard X Examination (Matriculation)
Burundi	Diplôme d'Etat / Diplôme des Humanités Générales / Certificat Homologue des Humanités Complètes
Cambodia	Certificate of Upper Secondary Education /Senior High School Certificate /Attestation de Fin d'Etudes Secondaires de l'Enseignement General
Camerun - Sistem britanic	Cameroon GCE Ordinary Level Examinations + Cameroon GCE Advanced Level Examinations
Camerun - Sistem francez	Baccalauréat de l'Enseignement Secondaire/ Baccalauréat Technique, Brevet de Technicien de l'Enseignement Secondaire
Canada, Alberta	Alberta High School Diploma/Advanced High School Diploma/General High School Diploma
Canada, British Columbia	Secondary School Diploma /Senior Secondary Graduation Diploma (Dogwood Diploma) /Certificate of Graduation
Canada, Manitoba	High School Graduation Diploma /Final Secondary School Leaving Certificate
Canada, New Brunswick	High School Graduation Diploma /Diplôme de Fin d'Etudes Secondaires
Canada, New Foundland and Labrador	High School Graduation Diploma
Canada, North West Territories	NWT High School Diploma
Canada, Nova Scotia	Nova Scotia High School Graduation Diploma /High School Completion Certificate
Canada, Nunavut	High School Graduation Diploma /School Leaving Certificate
Canada, Ontario	Ontario Secondary School Diploma (OSSD)/Secondary School Graduation Diploma (SSGD)/ Secondary School Honours Graduation Diploma (SSHGD)
Canada, Prince Edward Island	High School Graduation Diploma


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Canada, Quebec	Diplôme d'Etudes Collégiales / Diploma of Collegial Studies
Canada, Saskatchewan	Complete Grade 12 Standing /Division IV Standing (Record of High School Standing)
Canada, Yukon	Yukon Secondary School Graduation Diploma
Capul Verde	Ensino Secundario – 2 º ciclo / Certificado de Habilitações Literárias
Caraibe (Anguila/Antigua și Barbuda / Barbados/Belize/ Insulele Virgine Britanice/ Insulele Cayman / Dominica/Granada/Guiana/Jamaica/ Montserrat/St Kitts & St Nevis/ St Lucia / St Vicent & Grenadines / Trinidad &Tobago/Turks & Insulele Caicos)	Caribbean Secondary Education Certificate (CSEC) + Caribbean Advanced Proficiency Certificate (CAPE)
Cehia	Vysvědčení o maturitní zkoušce obținută la un Gimnázium/ Vysvedceni o maturitni zkoušce (educație generală) de la Stredni odborná škola / Maturitní zkouška
Chile	Licencia de Educacion media /Licencia de Enseñanza Media Humanístico/ Científica/ Técnico-Profesional or Artistica
China	Senior Secondary School Examination
Ciad	Baccalauréat/ Diplôme de Bachelier de l'Enseignement de Second Degré + Relevé des notes
Cipru	Lise Diploması / Apolytirion
Columbia	Diploma de Bachiller Academico/Comercial/Técnico + certificado notas
Comore	Baccalauréat de l'Enseignement du Second Degré + Relevé des notes
Congo (Brazzaville)	Baccalauréat de l'Enseignement du Second Degré ( Enseignement Général) + Relevé des notes
Congo (Zair)	Diplôme d'Etat d'Etudes secondaires du Cycle long/ Baccalauréat + Relevé des notes
Coasta de Fildeș	Diplôme de Bachelier de l'Enseignement du Second Degré /Baccalaureat de l'Enseignement Secondaire + Relevé des notes
Republica Coreea	Iibankye Kodung Ilakkyo (General High School Diploma)/ Certificate of Graduation + Transcript
Republica Populară Democrată Coreeană	Graduation Certificate of Senior Middle School
Costa Rica	Bachillerato/Diploma Conclusión de Estudios de Educación Diversificada/Bachiller Educación Media + certificado notas
Croația	Svjedodžba o završnom ispitu / Svjedodžba (državnoj) o maturi / Maturatna svjedodžba / Svjedodžba o završenom srednjem obrazovanju
Cuba	Diploma de Bachiller en Ciencias y Letras /Título de Bachiller (nivel medio superior de la Education General) - Certificado de Estudios Secundarias/Terminados



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Danemarca	Højere Handelseksamen (HTX) / Højere Teknisk Eksamen (ITX) / Bevis for Højere Forberedelseksamen (HF) / Studentereksamensbevis (STX)
Djibouti	Baccalauréat de l'Enseignement Secondaire + Relevé des notes
Republica Dominicană	Diploma de Bachiller / Diploma de Conclusion de la Educacion Media / Certificación (Pruebas Nacionales de Conclusion de la Educación Media)
Ecuador	Título de Bachiller Unico Integral / Diploma Bachiller en Arte/Ciencias / Técnico
Egipt	Thanaweya Am'na (General Secondary Education Certificate)
Republica Elenă	Apolytirion (Secondary School Leaving Certificate)
El Salvador	Diploma Bachiller General
Confederația Elvețiană	Certificat de Maturité / Maturity Certificate/ Maturitätszeugnis/ Maturitätsausweis / Baccalauréat
Emiratele Arabe Unite	General Secondary Education Certificate (Shahadat Al-Tawjihiya)
Eritreia	Eritrean Secondary Education Certificate Examination (ESECE)
Estonia	Gümnaasiumi lõputunnistus + Riigieksamitunnistus
Eswatini (fost Swaziland)	Cambridge Overseas School Certificate (COSC) A level
Etiopia	Ethiopian General Secondary Education Certificate (junior secondary education) + Ethiopian Higher Education Entrance Examination Certificate
Insulele Feroe	Gymnasialt miðnámsprógv/ Studentereksamen/ Højere handelseksamen (HTX)/ Højere teknisk eksamen (ITX)/ Højere forberedelseksamen (HF)/ Højere eksamen inden for fiskeri (HTX)
Republica Insulelor Fiji	Fiji School Leaving Certificate Examination / New Zealand School Certificate/ Fiji Seventh Form Examination Certificate
Filipine	High School Diploma
Finlanda	Ylioppilastutkintotodistus (Studentsexamensbetyg)
Franța	Diplôme de baccalauréat général, Diplôme de baccalauréat technologique/Diplôme de Baccalauréat Professionnel/Diplôme de Baccalauréat de l'Enseignement du Second Degré.
Gabon	Baccalauréat + Relevé de notes
Gambia	West African Examinations Council Senior Secondary School Leaving Certificate/West African Senior School Certificate Examination (WASSCE)
Georgia	Sashualo Skolis Atestati/Secondary School Leaving Certificate + transcript with all subjects and grades
Germania	Zeugnis der Allgemeinen Hochschulreife (Abitur)
Ghana	West African Senior Secondary School Certificate (WASSCE)
Grecia	Apolytirion (Secondary School Leaving Certificate)
Guadalupe	Baccalauréat Deuxième Partie
Guatemala	Diploma de Bachiller en Ciencias y Letras

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Guinea (Conakry)	Baccalauréat Unique/ Baccalauréat 2eme Partie + Relevé de notes
Guinea Bissau	Certificado de Conclusao do Ensino Secundario
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)
Honduras	Bachillerato /Título de Bachiller en Ciencias y Letras
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
India	All India Senior School Certificate (AISSC) de la Central Board of Secondary Education (CBSE)/Indian School Certificate (ISC) de la Council for the Indian School Certificate (CISCE)/Higher Secondary Certificate (HSC)/Intermediate Certificate / Pre-University Certificate, + Statement of Marks
Indonezia	Surat Tanda Tamat Belajar Sekolah Menengah Umum/ IJAZAH Sekolah Menengah Atas (SMA)/ Madrasah Aliyah (MA)/ Certificate of Completion of Upper Secondary School
Iordania	Tawjihi/ General Secondary Education Certificate/Vocational Secondary Education Certificate (exclusiv pentru domeniul tehnic)
Irak	Secondary School Certificate (Baccalauréat examination) / Certificate (Baccalauréat examination) / Preparatory Baccalauréat / Sixth Form Baccalauréat (Adadiyah)
Iran	Diplom-e-Motavasate (High School Diploma) + Pccshdanezhgahc (Pre-University year) pentru promoțiile anterioare anului 2020
Irlanda	Leaving Certificate (Ardteistmeireacht)
Islanda	Stúdentspróf (Matriculation Examination)
Israel	Israil Te'udat Bagrut / Matriculation Certificate + Psychometric Entrance Test (PET)
Italia	Diploma di superamento dell'esame di stato conclusivo dei corsi di studio di istruzione secondaria superiore /Diploma di Maturita
Japonia	Kotogakko Sotsugyo Shomeisho (High School Certificate of Graduation)
Kazahstan	Attestat (Certificate of Secondary Education)
Kenya	Kenya Certificate of Secondary Education (KCSE)
Kosovo	Diploma de finalizare a studiilor liceale (Matura/Diploma për kryerjen e shkollës së mesme të përgjithsme – gjimnazin) + Testi i Maturës Shtetërore
Kuweit	Shahadat Al-Thanawiya-Al-A'ama (General Secondary School Certificate)
Kyrgyzstan	Attestat (Certificate of Secondary Education)
Laos	Baccalauréat de l'Enseignement General + Releve des notes





"Aurel Vlaicu"

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foreign citizens


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Lesotho	Cambridge Overseas School Certificate
Letonia	Atestāts par visparejo vidojo izglītību (Certificate of Secondary Education)
Liban	Baccalauréat général (Libanais), / Baccalauréat Technique, pentru continuarea studiilor în același domeniu
Liberia	Senior School Certificate (SSC) / Senior High School Certificate (SHSC) eliberate de West African Examination Council
Libia	General Secondary Certificate
Liechtenstein	Maturazeugnis des Lichtensteinischen Gymnasiums
Lituania	Brandos atestatas (Maturita-certificate)
Luxemburg	Diplôme/Certificat de Fin d'Etudes secondaires/Diplôme de Fin d'Etudes Secondaires Techniques
Macedonia de Nord	Svidetelstvo za zavreno sredno obrazovanie (Secondary School Leaving Certificate)
Madagascar	Baccalauréat de l'Enseignement secondaire + Relevé des notes
Malawi	Malawi School Certificate of Education
Malaysia	Sijil Pelajaran Malaysia + Sijil Tinggi Persekolahan Malaysia/ Matriculation Certificate
Mali	Baccalaureat Malien – 2eme Partie + Relevé des notes
Malta	Matriculation Certificate
Maroc	Attestation/Diplome du Baccalauréat + Relevé des notes
Mauritania	Baccalauréat de l'Enseignement du Second Degré + Relevé des notes
Mauritius	School Certificate / General Certificate of Education Ordinary Level + Higher School Certificate / General Certificate of Education Advanced Level
Mexic	Diploma de Bachiller General
Republica Moldova	Diploma de bacalaureat cu Tabelul de note generale
Monaco	Baccalauréat de l'Enseignement Général + Releve des notes
Mongolia	Gerchilgee Certificate of Secondary Education
Mozambique	Certificado de Habilitações Literarias
Munteneșu	Diploma o Završenoj Srednjoj Školi/Diploma o položzenom završnom ispitu (Secondary School Leaving Certificate)
Namibia	Namibia Senior Secondary Certificate (Higher and Ordinary level) / Higher International Secondary Certificate of Education (Higher and Ordinary level)
Nepal	School Leaving Certificate + Higher Secondary Certificate
Noua Zeelandă	National Certificate of Educational Achievement Level 3 / University Entrance, Bursaries and Scholarships Examination / Sixth Form Certificate
Nicaragua	Bachillerato en Ciencias y Letras + Certificado notas
Niger	Diplôme de Bachelier de l'Enseignement du Second Degré/ Baccalauréat + Releve des notes
Nigeria	Senior School Certificate / West African Senior School Certificate/ NECO Senior School Certificate + codul PIN, prin prezentarea copiilor față verso ale NECO Results Card/ WAEC Scratch Card


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Norvegia	Vitnemål videregående opplæring (generell studiekompetanse) Eksamenskarakter
Olanda	Diploma Voorbereidend wetenschappelijk onderwijs
Oman	Thanawiya Amma (General Certificate/ General Education Diploma)
Pakistan	Intermediate / Higher Secondary School Certificate (recunoscute de Inter Board Committee of Chairmen)
Palestina	Al-Tawjihi / Al-Injaz (General Secondary Education Certificate) eliberat conform curriculumului egiptean sau iordanian
Panama	Diploma Bachiller + certificado notas
Papua Noua Guinee	Higher School Certificate
Paraguay	Diploma Bachiller + certificado notas
Peru	Certificado Oficial de Estudios /Educación básica regular nivel de educación secundaria + certificado notas
Polonia	Świadectwo dojrzałości Liceum Ogólnokształcącego
Portugalia	Diploma de estudos /ensino secundários/Certidão de habilitações
Puerto Rico	High School Diploma + transcript of studies
Qatar	Al-Thanawiya Aama Qatari (Qatar General Secondary Education Certificate)
Federația Rusă	Attestat
Regatul Unit al Marii Britanii și al Irlandei de Nord	General Certificate of Secondary Education + General Certificate of Education
Țara Galilor	Welsh Baccalaureat / Advanced diploma
Scotia	Scottish Certificate of Secondary Education/Scottish Qualifications Certificate
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 (eliberat de Rwanda Education Board) + Relevé des notes
Samoa	Pacific Senior Secondary Certificate / Western Samoa School Certificate
San Marino	Diploma di maturità
Senegal	Diplôme de Baccalauréat / Diplôme de Baccalauréat de l'Enseignement Secondaire/ Diplôme de Bachelier de l'Enseignement de Second Degré + Relevé des notes
Serbia	Diploma/Uverenje o položenom maturalnom ispitu / Diploma o stečenom srednem obrazovanju/ Diploma o Završenoj Srednjoj Školi
Seychelles	General Certificate of Secondary Education / Cambridge Overseas Higher School Certificate
Sierra Leone	West African Senior School Certificate Examination / General Certificate of Education (GCE)
Singapore	Cambridge General Certificate of Education Ordinary + Cambridge General Certificate of Education Advanced Level




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Siria	Al Shahâda Al Thânawiyya al-Imma (General Secondary Education Certificate) / Baccalaureat
Slovacia	Vysvedcenie o maturitnej skuske (Gymnazium)
Slovenia	Spricevalo o splosni maturi (Splosna Matura)
Solomon Island	Pacific Senior Secondary Certificate / Solomon Island School Certificate
Somalia	Shahaadada Dugsiga Dare (Secondary School Leaving Certificate) / Somaliland Certificate of Secondary Education Examination (issued by Somaliland National Examination and Certification Board, SLNECB)
Spania	Titulo de Bachiller (Baccalaureate) + Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto
Sri Lanka	Sri Lanka General Certificate of Education Ordinary Level + Sri Lanka General Certificate of Education Advanced Level (A level)
Statele Unite ale Americii	High School Diploma/General Educational Development (GED) / High School Equivalency Diploma + Scholastic Aptitude Test (SAT) / Advanced Placement Test (APT) / American College Testing (ACT)
Sudan	Sudanese School Certificate/ Sudanese Secondary School Certificate/Higher Secondary School Certificate
Suedia	Examensbevis Högskoleförberedande examen /Slutbetyg Fran Gymnasieskola
Surinam	Voorbereidend Wetenschappelijk Onderwijs
Școli internaționale	Diplome de studii liceale emise de instituții de învățământ particulare care deslășoară activități de învățământ corespunzătoare unui sistem educațional din altă țară decât cel al țării în care funcționează instituția respectivă și sunt emise conform sistemului educațional adoptat. Condiție cumulativă pentru școlile internaționale ce își desfășoară activitatea în România: înregistrarea în Registrul ARACIP.
Taiwan	Senior High School Leaving Certificate
Tajikistan	Attestat (Certificate of Secondary Education)
Thailanda	Certificate of Secondary Education/Certificate of Completion grade 12 / Matayom VI / Maw 6
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
Timorul de Est	Diplomas do Ensino Secundário
Togo	Diplome de Bachelier de l'Enseignement du Troisième Degré / Baccalaureat de l'Enseignement du Troisième Degré + Relevé des notes
Tonga	Tonga National Form Seven Certificate + Pacific Senior Certificate
Tunisia	Baccalauréat / Diplôme de Bachelier de l'Enseignement secondaire + Relevé des notes

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Turcia	Lise Diplomasi – acces general / Teknik Lisesi Diplomasi – acces exclusiv la domeniile tehnice /Associate degree – acces exclusiv în același domeniu
Turkmenistan	Attestat / Orta bilim hakynda Sahadatnama (Certificate of Secondary Education)
Ucraina	Atestat (Certificate of Secondary Education)
Uganda	Uganda Certificate of Education (UCE) + Uganda Advanced Certificate of Education
Ungaria	Gimnazium Érettségi Bizonyítvány
Uruguay	Bachillerato Oficial / Bachillerato Tecnico + Certificado de estudios
Uzbekistan	Attestat o srednem obrazovanii / Orta mahumot togrisida shahodatnoma
Vanuatu	Pacific Senior Secondary Certificate
Vatican	Testimonio Maturitatis
Venezuela	Título de Educación Media General /Título de Educación Media Técnica/ Título de Bachiller + Certificado notas
Vietnam	Bang Tốt Nghiệp Phổ Thông (Certificate of Secondary School Graduation) / Bang Tu Tai Hai (Baccalaureat II)
Yemen	Al Thanawiya (General Secondary Education Certificate)
Zambia	Zambian School Certificate / Cambridge Overseas School Certificate
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)



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### Annex 3

**CERERE DE ÎNSCRIERE LA STUDII LA UNIVERSITATEA "AUREL VLAICU" DIN ARAD**  
**PENTRU CETĂȚENII STRĂINI**  
**DEMANDE D' INSCRIPTION AUX ETUDES A L'UNIVERSITÉ "AUREL VLAICU" D'ARAD**  
**POUR LES CITOYENS ÉTRANGERS**  
**APPLICATION FORM FOR STUDENT ADMISSION TO "AUREL VLAICU" UNIVERSITY OF**  
**ARAD FOR FOREIGN CITIZENS**

OPȚIUNI PENTRU INSTITUȚIA DE ÎNVĂȚĂMÂNT SUPERIOR / OPTIONS POUR L'ÉTABLISSEMENT D'ENSEIGNEMENT SUPÉRIEUR / OPTIONS FOR UNIVERSITIES

Universitatea/l'université/university	Facultatea/la faculté/faculty	Specializarea/la spécialisation/specialization profile

#### IDENTITATEA CANDIDATULUI / L'IDENTITÉ DU CANDIDAT / APPLICANT'S IDENTITY

Numele / Nom / Surname: \_\_\_\_\_

Numele înainte de căsătorie/ Nom de jeune fille/Maiden name : \_\_\_\_\_

Prenume / Prénom / Name: \_\_\_\_\_

Sexul / Sexe / Gender : M ☐ F ☐

Starea civilă / État civil / Marital status:

- celibatar(ă) / célibataire / single
- căsătorit(ă) / marié(e) / married
- divorțat(ă) / divorcé(e) / divorced

Naționalitate/ Nationalité / Nationality: \_\_\_\_\_

Data nașterii/ Date de naissance / Date of birth: \_\_\_\_\_

Locul nașterii (oraș, departament, țara) / Lieu de naissance (ville, département, pays) / Place of birth (city, department, country) : \_\_\_\_\_

Adresa personală (domiciliul permanent) / Adresse permanente / Address (permanent address): \_\_\_\_\_

\_\_\_\_\_ C

od poștal / Code postale / Post code: \_\_\_\_\_ Localitatea / Ville / City \_\_\_\_\_

Țara / Pays / Country \_\_\_\_\_

Telefon / Téléphone / Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ / \_\_\_\_\_ Télécopie \_\_\_\_\_ / \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail / Adresse électronique / E-mail: \_\_\_\_\_

Persoana de contact / Personne de contact / Contact person: \_\_\_\_\_

Nume / Nom / Name: \_\_\_\_\_

Adresa / Adresse / Address: \_\_\_\_\_

Telefon / Téléphone / Telephone: \_\_\_\_\_ Fax / Télécopie / Fax: \_\_\_\_\_

E-mail / Adresse électronique / E-mail: \_\_\_\_\_

#### Cunoștințe lingvistice / Langues étrangères / Foreign languages :

- Lb. română / le roumain / Romanian ☐ nivel / niveau / level : \_\_\_\_\_
- Lb. franceză / le français / ☐ niveau / level : \_\_\_\_\_
- Lb. engleză / l'anglais / English ☐ nivel / niveau / level : \_\_\_\_\_
- Alte limbi / d'autres langues / others \_\_\_\_\_ nivel / niveau / level: \_\_\_\_\_

Limba de predare pe perioada studiilor în România este româna /engleza.


Langue d'enseignement pour la période d'études en Roumanie est le roumain / l'anglais.

The working language while studying in Romania is Romanian / English.

Solicit curs pregătitor de limba română / Je sollicite l'inscription au cours préparatoire de roumain / I would like to attend Romanian classes before the beginning of my study in Romania:


Da / Oui / Yes ☐

Nu/Non/No

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## STUDII EFECTUATE / ÉTUDES EFFECTUÉES / EDUCATION

Tipul de studii / Types d'études / Type of studies	Instituție de învățământ/ L'établissement / Education Institution	Perioada / Période d'études/ Period	Diploma obținută / Diplomes/ Diplomas	Mediile obținute/ Résultats obtenus par année d'étude / Results on academic years
Studii preuniversitare / Études préuniversitaires/ Undergraduate studies				
Studii universitare (detaliat pe ani academici) / Études universitaires (à préciser pour chaque année) / University studies (please detail on academic years)				
Studii postuniversitare (detaliat pe ani academici) / 3-ème cycle (à préciser pour chaque année) / Post university studies (please detail on academic years)				

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## Annex 4

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 compléter en majuscules)

1. NUMELE (SURNAME/NOM)		PRENUMELE (GIVEN NAME/PRÉNOM)																	
2. NUMELE PURTATE ANTERIOR (PREVIOUS SURNAME/ NOMS ANTERIEURS)																			
3. LOCUL ȘI DATA NAȘTERII (DATE AND PLACE OF BIRTH/ DATE ET LIEU DE NAISSANCE)	Tara (COUNTRY/PAYS)	Localitatea (PLACE/LIEU)	Data (DATE/DATE)																
4. PRENUMELE PĂRINȚILOR (GIVEN NAME/PRÉNOM DES PARENTS)		<table border="1"> <tr> <td>Z</td><td>Z</td><td>L</td><td>L</td><td>A</td><td>A</td><td>A</td><td>A</td> </tr> <tr> <td>(D)</td><td>(D)</td><td>(M)</td><td>(M)</td><td>(Y)</td><td>(Y)</td><td>(Y)</td><td>(Y)</td> </tr> </table>		Z	Z	L	L	A	A	A	A	(D)	(D)	(M)	(M)	(Y)	(Y)	(Y)	(Y)
Z	Z	L	L	A	A	A	A												
(D)	(D)	(M)	(M)	(Y)	(Y)	(Y)	(Y)												
5. SEXUL (SEX/SEXES):	<input type="checkbox"/> M	<input type="checkbox"/> F																	
6. STAREA CIVILĂ: (CIVIL STATUS/ÉTAT CIVIL)	<input type="checkbox"/> CĂSĂTORIT(Ă) (MARRIED/MARIÉ)	<input type="checkbox"/> NECĂSĂTORIT(Ă) (SINGLE/CELIBATAIRE)	<input type="checkbox"/> DIVORTAT(Ă) (DIVORCED/DIVORCÉ)																
7. CETĂȚENIA (CETĂȚENII) ACTUALE (ACTUAL CITIZENSHIP(S)/NATIONALITY(S) ACTUELLE(S))		CETĂȚENII ANTERIOARE (PREVIOUS CITIZENSHIP(S)/NATIONALITY(S) ANTERIEURES)																	
8. DOCUMENT DE CĂLĂTORIE: (TRAVEL DOCUMENT/DOCUMENT DE VOYAGE)	TIPUL (TYPE/TYPE)	SERIE (SERIE/SERIE)	NR. (NUMBER)																
ELIBERAT DE ȚARĂ: (COUNTRY ISSUED BY/ÉMIS PAR PAYS)	LA DATA (DATE OF ISSUE/À)	<table border="1"> <tr> <td>Z</td><td>Z</td><td>L</td><td>L</td><td>A</td><td>A</td><td>A</td><td>A</td> </tr> </table>	Z	Z	L	L	A	A	A	A	VĂLABILITATE (VALIDITY/VALIDITÉ)								
Z	Z	L	L	A	A	A	A												
9. DOMICILIUL PERMANENT ACTUAL: ȚARA (PERMANENT RESIDENCE/DOICILE PERMANENT ACTUEL)	ȚARA (COUNTRY/PAYS)	LOCALITATEA (PLACE/LOCALITÉ)																	
10. PROFESIA (PROFESSION/PROFESSION)	LOCUL DE MUNCĂ (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 COMPLETE OÙ ON PEUT ENVOYER LA LETTRE D'ACCEPTATION)																			
12. E-MAIL / COURRIER:																			
13. MOTIVAȚIA DEPLASĂRII ÎN ROMÂNIA (PURPOSE OF VISIT/BUT DE SEJOUR)																			
<input type="checkbox"/> STUDII (STUDIES / ÉTUDES)																			

**NOTE:** *Toute rubricile sunt obligatorii; cererea trebuie completată în 2 exemplare și însoțită de documentele menționate în Secțiunea V. All the fields are mandatory, must be completed in 2 copies and have to be accompanied by the documents mentioned in Section V, or else your request will not be processed. Tous les champs sont obligatoires, doivent être complétés en 2 exemplaires et doivent être accompagnés par les documents mentionnés à la Section V, sinon votre sollicitation ne sera pas analysée.*

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**I. Previous education / Études précédentes (Fill in all 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/université	Year of admission/ Year of graduation Année d'admission/Année d'obtention du diplôme

**II. Studies applied for in Romania / Option d'études en Roumanie**

Studies applied in Romania  Option d'études en Roumanie	Branch /Speciality  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					

**III. Proficiency in other languages (please, fill in as appropriate: excellent, good, poor)  
Langues connues (rempli: excellent, bonne, faible)**

Language Langue	Writing Écrit	Speaking Parlée	Institution that issued the certificate Institution qui a émis le certificat
Romanian			

**IV. 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 suis obligé de 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 free 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.

**V. 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 certificats des études.
2. The birth certificate / L'acte 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 should submit the original documents.**

**À mon arrivée en Roumanie je vais présenter tous les documents en original.**

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

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