



LEGAL PROCEDURE FOR THE TEMPORARY RESIDENCE PERMIT FOR NON-EU CITIZENS

In order to obtain the visa / temporary residence permit the dossier must be completed with the following papers:

1. The Ministry of National Education (which can be obtained from the Centre for International Cooperation) or another paper justifying their activity at the university (Fulbright Commission certificate, The Ministry of National Education acceptance letter) - in photocopy;
2. Residence paper (tenancy contract, apartment owner declaration of the fact that he does not charge anything for rent - valid only if the tenant is related to the owner or UBB official address) - in photocopy and original;
3. 1 photograph (3/4 format);
4. Medical insurance (from the National Health Insurance Company - 5, Constanta Street, Cluj-Napoca) - in photocopy and original. You can pay the insurance for one month; in order to make the insurance, you need the original or a copy of the passport/ID card; *(Note: If you have to renew your temporary residence permit you have to ask from the Human Resources Department a proof that the University is paying your medical insurance. The document has to be stamped also by the National Health Insurance Company)*
5. Medical certificate in original. It can be obtained from any physician; one can go to the UBB's Students Clinic in Hașdeu Campus;
6. Photocopies of the passport (the picture page, the visa page and the page with the stamp showing the date when the person last entered Romania);
7. Evidence of income (working contract endorsed by the ITM- Regional Labour Inspectorate, or from the Human Resources Department) or bank statement (only for those who don't receive a monthly pay from UBB; minimum 2.175 RON/month);
8. Application forms (2 types) filled in with capital letters, that can be obtained from the Immigration Office in Cluj-Napoca;



9. Fees:

At the **CEC Bank** one must pay the following amounts:

- 120 EUR (the consular fee) paid at CEC Bank in Romanian currency (LEI).

Exception: Fulbright scholars (USA) don't have to pay the consular fee.

- 259 LEI - the cost of the temporary residence permit in Romania

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Observation: You must keep the 2 receipts.

10. *UBB letter of confirmation (issued by the Centre for International Cooperation).*

11. The temporary residence permit (for the renewal).

The schedule of the Office for Foreigners, Cluj:

(Iulius Mall; 53-55 Alexandru Vaida Voievod St., Phone: 0264.555.656):

Monday - Friday: 10 a.m. - 12 p.m. (submit the documents)

Monday - Friday: 2:00 p.m. - 4:30 p.m. (release of the temporary residence permit)

Wednesday: 2:00 p.m. - 6:30 p.m. (release of the residence permit)

Note: The non-EU family members of the non-EU citizens, who wish to live on the Romanian territory, need the following documents:

1. Request for family reunification (standard form from the Romanian Immigration Office).
2. Solution of request for family reunification (from the foreign Embassy which represents them).
3. Visa for family reunification.
4. Only after obtaining the visa for family reunification, the Romanian Immigration Office will give them a list of the necessary documents they will have to present when moving to Romania:
 - **for spouses:** the same documents as for the non-EU sponsor citizen, plus a marriage certificate;
 - **for children:** the same documents as for the non-EU sponsor citizen, plus birth certificate and marriage certificate of their parents; minors are not requested to bring any health insurance.