



**UNIVERSITATEA
BABEȘ-BOLYAI**

**CENTRE FOR INTERNATIONAL
COOPERATION**

Universitatea Babeș-Bolyai
Centre for International Cooperation
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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 Romanian Ministry of Education, Research, Sports and Youth Order (which can be obtained from the Centre for International Cooperation) or another paper justifying their activity at the university (Fulbright Commission certificate, The Romanian Ministry of Education, Research, Sports and Youth 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 Hârtăbeu 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.

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

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Observation: You must keep the 2 receipts. Fulbright scholars will pay 4 LEI at the City Hall.

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)