

**ADMISSION PROCEDURES
FOR INTERNATIONAL STUDENTS
(self-sponsored)**

I. REGISTRATION CALENDAR

Registration period: April 1st, 2020 – August 31st, 2020

Early registration is recommended in order to:

- ✓ get an early response from the Ministry of Education and Embassy
- ✓ start school on the official date of opening and this way increase the chances of passing the exams
- ✓ have access to better accommodation

II. ADMISSION DOCUMENTS

Candidates send their admission documents, by regular post, to the Centre for International Cooperation of Babeş-Bolyai University (68, Avram Iancu Street, 400083, Cluj-Napoca, Romania).

Documents required for application

1. application form with recent photo in 2 original copies, downloadable from http://www.cci.ubbcluj.ro/degree_students/non_eu_students.php – to be filled in capital letters
2. contact information and checklist form downloadable from http://www.cci.ubbcluj.ro/degree_students/non_eu_students.php
3. high-school graduation diploma or its equivalent – certified copy in the original language **and** certified translation, at notary public (in Romanian, English or French, if the original is not issued in one of these languages).
[PLEASE CHECK HERE THE LIST OF ACCEPTED CERTIFICATES/MINIMUM REQUIREMENTS](#)

For diploma issued in NIGERIA it is compulsory to provide copy (both sides) of:

- NECO Results Card for Senior School Certificate issued by NECO
or
 - WAEC Scratch Card for West African Senior School Certificate
4. Bachelor diploma or its equivalent (**only for the applications for master programs**) – certified copy in the original language **and** certified translation, at notary public (in Romanian, English or French, if the original is not issued in one of these languages).
 5. transcript of records pertaining to the previous studies – certified copy in the original language **and** certified translation at notary public (in Romanian, English or French, if the original is not issued in one of these languages).
 6. birth certificate – certified copy in the original language **and** certified translation at notary public (in Romanian, English or French, if the original is not issued in one of these languages).

7. passport copy – valid for at least 6 months after the date of issue of the Acceptance Letter
8. medical certificate (in Romanian, English or French) attesting that the applicant does not suffer from any contagious diseases or any other affections incompatible with the future profession.
9. language proficiency certificate: exempted are the candidates
 - coming from states whose official language is the study language of the program they have applied for
 - who can prove with documents that they have studied for at least 4 years academic programs in the study language of the program they have applied for
 - applying for Preparatory Year of Romanian LanguageFor further details regarding the language certificates accepted by the university, please click here http://www.cci.ubbcluj.ro/degree_students/files/non-EU%20students/admitere%202017-2018/Certificates%20of%20Linguistic%20Competences.pdf
10. receipt attesting the payment of the processing fee (50 EUR - in EUR – account: **RO 16 RNCB 0106026604700008**, opened at Banca Comerciala Romana, branch Cluj-Napoca, str. George Baritiu nr. 10 - 12, RO - 400027 Cluj-Napoca, Romania, SWIFT CODE: RNCBROBU).

Online payment of the processing fee available, between April 1st, 2020 – October 1st, 2020, at the following link <https://plati.ubbcluj.ro/en/Event/Details/73>

III. ADMISSION PROCESS

The admission process of Non-EU candidates takes the following steps:

1. The complete application file is registered at the university (we do not accept incomplete applications)
2. The application file is processed by the university (5-10 working days)
3. The files accepted by the university will be sent to the Ministry of National Education for evaluation
4. For the candidates accepted, the Ministry of National Education will issue an Acceptance Letter, which will be sent in original to the university (30-40 working days)
5. The university will inform the candidate about the acceptance and will send the Acceptance Letter to the candidate
6. Each candidate has to confirm that he/she accepts to enroll at Babes-Bolyai University, by sending an email with the receipt attesting the payment of the tuition fee for the 1st academic year.
7. After receiving the Acceptance Letter, the candidate must contact the closest Romanian authority and search for information concerning the study visa application. The visa application is a personal approach and the university is not in the position to interfere in the process. In case

the visa application includes some documents issued by the university, the candidate must require specifically those documents.

According to the legislation, the application for study visa should be submitted with at least 2-3 months before the beginning of the academic year, that is why we advise all candidates to do their best to submit a complete application for visa immediately after receiving the letter of acceptance from us.

8. If granted a visa the candidate is requested to inform the university regarding his/her date of arrival and request for accommodation (if needed).

9. For enrollment at the faculty the student must submit the original study documents and the proof of tuition fees payment for the first academic year.

10. The enrollment at the faculty could be done until the 30th of October, 2020.

! Please take into account that the procedure may change due to the regulations imposed by the Romanian Ministry of Education.

!For updated information check our website:

http://www.cci.ubbcluj.ro/degree_students/non_eu_students.php