

INFORMATION FOR THE INTERNATIONAL APPLICANTS –AFTER THEY RECEIVED THE ACCEPTANCE LETTER

Summary of the steps:

- 1. Obtaining the original of the Acceptance Letter.**
- 2. The applicant checks with the closest Romanian Embassy the procedure of application for VISA. The applicant gathers the documents.**
- 3. Payment of the tuition fee and sending the confirmation of payment to Mrs. Diana Cosma at diana.cosma@ubbcluj.ro.**
- 4. Requesting the Confirmation of payment of tuition fee and accommodation from the University.**
- 5. Getting in contact with the responsible person at the Faculty.**
- 6. Fill in the accommodation form if and after your VISA is granted, and if you need accommodation in the student dormitories. You should send only ONE e-mail to Mrs. Anna Fejer (anna.fejer@ubbcluj.ro), announcing that you received the VISA and estimate your arrival date.**
- 7. If your VISA is rejected, you may request the reimbursement of the tuition fee.**

Details:

1. VISA documents released by Babeş-Bolyai University

Acceptance letter + confirmation of payment of the tuition fee and accommodation

The acceptance letter is issued by the Ministry of Education and it is sent to the applicant by the staff of the Center for International Cooperation, in copy, via e-mail, to the e-mail address the applicant writes on the application form.

The next step is that the applicant needs to check with the closest Romanian Embassy which is the procedure for VISA and what documents they need, which in ORIGINAL and which in COPY. In the event the Romanian Embassy asks you documents in original that are at Babes-Bolyai University, it is advisable that the applicant assures that they request all the documents at once, so that the University staff prepares all the documents and sends them to the applicant one time. Generally, for VISA issuing, the applicant will need to present in original the Letter of Acceptance and/or the confirmation of payment of tuition fee and

accommodation confirmation. The applicant can opt for one of the following possibilities to get their documents:

Situation 1. Pick up the documents from the Center for International Cooperation:

- In person
- to nominate someone (a friend, relative, etc.) by sending an e-mail to Mrs. Corina TODEA (corina.todea@ubbcluj.ro) and specify that the nominee is empowered to collect the documents.

The nominee needs to make an appointment at Mrs. Corina Todea, at the following link: <https://www.calendis.ro/cluj-napoca/centrul-de-cooperari-internationale-al-ubb/b>

Or

Situation 2. Arrange, pay and receive the original by mail:

The applicant makes all the arrangement necessary that a courier company takes the documents from the address of the Center for International Cooperation (68, Avram Iancu Street, Postal Code: 400083, Center for International Cooperation, Babeş-Bolyai University, Cluj-Napoca, Cluj County, Romania; Contact person: Andreea Bianca URS, e-mail: andreea.urs@ubbcluj.ro). All the expenses charged by the courier company are borne by the applicant. It is mandatory that the applicant informs Mrs. Andreea URS at andreea.urs@ubbcluj.ro about the date and time the courier will take the documents, via e-mail.

Note!: Before arranging the shipment pickup please verify with the Embassy the list documents you need in ORIGINAL FORM, so we can send them all at once to avoid paying additional fees. We advise to check <https://www.woot.ro/> for courier services.

Or

Situation 3. Received documents shipped via Romanian National Post Services-no tracking number

The staff of the Center for International Cooperation sends the documents via the National Post Services at an address indicated by the applicant (that could take several weeks).

YOU WILL NEED TO COMMUNICATE US IN WHICH WAY YOU WISH TO RECEIVE THE ORIGINAL DOCUMENTS

2. PAYMENT OF THE TUITION FEE

After receiving the Acceptance Letter in copy, via e-mail you need to pay the tuition fee, in the sum and currency mentioned on your Acceptance Letter. In order to pay you can opt for the following possibilities:

1. You can pay via bank transfer, using the bank information below

Bank: Banca Comerciala Romana, branch Cluj-Napoca, 10-12 George Baritiu Street, RO - 400027
Cluj-Napoca, Romania

IBAN Code: **RO 16 RNCB 0106026604700008**

SWIFT CODE: RNCBROBU

Beneficiary: Universitatea Babeş-Bolyai, address 1 M. Kogalniceanu Street, RO-400083 Cluj-Napoca, Romania

2. **You or a person you choose can pay in cash or by card at the University cash desk on I.C. Brătianu Street, no. 14, Cluj-Napoca.**

Important! The person who will pay the tuition fee needs to complete the PAYMENT REFERENCE with the full name of the applicant and with the number of the Acceptance Letter.

Irrespective of the option you choose, it is mandatory that a proof of payment, containing the sum and the FULL name of the applicant for whom the payment was done is sent to Diana Cosma, at diana.cosma@ubbcluj.ro.

Please consider that the bank transfer comission is borne by the applicant. The payment has to be confirmed by the University Financial Department (before we can issue a confirmation).

3. Online payment

Candidates from nonEU countries, who have been accepted for studies at Babes-Bolyai University, at bachelor and master level, have the possibility to pay the tuition fee, for the first year of studies, online, using a debit card.

It is necessary to identify in the list below the link related to the faculty where you are going to enroll and then follow the instructions on the payment platform.

Attention! If the payment is made by another person, it is necessary to fill in the name of the candidate who was accepted for studies in the Additional Information section.

Payment confirmation will be sent automatically to the Center for International Cooperation, it is not necessary to send us proof of payment by email.

Online payment link for the candidates from nonEU countries

Mathematics and Computer Science: <https://plati.ubbcluj.ro/en/Event/Details/89>

Physics: <https://plati.ubbcluj.ro/en/Event/Details/90>

Chemistry and Chemical Engineering: <https://plati.ubbcluj.ro/en/Event/Details/91>

Biology and Geology: <https://plati.ubbcluj.ro/en/Event/Details/92>

Environmental Sciences and Engineering: <https://plati.ubbcluj.ro/en/Event/Details/93>

History and Philosophy: <https://plati.ubbcluj.ro/en/Event/Details/94>

Psychology and Education Sciences: <https://plati.ubbcluj.ro/en/Event/Details/95>

Political, Administrative and Communication Sciences:
<https://plati.ubbcluj.ro/en/Event/Details/96>

Political, Administrative and Communication Sciences, Public Health:
<https://plati.ubbcluj.ro/en/Event/Details/97>

Letters: <https://plati.ubbcluj.ro/en/Event/Details/98>

Letters, Preparatory Year of Romanian Language:
<https://plati.ubbcluj.ro/en/Event/Details/99>

Law: <https://plati.ubbcluj.ro/en/Event/Details/100>

Economic Sciences and Business Administration:
<https://plati.ubbcluj.ro/en/Event/Details/101>

European Studies: <https://plati.ubbcluj.ro/en/Event/Details/102>

Business: <https://plati.ubbcluj.ro/en/Event/Details/103>

Physical Education and Sport: <https://plati.ubbcluj.ro/en/Event/Details/104>

Orthodox Theology: <https://plati.ubbcluj.ro/en/Event/Details/105>

If you need an official Confirmation of payment of the tuition fee and of accommodation for VISA issues, we will mention on the document the sum that was received in the account of the University as indicated by the University Financial Department.

Important! Please notice that once paid, the tuition fee can be refunded only in the event that the enrollment has not been done at the Faculty. In the event of reimbursement, the bank transfer costs are borne by the applicant. If the enrollment process at the Faculty has been carried out, the tuition fee cannot be refunded.

If your visa is denied, the tuition fee can be reimbursed. In order to receive your money back, you will have to write and sign a request, in which you will explain your situation and your personal bank details, to send an e-mail enclosing the Request for the Reimbursement and the Proof that your VISA was rejected. The bank fees will be borne by the applicant.

You may request the reimbursement of your tuition fee ONLY before the enrollment at the Faculty. Once enrolled your tuition fee cannot be reimbursed.

4. VISA

The applicant is responsible with the entire VISA procedure (information concerning the documents, appointments, etc.)

Steps:

- 1. Contact the closest Romanian Embassy to find out which are the necessary documents**
- 2. Gather the necessary documents. Paying the tuition fee at UBB, sending the confirmation of payment, requesting the Letter of Acceptance and the Confirmation of payment and accommodation Letter as described above.**

The confirmation of payment of the tuition fee and of the accommodation is sent by UBB within 5-10 WORKING DAYS from your request (depending on the confirmation received from the Financial Department), via e-mail. If you need it in original, then you may opt for the options explained at the section regarding the Letter of Acceptance.

ACCOMMODATION

In order to book a place in a room in one of the University dorms, the applicant needs to fill in the following application form after receiving the visa. Please note that we have limited number of accommodation in the student campus.

The accommodation places will be given to students in the order of their arrival starting from September 24th, within the limit of available places. If no more places are available at the time of arrival, students will have to arrange a private accommodation (on their own cost).

<https://form.iotformeiu.com/212512572389357>

The contact person for accommodation issues is Mrs. Anna Fejer, reachable at: anna.fejer@ubbcluj.ro. The applicant cannot request a specific dorm or a specific room, they will be allocated a place in the order of their arrival. Once you were allocated a room in a dorm, no changes are admitted. The University campus does not have single rooms available for students.

The applicant must inform the Center for International Cooperation about any changes related to the date and time of arrival, at least 3 working days prior to arrival.

Check-in/Signing the contract Monday till Friday within the working hours of the dorm reception: 7 a.m.-3 p.m. If you arrive outside the working hours, you need to inform the Mrs.

Anna Fejer at anna.fejer@ubbcluj.ro, in order to ensure your access in the room. The keys will be left at the doorman.

At the moment of the check-in you need to present the following documents: copy of your passport, passport sized printed photo and the vaccination certificate, as detailed below. At this moment, you will sign an accommodation contract and you need to pay the rent at the dorm, **in cash in the Romanian national currency (lei)**, for the incurring month. You will be communicated at this stage the rules of accommodation, as well. In case the admitted student arrives at the dorm outside the working hours of the reception or during the weekend, the formalities are to be arranged in the next working day.

The accommodation you sign for the academic year 2021-2022 is valid until early July 2022. Those who want to be accommodated in a University dorm over the summer holiday July-September 2022, will have to fill in another form in the middle of June 2022. We will post in due time the announcement and the link for the application form on the webpage of the Center for International Cooperation and on our Facebook page.

Important notice regarding COVID-19 pandemic! Accommodation in University dormitories is allowed for the students who:

- a. have been vaccinated against the SARS-CoV-2 virus and 10 days have passed after the completion of the entire immunisation programme;
- b. are between the 15th and 180th day after being confirmed with SARS-CoV-2 infection.
- c. do not have access to vaccinations and cannot be vaccinated until after obtaining a residence permit in Romania may be accommodated in a special regime upon request, subject to availability, provided that they are vaccinated as soon as possible after obtaining resident status. In case of non-compliance with the aforementioned decision, we will further proceed to your exclusion from the dormitory. Changes might appear depending on the evolution of the pandemic.

Keep up with the University regulations updates at the following link:
<https://www.ubbcluj.ro/ro/infoubb/covid19/>

Enrollment at the Faculty

As soon as you receive the Acceptance Letter by e-mail, you need to contact the responsible person at your Faculty, in order to follow the necessary steps for enrollment. The name and the contact information of the responsible person can be found in the annex at the end of the document. Please consider that you need to enroll at your Faculty within 30 days from your arrival in Romania, but no later than the beginning of the first semester exam session! Changes might appear depending on the evolution of the pandemic.

After enrollment you will receive an institutional e-mail and password (name.surname@ubbcluj.ro), where the University will send updates and information related to your student status and activity.

Student Tutors

In case of more support needed, AIESEC Organization in Cluj-Napoca will offer tutors to international student. In this regard, please contact Mrs. Diana Stanciu at diana.stanciu@aiesec.net and present your situation. Please notice that the organization is independent of Babes-Bolyai University.

Health insurance

Students of maximum 26 years of age do not need a health insurance. For more information regarding the public health insurance you can access: www.cas.ro. You can also opt for private health insurance brokers, that you will choose yourself.

Temporary residence permit:

Residence Permit- NON EU residence permit is valid for the entire duration of your studies (bachelor or master). Please check the residence permit procedure at the following link: <http://igi.mai.gov.ro/en/content/residence-permit>.

Attention! Your VISA is valid for a limited time period. Within the first 30 days after you enter Romania, you will have to apply for a temporary residence card. The entire application process is your responsibility.

The application can be done online, by uploading the documents at the following link: <https://portaligi.mai.gov.ro/portaligi/>. After you submit the documents online, the employers the of the Romanian Immigration Office will send you the confirmation/clarification message and the appointment details for submission of the printed documents.

The students from the Preparatory year need to apply for a new Letter of Acceptance and reapply for the Residence Permit after they receive the Letter of Acceptance.

The Romanian legislation will allow you to work 4 hours/day. The University is not offering jobs for the students.

Contacts of the Center for International Cooperation:

1. Application and Letter of Acceptance by e-mail:

Ms. Corina TODEA: corina.todea@ubbcluj.ro

2. Accommodation:

Ms. Anna FEJER: anna.fejer@ubbcluj.ro

3. Requesting delivery of the original form of the documents (Letter of Acceptance and Confirmation of payment of tuition fee and accommodation)

Ms. Andreea URS: andreea.urs@ubbcluj.ro

4. Requesting the elaboration of the original form the Confirmation of payment of tuition fee and accommodation.

Ms. Diana COSMA: diana.cosma@ubbcluj.ro

Student Tutors Contact:

Ms. Diana Stanciu: diana.stanciu@aiesec.net

Contacts of the International Relations Representatives at the Faculties of UBB

Nr. crt.	Facultatea/College La faculté	Nume persoană resp onsabilă/ Nom de la personne responsa ble / Name of the person in charge	Date de contact/Contact details Coordonnées
1.	Biologie și Geologie/Biology and Geology/ Biologie et Géologie	Carmen BOCHIȘ, secretar șe f/chief secretary/ secrétaire en chef	E-mail/ Courriel : cbochis2004@yahoo.com
2.	Business/Business	Lidia BEUDEAN	E-mail/ Courriel: lidia.beudean@ubbcluj.ro
3.	Chimie și Inginerie Chimică /Chemistry and Chemical Engineering/ Chimie et Gén ie chimique	Ioana CRISTEA, sec retar șef/chief secretary/ secrétaire en chef	E-mail: ioana.cristea@ubbcluj.ro
4.	Drept/Law/ Droit	Simona Maria POP	E- mail/ Courriel : simona.pop@law.u bbcluj.ro Telefon/Phone: +4 0264/450443
5.	Educație Fizică și Sport/Ph ysical Education and	Letiția MORARIU	E-mail/ / Courriel: letitia.morariu@ubbcluj.ro

	Sport/ Éducation physique et sport		
6.	Fizică/Physics/ Physique	Romana NEMEȘ	E-mail/ Courriel : romana.nemes@phys.ubbcluj.ro Telefon/Phone: +4 0264/405328
7.	Geografie/Geography/ Géographie	Cristina TĂNĂSESCU, secretar șef/chief secretary/ secrétaire en chef	E-mail/ Courriel: cristina.tanasescu@ubbcluj.ro
8.	Istorie și Filosofie/History and Philosophy/ Histoire et philosophie	Simona DOMBI	E-mail/ Courriel: dombi.simona@ubbcluj.ro
9.	Litere/ /Lettres	Ramona IORDACHE	E-mail/ Courriel : ramona.iordache@lett.ubbcluj.ro Telefon/Phone/ Téléphone: +4 0264/534898 Program cu publicul/Public working hours/ Horaires de travail publics: Luni/Monday / Lundi între/between/ dans l'intervalle 10:30-13:30
		VIGH Katalin	E-mail/ Courriel : katalin.vigh@lett.ubbcluj.ro Telefon/Phone: 0264/534898 Program cu publicul/ Public working hours: Miercuri/Wednesday între/between 10:30-13:30
10.	Matematică și Informatică/ Mathematics and Computer Sciences/ Mathématiques et informatique	Iuliana Elena COCEAN	E-mail/ Courriel : iulianacocean@math.ubbcluj.ro Telefon/Phone/ Téléphone: +4 0264/405300, int/ext. 5245
11.	Psihologie și Științe ale Educației/Psychology and Education Sciences/ Psychologie et sciences de l'éducation	MEGYESI Judit	E-mail/ Courriel : judit.megyesi@ubbcluj.ro Telefon/Phone/ Téléphone: +4 0264/445206
12.	Sociologie și Asistență Socială/Sociology and Social Work/ sociologie et travail social	Mihaela Ana ALBU	E-mail/ Courriel : mihaela.albu@ubbcluj.ro

			Telefon/Phone/ Téléphone: +4 0264/424674
13.	Studii Europene/European Studies/ Études européennes	Raluca Goia	E-mail/ Courriel : raluca.goia@ubbcluj.ro Telefon/Phone/ Téléphone: +4 0264/405300 int./ext. 5970
14.	Științe Economice și Gestionarea Afacerilor/Economics and Business Administration/ Économie et Administration des affaires	GABOR Anna Karolina	E-mail/ Courriel : karolina.gabor@econ.ubbcluj.ro Telefon/Phone/ Téléphone: +4 0264/418654 int./ext. 5866
15.	Știința și Ingineria Mediului/Environmental Science and Engineering/ Sciences et génie de l'environnement	Gabriel Cristian DOBREI	E-mail/ Courriel: gabriel.dobrei@ubbcluj.ro
16.	Științe Politice, Administrative și ale Comunicării/Political, Administrative and Communication Sciences/ Sciences Politiques, Administratives et Communication	Arina NEAGU	E-mail/ Courriel : neagu@fspac.ro Telefon/Phone/ Téléphone: +4 0264 431505, int./ext. 6261
17.	Teatru și Film/Theatre and Film/ Théâtre et Cinéma	BARTHA Katalin Ágnes, prodecan/Vice Dean/ Vice Dean	E-mail/ Courriel: bkagnes@yahoo.com Telefon/Phone/ Téléphone: +4 07407 09773
18.	Teologie Reformată și Muzică/Reformed Theology and Music/ Théologie Réformée et Musique	OLGA LUKACS	E-mail/ Courriel : olga.lukacs@ubbcluj.ro
19.	Teologie Romano-Catolică/Roman-Catholic Theology/ Théologie Catholique Romaine	BERECZKI Gyöngyvér Tünde	E-mail/ Courriel : bereczki.gyongyver@ubbcluj.ro Telefon/Phone/ Téléphone: +4 0745252659