

STEPS TO FOLLOW AFTER RECEIVING THE ACCEPTANCE LETTER (nonEU self-sponsored students)

Summary of the steps:

- read carefully the information about what you have to do next, **BE AWARE of THE DEADLINES**;
- **PAY THE TUITION FEE** within the first 21 calendar days after your letter of acceptance was uploaded into your account;
- **FIND OUT** the required visa documents and **PREPARE** those documents;
- **MAKE A VISA INTERVIEW APPOINTMENT** at the closest Romanian Embassy;
- **UPLOAD** the proof of payment into your account and **WAIT** for us to **UPLOAD** the payment/accommodation confirmation in the Documents section on the platform;
- **LET US KNOW**, by posting a comment in your account, if you need the original of the Letter of Acceptance and/or proof of payment;
- **MAKE THE ARRANGEMENTS FOR THE PICK UP** of your original documents, if necessary;
- **GET IN CONTACT** with the responsible person at the Faculty (see the list of faculties' responsible persons at the end of this document);
- **UPLOAD A COPY OF YOUR VISA** into your account;
- **APPLY** for student accommodation (if needed), following the instructions on the platform
- **REQUEST the REIMBURSEMENT** of your tuition fee if your **VISA** is rejected, following the instructions on the platform.

Details:

PAYMENT OPTIONS FOR THE TUITION FEE

After receiving the Acceptance Letter you must pay, within 21 calendar days from the day the letter was uploaded into the platform, the tuition fee for the 1st year of studies, in the sum and currency mentioned on your Acceptance Letter.

In order to pay you can opt for the following possibilities:

1. UBB PAYMENT PLATFORM (NO COMMISSION FEES/FAST/NEXT DAY CONFIRMATION from the University attesting the payment and the accommodation); This is not your internet banking system, it is an online payment through the link provided bellow!

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.

Please check the name of the faculty of the specialization from your Letter of Acceptance on bellow links:

Bachelor Level:

https://cci.ubbcluj.ro/degree_students/files/non-EU%20students/admitere%202022-2023/Academic%20Offer%20Bachelor%20Level.pdf

Master Level:

https://cci.ubbcluj.ro/degree_students/files/non-EU%20students/admitere%202022-2023/Academic%20Offer%20Master%20Level.pdf

After you have clicked on the link of your faculty, it is necessary to register with your full name (candidate's name as shown on the Letter of Acceptance), then you can make the payment with a credit/debit card (it doesn't need to be the candidate's card).

Payment confirmation will be sent automatically to the Center for International Cooperation, it is not necessary to upload the proof of payment on the platform.

Online payment link

Preparatory Year of Romanian Language, Faculty of Letters,
<https://plati.ubbcluj.ro/en/Event/Details/125>

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>

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

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

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

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

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>

Theatre and Film: <https://plati.ubbcluj.ro/en/Event/Details/117>

Engineering: <https://plati.ubbcluj.ro/en/Event/Details/118>

Greek Catholic Theology: <https://plati.ubbcluj.ro/en/Event/Details/119>

2. BANK TRANSFER, using the bank information below (it will take up to 21 working days to obtain the confirmation of payment and accommodation)

Bank: Banca Comercială Română, branch Cluj-Napoca, 10-12 George Barițiu Street, RO - 400027 Cluj-Napoca, România

IBAN Code: **RO 16 RNCB 0106026604700008**

SWIFT CODE: RNCBROBU

Beneficiary: Universitatea Babeș-Bolyai, address 1, M. Kogălniceanu Street, RO-400083 Cluj-Napoca, România

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;
- The bank transfer fee, if the case, will be covered by the candidate;
- You have to UPLOAD into your account the proof of payment;
- The payment has to be confirmed by the University Financial Department before we can issue a confirmation of tuition fee and accommodation. This procedure could take 5-21 working days, depending on the sending and intermediate banks.
- Please do not send emails or comments after uploading the proof of payment. We will upload the confirmation letter as soon as we receive the confirmation of the received amount from the Financial Department

3. IN CASH OR BY CARD AT THE UNIVERSITY CASH DESK on I.C. Brătianu Street, no. 14, Cluj-Napoca (in order to obtain the confirmation of payment of the tuition fee and accommodation it will take up to two working days)

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;
- You have to UPLOAD into your account the proof of payment.

Important!

- On the official confirmation of payment of the tuition fee and of accommodation for VISA issues, we will mention the sum that was received in the account of the University as indicated by the University Financial Department.

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 and the candidate has not entered in Romania. 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, if not enrolled. In order to receive your money back, you will have to upload into the platform the following documents:

- **WRITTEN AND SIGNED STATEMENT**, in which you will explain your situation and your personal bank details;
- **PROOF** that your **VISA was rejected**.

In the event of reimbursement, the bank transfer costs are borne by the applicant.

VISA documents released by Babeș-Bolyai University:

1. **ACCEPTANCE LETTER** (issued by the Ministry of Education and UPLOADED into your account);
2. **CERTIFICATE OF CONFIRMATION FOR TUITION FEE PAYMENT AND ACCOMMODATION** (issued by the university and UPLOADED into your account).

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 require, which in ORIGINAL and which in COPY. In the event the Romanian Embassy requires documents in original that are at Babeş-Bolyai University, it is advisable that the applicant requests all the documents at once, so that the University staff prepares all the documents and sends them to the applicant one time.

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

- **PICK UP THE DOCUMENTS FROM THE CENTER FOR INTERNATIONAL COOPERATION:**
 - in person;
 - to nominate someone (a friend, relative, etc.) by sending us a message into the platform specifying the name of the empowered person 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>

- **REQUEST THIS OPTION, WAIT FOR US TO CONFIRM** and after that **ARRANGE, PAY** and receive the original by **FAST COURRIER:**

1. Please make all requests in your account on the online admission platform
2. Please wait for our confirmation before sending the courier to pick up your documents
3. Please make sure the name of the student (the same as in the Acceptance letter) is mentioned in the courier pick up order
4. Please note that we are receiving a lot of requests at this time, therefore this process may take longer.

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 us about the date and time the courier will take the documents, by sending a message into the platform.

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

- **RECEIVED DOCUMENTS SHIPPED VIA ROMANIAN NATIONAL POST SERVICES-NO TRACKING NUMBER AVAILABLE**

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! The entire correspondence has to take place on the platform, using your personal account!

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;
3. Make an appointment and go there to submit the documents.

ACCOMMODATION (ONLY AFTER YOU HAVE RECEIVED YOUR VISA)

You may request a place in the university's dorm **only after you have received your visa, approximately one week before your arrival to Cluj Napoca (Romania).**

The entire process will be done online, using your admission account. Please follow the instructions on the platform. If your application will be approved, you will receive a task into your account, with all the details concerning the number of the dorm and the documents that you will have to submit at the administrator.

Important!

- **You may apply for an accommodation place starting from September 18th, 2022, and you will get accommodation not earlier than September 30th, 2023.**
- The accommodation places will be given to students in the order of their arrival starting from September 30th, 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).
- There are **2 TYPES OF ACCOMMODATION FEES**: per day and per month. **You will be allow to pay the monthly rate only after you are enrolled at the faculty.** GO to the faculty as soon as possible in order to avoid paying a high rate for the accommodation.
- **YOU CANNOT CHOOSE THE DORM OR THE ROOM.** 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.

At the moment of the check-in you need to present the following documents:

- copy of your passport;
- passport sized printed photo;
- vaccination certificate (complete scheme);
- to pay the accommodation fee;
- to be enrolled at the faculty (*if not, you will have to pay a higher per night fee*).

You will sign an accommodation contract only after you have a student ID number (received after enrollment) and you need to pay the rent at the dorm, in cash in the Romanian national currency (LEI/RON). You will be communicated at this stage the rules of accommodation, as well.

The accommodation you sign for the academic year 2022-2023 is valid until early July 2023. Those who will continue the studies at UBB and for some reason they cannot go home for summer holiday, they might receive accommodation in an university dorm over the summer holiday July-September 2023. They will have to fill out another form in the middle of June 2023 (application form posted on the website of the Center for International Cooperation).

For more details concerning the accommodation please read our specific accommodation guide, available online, on CCI's web page.

ENROLLMENT AT THE FACULTY

As soon as you are granted the study visa, 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 below. Please consider that you need to enroll at your faculty right after your arrival in Cluj/Romania, but no later than the beginning of the first semester exam session! Changes might appear any time. We will post the details, if the case, on our webpage.

The university year 2022-2023, starts on October 3rd, 2022, and it is recommended to arrive to Cluj and start your classes around this date. For those applicant, who for some reason will not be able to arrive by the beginning of October, might come and enroll as soon as possible after this date, but no later than **January 20th, 2023. Please note that students who arrive later will need to catch up for the lost courses on their own.**

Please check the structure of the academic year 2022-2023 on bellow link:

https://www.ubbcluj.ro/en/studenti/invatamant/structura_anului_universitar

After the last day of enrollment of January 20th, 2023 you will not be allowed to enter the country if you are not enrolled at the faculty.

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. Check and use this address during your studies. All the official e-mails will be sent on your UBB official e-mail address.

Contact information persons in charge of international students within UBB faculties

Nr. crt.	Faculty	Name of the person in charge	Contact details
1.	Biology and Geology	Carmen BOCHIȘ	E-mail: cbochis2004@yahoo.com
2.	Business	Lidia BEUDEAN	E-mail: lidia.beudean@ubbcluj.ro
3.	Chemistry and Chemical Engineering	Ioana CRISTEA	E-mail: ioana.cristea@ubbcluj.ro
4.	Law	Simona Maria POP	E-mail: simona.pop@law.ubbcluj.ro Phone: +4 0264/450443

5.	Physical Education and Sport	Letiția MORARIU	E-mail: letitia.morariu@ubbcluj.ro
6.	Physics	Romana NEMEȘ	E-mail: romana.nemes@phys.ubbcluj.ro Phone: +4 0264/405328
7.	Geography	Cristina TĂNĂSESCU	E-mail: cristina.tanasescu@ubbcluj.ro
8.	History and Philosophy	Simona DOMBI	E-mail: dombi.simona@ubbcluj.ro
9.	Letters	Ramona IORDACHE (for the Romanian Preparatory Year)	E-mail: ramona.iordache@lett.ubbcluj.ro Phone +4 0264/534898
		VIGH Katalin	E-mail: katalin.vigh@lett.ubbcluj.ro Phone: 0264/534898
10.	Mathematics and Computer Sciences	Iuliana Elena COCEAN	E-mail: iulianacocean@math.ubbcluj.ro Phone : +4 0264/405300, ext. 5245
11.	Psychology and Education Sciences	MEGYESI Judit	E-mail: judit.megyesi@ubbcluj.ro Phone: +4 0264/445206
12.	Sociology and Social Work	Mihaela Ana ALBU	E-mail: mihaela.albu@ubbcluj.ro Phone: +4 0264/424674
13.	European Studies	Raluca Goia	E-mail: raluca.goia@ubbcluj.ro Phone: +4 0264/405300 ext. 5970
14.	Economics and Business Administration	GABOR Anna Karolina	E-mail: karolina.gabor@econ.ubbcluj.ro Phone: +4 0264/418654 ext. 5866
15.	Environmental Science and Engineering	Gabriel Cristian DOBREI	E-mail: gabriel.dobrei@ubbcluj.ro
16.	Political, Administrative and Communication Sciences	Arina NEAGU	E-mail: neagu@fspac.ro Phone: +4 0264 431505, ext. 6261
17.	Theatre and Film	Carmen SUMA	E-mail: carmen.suma@ubbcluj.ro
18.	Orthodox Theology	Cosmin TRIF	E-mail: cosmin.trif@ubbcluj.ro
19.	Greek-Catholic Theology	Adina PEȘTEAN	E-mail: adina.pestesan@ubbcluj.ro

20.	Reformed Theology and Music	SALLAI Timea	E-mail: timea.sallai@ubbcluj.ro
21.	Roman-Catholic Theology	BERECZKI Gyöngyvér Tünde	E-mail: berezki.gyongyver@ubbcluj.ro Phone: +4 0745252659
22.	Engineering	Magdalena ADELMANN	E-mail: magdalena.adelmann@ubbcluj.ro

For more details concerning the higher education's rules please read the Freshmans' guide, available online, on CCI's web page.

STUDENT TUTORS

Please register on our website using the Unibuddy facility in order to find a tutor.

In case of more support needed, AIESEC Organization in Cluj-Napoca will offer tutors to international student. In this regard, please contact Mr. Adrian Ardelean at adrian.ardelean@aisec.net and present your situation. Please notice that the organization is independent of Babeş-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: [Casa Națională de Asigurări de Sănătate – Eficacitate și accesibilitate pentru sănătate \(cnas.ro\)](http://cnas.ro). You can also opt for private health insurance brokers, that you will choose yourself.

For more details concerning the health issues, please read the Freshmans' guide, available online, on CCI's web page.

TEMPORARY RESIDENCE PERMIT

The temporary residence permit for studies is an extension of the study visa. It is valid for the entire duration of your studies, on condition that you remain enrolled.

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.

Please check the residence permit procedure at the following link: <http://igi.mai.gov.ro/en/content/residence-permit>.

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 of the Romanian Immigration Office will send you the confirmation/clarification message and the appointment details for submission of the printed documents.

The students enrolled in the Preparatory year of Romanian language will receive a residence permit valid for one year. After the graduation of the preparatory year, they must apply for a new Letter

of Acceptance and reapply for the Residence Permit after they receive the new Letter of Acceptance and they get enrolled for the full time studies (bachelor or master).

In case your address in Romania will change, you need to request for a new residence permit.

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