Online application for the admission of the self-sponsored candidates to bachelor or master studies (with or without Romanian preparatory year).

To facilitate communication and the application process, Babes-Bolyai University has created an online admission platform for applicants from non-EU countries. The platform is addressed to the self-sponsored candidates who wish to pursue bachelor's or master's degree programs at UBB, with or without the Romanian language preparatory year. Those who wish to follow the Romanian language preparatory year in order to enroll later in a doctoral or residency program will follow the same procedure.

Read the information in this document carefully.

Pay attention to the admission deadline. After August 19 2022 (application deadline for admission), the platform will no longer allow the submission of new admission applications. AFTER THIS DATE APPLICATIONS WON'T BE ACCEPTED UNDER ANY CIRCUMSTANCES!

Follow the tutorials uploaded on our website.

Follow the steps indicated below and check ahead to make sure you have all the necessary documents. If you do not follow the procedure and do not submit the necessary documents, the application process will be unjustifiably prolonged.

STAGES

I. before applying

II. online admission application

III. after receiving the letter of acceptance

I. Before applying

- **READ** carefully the list of **required documents** and follow the admission procedure in order to apply for studies. More information on bellow link:
  Admission Procedure.pdf (ubbcluj.ro)
  Admission Procedure for Preparatory Year of Romanian Language.pdf (ubbcluj.ro)
- **CHECK the specializations and the tuition fees**
  for Bachelor level - Academic Offer Bachelor Level.pdf (ubbcluj.ro)
  for Master level - Academic Offer Master Level.pdf (ubbcluj.ro)
- **CHECK** that you have all the necessary documents and that your personal data (name, date of birth, etc.) is correct on all the documents; pay attention to the way you scan the documents. It is necessary to see clearly all the details on each document. All documents must be uploaded in one single file (including the application form generated by the platform).
- If necessary, **TRANSLATE** and **LEGALIZE** the necessary documents
- **CHOOSE** the specialization you want to study; the list of programs and the tuition fees can be found bellow:

for Bachelor level - [Academic Offer Bachelor Level.pdf (ubbcluj.ro)](ubbcluj.ro)
for Master level - [Academic Offer Master Level.pdf (ubbcluj.ro)](ubbcluj.ro)

II. Online admission application

Important tips regarding the BBU's online admission application:

- You must register on the admission platform http://admission.cci.ubbcluj.ro/ in order to apply for studies.
- Only one application can be submitted using one account.
- Register on the admission platform by using your valid e-mail address, because you will receive notifications by e-mail
- Check your account on the BBU online admission platform at all times.
- All communication regarding the status of your application will be via this platform
- The platform is available in English, French and Romanian. Once you log in, you will be able to choose among the 3 languages (button located in the upper right corner of the screen)
- Please make sure you meet the deadlines you have been given by the platform, after you submit your application file. If you need to upload additional documents, the deadline is 72 hours. After that you will need to resume the whole process from the beginning. So be careful, after you have submitted the file, periodically check your e-mail inbox or your account on the admission platform.

Attention! Start the online application process only if you have all the necessary documents. Documents cannot be sent in separate documents or one by one! All documents must be uploaded at once, in a single file. Make sure you scan the documents at a good resolution, and completely.

Steps to follow

1. **Register**

In order to register you need an active e-mail address and you will have to create a password.

Write down both information. You will use them throughout the admission process, until you arrive in Cluj-Napoca, at the University.

How to register on the admission platform:

- Press the button "Register" in the upper right corner.
- Enter your e-mail address and a password that you will use only for this platform.
- Select "I agree to the Terms of Service and Privacy Policy"
- Press the button "Register"

2. Log in into the admission platform

After you have registered, in order to access your account, press the "Login" button, located in the upper right corner.

3. Update your Profile

- Press the circle with your initials, located in the upper right corner
- Choose the "Profile" button
- Upload a passport type photo. The image will be automatically added to your application form. This is very important, don't ignore it!
- Press the "Save" button

The Profile page also allows you to change your password.

4. Check the Main menu

To get acquainted with the platform, it is very important to understand how it works! Read each submenu carefully.

The admission platform menu has the following sections: tasks, documents, application form. On the platform, at the beginning of each submenu is explained how it works and what it is used for.

Tasks: Here you will receive information about the next steps you need to go through. You can also send your comments at this section. After submitting the application file and uploading your complete application file, this will be the section of the menu where all the correspondence with you will take place.

Documents: this is a section dedicate for downloading and uploading documents.

Downloads

Files for you to download (for example, the application form, the letter of acceptance, etc.). You may download the documents as many times as you like. You cannot delete documents in this section

Uploads

It is the section where you will have to upload the application file, your visa or other documents.

Uploaded documents cannot be deleted or modified by you.

You will be able to upload only the documents requested by us.

Application form: this is the online form where you will fill out your personal data, educational background and the specialization for which you want to apply to studies at Babes-Bolyai University.

5. Start the application process – it is an essential stage, pay great attention!

- **fill out the application form**
- **go to the `Documents` submenu, download and sign the application form**
- **scan, in ONE file, all the necessary documents (included the signed application form)**
- **go to the `Documents` submenu and upload the application file**
- **wait for data verification**; we will verify the application file and will send you a feedback via the platform.
- **check your active task** from the "Task" menu and follow the instructions displayed by the platform

Tips for filling out the application form

To complete the application form you need information from the following documents: birth certificate, passport and study documents.

The admission application form has several sections, such as personal identification data, previous studies, the specialization you are applying for, etc. After completing each section, press SAVE (to save the data) and the then press the NEXT button, located at the bottom right of your screen. Starting with the second page of the admission application form, a BACK (PREVIOUS) button will be added, which will allow you to navigate back to check or correct certain information. At the end of the form, at the right corner of the screen, is the button **I'M done making changes** to the application form. Once you click on that button, no changes to the form are allowed.

I. Personal data chapter

- all fields marked with * are mandatory
- fill out the required information exactly as they are in your official documents (passport, birth certificate, certificates, etc.). All data must be identical in all documents (same name, same date of birth, etc.)

First name/Given name (for ex. Emma, Peter, Mohammad, Sara)
Last name/Surname/Family name (for ex. Hossain, Yılmaz, Ibrahim)
Previous names (if any)
(previous last name/surname if your name is different on your study documents and passport, it has been changed through marriage or other reason)

Birth date: enter your date of birth as mentioned in your passport in the following order (day/month/year). Use the calendar provided by the platform. You do not need to enter numbers manually.

First name of the father. Don't write your father's last name, just the first name

First name of the mother. Don't write your mother's last name, just the first name.

Passport expiration date: The passport you are applying with must be valid for at least 8 months after the date of application. Use the calendar provided by the platform. You do not need to enter numbers manually.

Mail address: Please enter your complete postal address (country, city, street, number, postal code) from the country where you live

II. Previous education chapter

For **Undergraduate studies** (with or without Romanian preparatory year): you must fill out the data related to high school studies (High School Diploma/General Secondary Education). The information

shall be completed as it appears on the diploma/certificate and must coincide with those in the personal data section regarding the name, surname, date of birth, etc.

For **Master studies** (with or without Romanian preparatory year): you must fill out the data related to the following diplomas:

1. Bachelor Degree
2. High School Diploma/General Secondary Education

Please use the "ADD" button to be able to fill in both type of degrees.

For **Postgraduate medical or Ph.D.** education (with or without Romanian preparatory year): you must fill out the data of the following certificates:

1. Master Degree
2. Bachelor Degree
3. High School Diploma/General Secondary Education

Please use the ADD button to be able to fill in all type of degrees.

III.   Studies applied for in Romania

The first step is to select the language in which you want to study, and if you know Romanian or not.

Please choose one program (undergraduate or master level with or without the Romanian preparatory year) from list provided by the admission platform. If you select a program in Romanian and you check that you know the Romanian language, it will be necessary to upload a language proficiency certificate together with the rest of the application documents.

Please make sure you double check the program you have chosen is the correct one.

For each specialization there is a certain number of places allocated for foreign citizens. Completing the form does not guarantee that you will keep one place. Specialization data will be stored in your account for 24 hours. After this time, if you have not completed the application form and submitted the admission file you will have to fill out again the section related to the studies for which you are applying at Babes-Bolyai University.

The Letter of Acceptance will be issued based on what you have chosen here, and it cannot be changed.

IV.   **Proficiency in other languages chapter**

If you speak several foreign languages, please use the add button for each language.

Information on accepted language certificates can be found on bellow link:

[Linguistic Competences for Candidates.pdf (ubbcluj.ro)](ubbcluj.ro)

After completing all the data, you must:

1. **CHECK** the correctness of the completed information

2. **CORRECT**, if necessary, where you find a mistake and **SAVE** your changes every time

3. **SAVE** the complete application form by pressing the button **I'M done making changes** (at the end)

Important! after pressing the button I'M done making changes, YOU CAN NO LONGER MAKE CHANGES TO THE APPLICATION FORM

4. **FOLLOW THE INSTRUCTION GIVEN BY THE PLATFORM** and in this document.

All the information related to the admission (procedure, deadlines, how the platform works etc.) can be found on the Centre for International Cooperation's website and in this document.

Correspondence and questions can be asked on the platform. Please be patient and wait for the result to be communicated to your application.

If you have **any questions** or would like to see how to proceed to apply for studies, we invite you to participate in the **online counseling sessions, zoom** platform, as follows:

April 12th, 2022 - **11:00 AM Bucharest**

May 10th, 2022 - **11:00 AM Bucharest**

June 7th, 2022 - **11:00 AM Bucharest**

July 28th, 2022 - **11:00 AM Bucharest**

The Zoom login in link for any of the counseling sessions is:

https://zoom.us/j/96525630639?pwd=MUk2L0pKenB5OHU5ZlBPVjJxaEFVQT09

III. AFTER RECEIVING THE LETTER OF ACCEPTANCE

The acceptance letter will be uploaded to your account on the online admission platform. When the acceptance letter will be uploaded into your account, you will receive a notification by e-mail (the email address used to register on the admission platform). The acceptance letter can be downloaded from the Documents section (download menu) whenever you need it.

In the message announcing that you have been accepted to study at UBB, you will also receive the link to the website where it is explained what you have to do next.

To find out what to do next, check the detailed information which be found by accessing the LINK