

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 one 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 below! 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 below links:

Bachelor Level:
<https://cci.ubbcluj.ro/wp-content/uploads/2023/03/Bachelor-Programs-Specializations-1.pdf>

Master Level:

<https://cci.ubbcluj.ro/wp-content/uploads/2023/03/Master-Programs-Specializations-1.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).

Please upload the proof of payment on the platform and wait to receive the confirmation of payment and accommodation.

Online payment links

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>

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

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>

Sociology: <https://plati.ubbcluj.ro/en/Event/Details/152>

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 tuition fee payment and accommodation required 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 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 post a comment in your account on the online admission platform in which to inform us of the reason for which you ask the refund, then to follow the instructions given in the platform. In case of visa refusal, you are required to upload a copy of the visa refusal letter in the Documents section of your online account.

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: Corina Todea, e-mail: corina.todea@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 MUST INFORM US WHICH IS THE OPTION CHOSEN BY YOU (OUT OF THE 3 OPTIONS MENTIONED ABOVE)

!!! 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. Log on <http://eviza.mae.ro/> or contact the closest Romanian Embassy to find out which are the necessary documents;
2. Gather the necessary documents;
3. Make an appointment on <http://eviza.mae.ro/> and go for the interview on the date specified by the Embassy.

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 account on the online admission platform. Please follow the instructions on the platform.

Application for campus can be done by taking the 3 easy steps:

1. fill out the form in the section called *Accommodation*;
2. pay online the accommodation fee for the first month (please see below the links for the online payment);
3. upload a Pdf file comprising a copy of your passport (personal data and visa pages), a passport-size photo and the receipt of payment.

On-campus accommodation online payment links:

Dormitory 1 – 190 RON/month	https://plati.ubbcluj.ro/en/Event/Details/157
Dormitory 3 – 190 RON/month	https://plati.ubbcluj.ro/en/Event/Details/158
Dormitory 6 – 190 RON/month	https://plati.ubbcluj.ro/en/Event/Details/159
Dormitory 14 – 230 RON/month	https://plati.ubbcluj.ro/en/Event/Details/160
Dormitory 16 – 190 RON/month	https://plati.ubbcluj.ro/en/Event/Details/161
Dormitory 17 – 250 RON/month	https://plati.ubbcluj.ro/en/Event/Details/162
Dormitory A4 – 280 RON/month	https://plati.ubbcluj.ro/en/Event/Details/163
Dormitory Economica II – 280 RON/month	https://plati.ubbcluj.ro/en/Event/Details/164
Dormitory Sport 21 – 280 RON/month	https://plati.ubbcluj.ro/en/Event/Details/165

Note! Please be aware that for the **enrollment at the faculty** you will have to communicate the same **e-mail address** as the one used to register the on-line payment for accommodation.

After submitting the application form, together with the payment proof and with the necessary documents, your on-campus accommodation request will be verified and if OK it will be approved. You will receive a message with all the details concerning the accommodation.

Important!

- **Accommodation is available in double, triple or 5-person rooms**
- **The campus will officially open on September 29th, 2024.**
- **The university has a limited number of places; you will be able to apply for a place on condition that there are free places available**
- **The check-in could not be done earlier than 5 working days from the moment you receive the confirmation.**
- **The place will be reserved for you for a period of 5 working days counted from the check-in date. In case you do not check-in during this time, you will lose the place.**

You may sign an accommodation contract only after you have a student ID number, received after enrollment at the faculty.

The accommodation for the academic year 2023-2024 is valid until early July 2024. Those who will continue their studies at UBB and for some reason cannot go home for summer holiday, they may apply for accommodation in a university dorm over the summer holiday July-September 2024. The application for summer accommodation, as well as the application for accommodation for second and third years of studies, will be done on the accommodation platform for international students in which you will be able to log in using your student credentials. Please check our webpage for further details concerning the summer accommodation.

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-Napoca

The university year 2023-2024, starts on October 2nd, 2023 and it is recommended to arrive to Cluj-Napoca and start your classes at this date or as close as possible to this date. Those applicants who, for some reason, will not be able to arrive at the beginning of October, they may come and enroll as soon as possible after this date, but no later than **January 21st, 2024**.

Please note that the students who arrive later will need to catch up for the lost courses on their own, because the professors will not resume their teaching process.

Please check the structure of the academic year 2023-2024 on below link:

https://www.ubbcluj.ro/en/studenti/files/invatamant/EN_Structura_anului_2023-2024_RO.pdf

After the last day of enrollment of January 21st, 2024 you will not be allowed to enter the country and enroll 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, including those concerning accommodation in campus starting with the second year of studies.

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: carmen.bochis@ubbcluj.ro
2.	Business	Lidia BEUDEAN, Bachelor level	E-mail: lidia.beudean@ubbcluj.ro
		Dumitrița PODAR, master level	E-mail: dumitrita.podar@ubbcluj.ro
3.	Chemistry and Chemical Engineering	Octavia Mihaela CHIȘ	E-mail: octavia.chis@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@ubbcluj.ro Phone: +4 0264/405328
7.	Geography	Cristina TĂNĂSESCU	E-mail: cristina.tanasescu@ubbcluj.ro
8.	History and Philosophy	Simona DOMBI	E-mail: simona.dombi@ubbcluj.ro
9.	Letters	Ramona IORDACHE (for the Romanian Preparatory Year)	E-mail: ramona.iordache@ubbcluj.ro Phone +4 0264/534898
		VIGH Katalin	E-mail: katalin.vigh@ubbcluj.ro Phone: 0264/534898
10.	Mathematics and Computer Sciences	Eleonora ANDREICA	E-mail: eleonora.andreica@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-Ioana SUMA	E-mail: carmen.suma@ubbcluj.ro
		Gyongyi-Magdolna SZOCS	E-mail: gyongyi.szocs@ubbcluj.ro
18.	Orthodox Theology	Cosmin TRIF	E-mail: cosmin.trif@ubbcluj.ro
19.	Greek-Catholic Theology	Mihai MORUȚAN	E-mail: mihai.morutan@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 contact.eng@ubbcluj.ro

For more details concerning student life and educational system please read the Freshman's 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@aiesec.net and present your situation. Please notice that the organization is independent of Babeş-Bolyai University.

HEALTH INSURANCE

Students up to 26 years old benefit from a free public health insurance covered by the Romanian Government. Students who are 26 years of age or older must purchase an insurance from the National House for Health Insurances. 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://Casa.Nationala.de.Asigurari.de.Sanatare.Eficacitate.şi.accesibilitate.pentru.sănătate.cnas.ro).

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 permit.** The entire application process is your responsibility.

Please check the residence permit procedure at the following link:
<https://igi.mai.gov.ro/studii/>

The application can be done online, by creating an account and uploading the documents at the following link: <https://portaligi.mai.gov.ro/portaligi/>.

After you submit the documents online, you will receive an email with 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 and they get enrolled for the full time studies (bachelor or master).

In case your address in Romania will change, you need to request 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.

