

**LIST OF NECESSARY DOCUMENTS FOR
RECOGNITION/VALIDATION OF DIPLOMAS
FOR E.U. CITIZENS BY CNRED 2020-2021
(applying for a Bachelor study programme)**

**Registration period for submission of files at
W.U.T for validation of study diplomas for the
academic year 2020 - 2021:**

-February - 20th of August 2020 (for admission at a Bachelor+ Master study programme) (prevalently processed);

-February 2020 - with 30 days before the beginning of the study programme (for admission at a PhD study programme or at a postuniversity programme of continuous professional development);

-The deadline for eventual submissions of potential additional documents to the already existing file is of maximum one year from the initial moment of its submission (it is advisable to submit the documents one month earlier). In case the additional documents are not submitted within this period of time, the original file will not be taken into consideration anymore and a new file will have to be submitted according to the existing legislation.

A. Required documents / Checking documents for CNRED

1. Application form (to be downloaded from the website of CNRED);

2. Proof of completion of secondary school (high school diploma/certificate) :

-copy, if the study document is issued in Romanian, English, French, Spanish, Italian language;

-copy and certified translation (**in original**) in Romanian language for the documents issued in other languages;

3. Proof of completion for the last 2 years of high school completed abroad, with subjects and marks/points obtained

-copy, if the study document is issued in Romanian, English, French, Spanish, Italian language

-copy and certified translation (**in original**) in Romanian language for the documents issued in other languages

4. Other documents, if it is necessary

* **Example**: provisional certificate of maturita from Italy, Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto from Spain; eligibility certificate issued by Verket för högskoleservice from Sweden, SAT/ACT scores from USA, copy and certified translation in Romanian, except for the documents issued in English, French, Spanish, Italian

* **Example: Foreign citizens, family members of Romanian citizens, holders of a temporary residence permit**, must submit the proof either of an employment contract or of registration as unemployed person in order to benefit, under the law, of equal treatment with Romanian citizens regarding the study enrollment (OUG no. 194/2002 on the Regime of Aliens in Romania, republished, art. 80 paragraph (3), lit. B) and c))

5. Identification paper - copy

-passport / identity card;

-proof of legal name change, if applicable, copy for documents in Romanian language / English / French / Spanish / Italian, and certified translation in Romanian for other languages\;

B. Additional to the documents listed at section A, the tax for processing and submitting the documents to the Romanian National Centre for the Recognition and Validation of Diplomas is 100 RON and it must be paid for:

The Beneficiary: Universitatea de Vest din Timisoara (West University of Timisoara)
Address of the Beneficiary: Bd.Vasile Parvan, Nr.4, 300223-Timisoara
Bank: Banca Transilvania
IBAN: RO05BTRL03601202618849XX
SWIFT: BTRLRO22

The receipt / payment order / postal order will specify at the payer section, the name of the candidate, as written in the study document, IBAN and the reference "taxa procesare dosar CNRED" for the payment to be valid

- **Complete contact data;**
- **GDPR Form;**

Authentication of study documents

1. Diplomas from Moldova do not need any form of authentication.

Diplomas issued before 2008 (and diplomas issued after 2008 which cannot be verified on line) shall be accompanied by a Certificate of Authenticity from the Ministry of Education of Moldova which shall be submitted in original;

2. **Hague Apostille** is requested for diplomas from countries which are parties to the Hague Apostille, issued by the competent authorities in the issuing countries. Hague Apostille Convention is requested for diplomas from Italy, Greece, Spain, Portugal and Cyprus;

3. **Diplomas issued in countries which are not parties to the Hague Apostille shall be authenticated or accompanied by an authentication certificate from by the competent authorities in the issuing countries;**

-Legalization/Authentication is done by the Ministry of Foreign Affairs from the issuing country and the Embassy/Consular Office of Romania in the issuing country or by the Ministry of Foreign Affairs in the issuing country and the issuing country's Embassy/Consular Office in Romania; for countries where Romania does not have a diplomatic mission or countries which do not have diplomatic

missions in Romania, the study documents shall be legalized by the Ministry of Education and the Ministry of Foreign Affairs from the issuing country

-Legalization/Authentication exemption is allowed under the law of an international treaty to which Romania is party or on a reciprocity basis.

ATTENTION!

The certificate of recognition of preuniversity studies, for undergraduate study programme application, is issued by the Romanian National Centre for the Recognition and Validation of Diplomas (C.N.R.E.D.), directly to the candidate or the university representative, in person. The diploma of preuniversity studies must be presented, in original, for verification, bearing the Hague Apostille or the specific legalization if the case.

In case the Certificate of Recognition for admission at Bachelor studies at W.U.T. cannot be taken in original from the Department of International Relations by its rightful possessor, it can be taken by an intermediate person only on the basis of a Power of Attorney issued in Romanian or in a widely spread international language.

!When coming for enrollment, he candidates will present their study documents at the faculty that they have decided to apply for, in original, along with the necessary translations in Romanian (if the case).

Responsible person with the admission for E.U. citizens, for Romanian citizens with studies done abroad, for family members and subsidiary protection/refugees citizens

Karola KALAPATI

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