TUTORIAL

(For NON-EU citizens)

about uploading documents to the site of the Technical University of Cluj-Napoca

Open your browser and type the acronym of the university.

Enter the site.
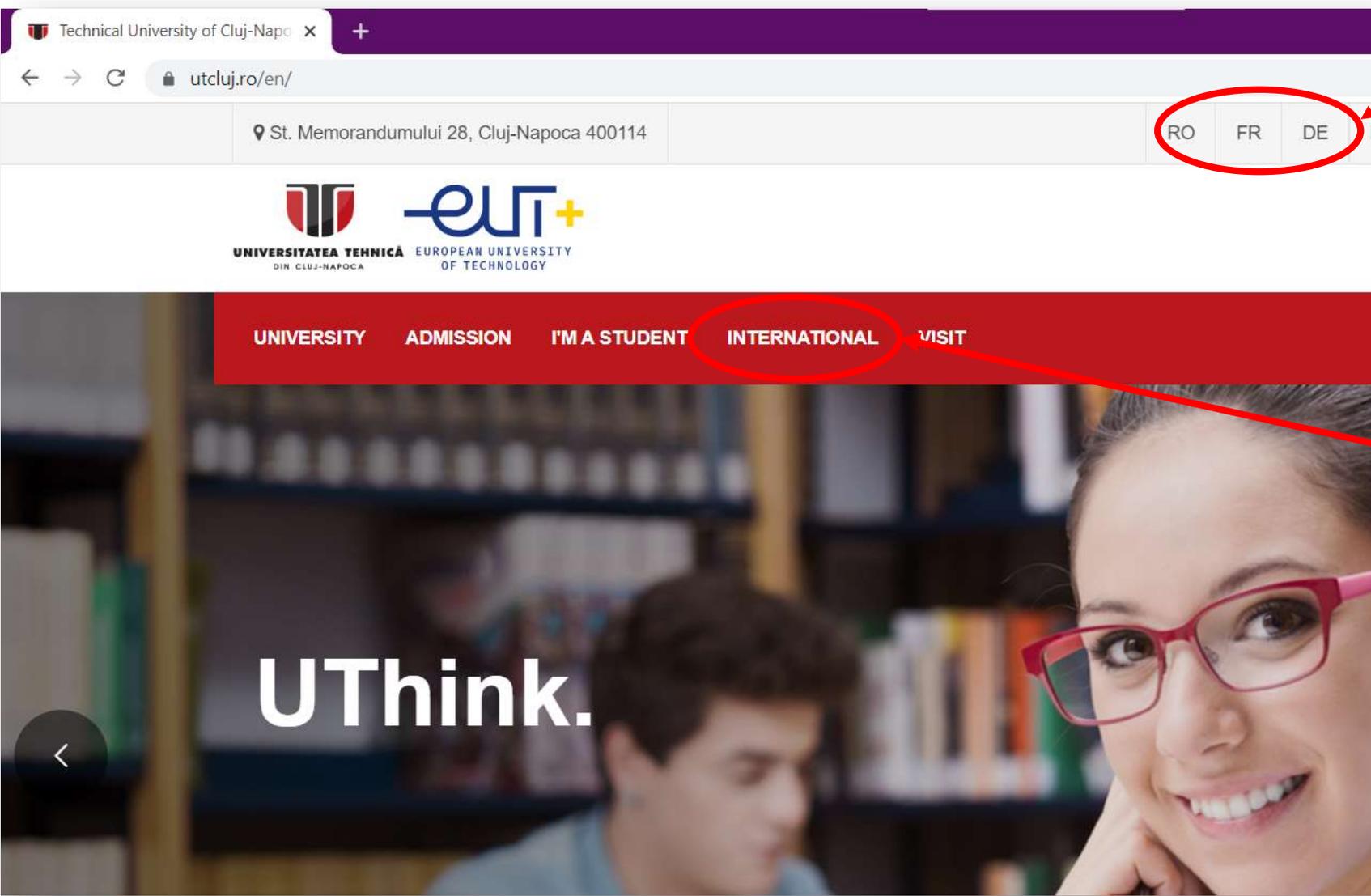
Here, you can change the language.

Go to "INTERNATIONAL".
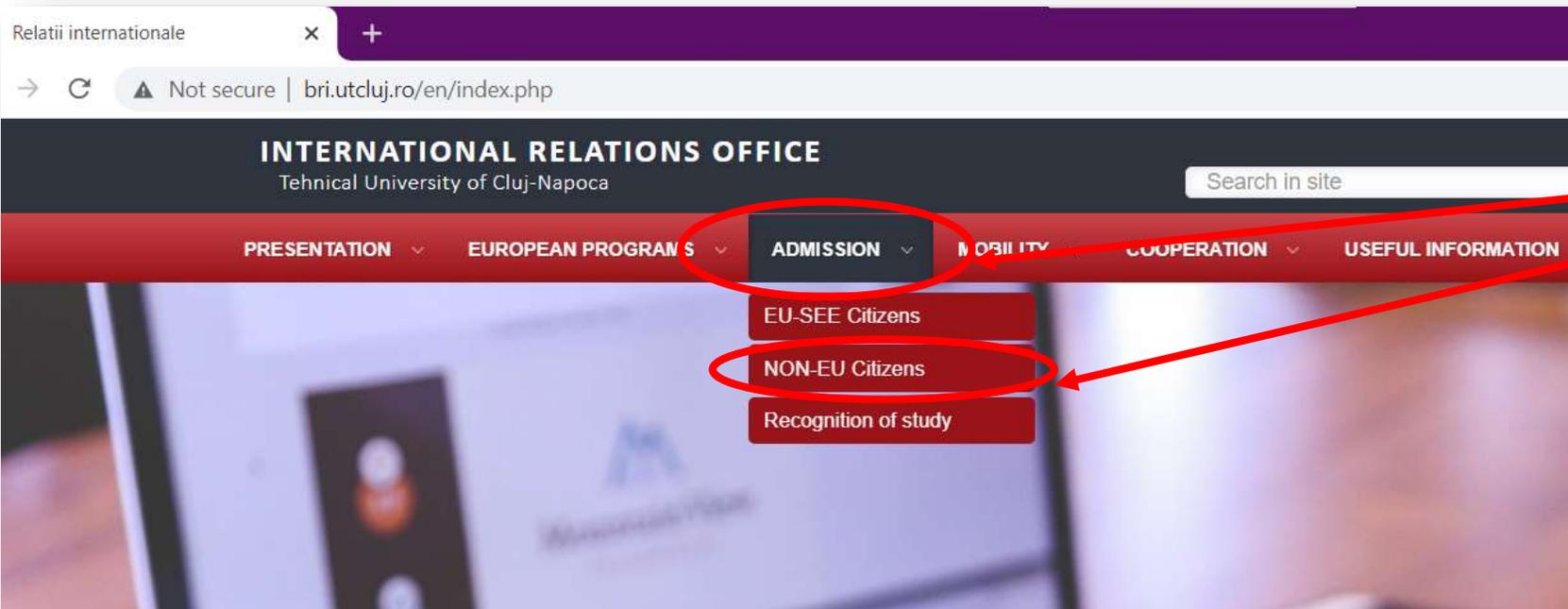
Click "ADMISSION" and select "NON-EU Citizens".

Here you can see the steps of admission for all levels of studies. If you choose "Preparatory year", for example, you'll see the window with three parts
- Short presentation
- Admission Calendar
- Admission Steps.
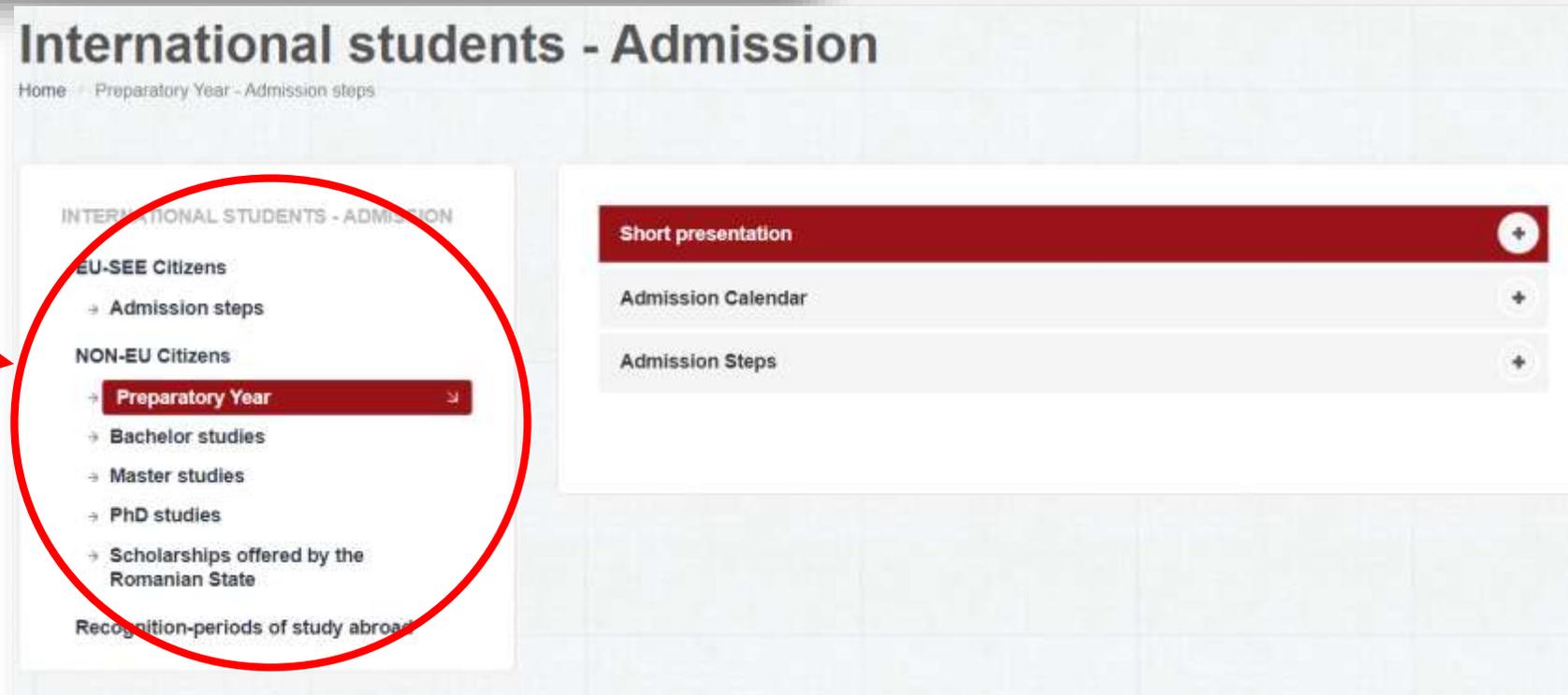
INTERNATIONAL STUDENTS - ADMISSION

EU-SEE Citizens
→ Admission steps

NON-EU Citizens
→ Preparatory Year
→ Bachelor studies
→ Master studies
→ PhD studies
→ Scholarships offered by the Romanian State

Recognition-periods of study abroad

Our university offers international students the opportunity to study at all levels, bachelor, master, PhD. Choose the level you want to apply for, and let's start our adventure together!

We expect and receive applications from both EU and non-EU students.

The admission calendar and application steps are provided for each level.

Once admitted, we offer students accommodation and the possibility of joining a "buddy network" system for unforgettable experiences in our university and in our city.

We are glad to help you and we are waiting for you!

We will see in detail the admission steps of "Preparatory year". However, these steps are almost the same for the all the other levels of studies(Bachelor's, Master's, PhD). There are few observations:

- If you want to study any of these levels in Romanian, you have to complete the preparatory year.
- If you want to study any of these levels in English or French, you have to upload the appropriate certificate that proves your knowledge about the corresponding language.

EU-SEE Citizens

→ Admission steps

NON-EU Citizens

→ **Preparatory Year** ↘

→ Bachelor studies

→ Master studies

→ PhD studies

→ Scholarships offered by the Romanian State

Recognition-periods of study abroad

Read about our experience

Short presentation

The Technical University of Cluj-Napoca (TUCN) organizes a Preparatory year of Romanian Language for the international students according to the accreditation granted by the Romanian Agency for Quality Assurance in Higher Education, Order of the Ministry of National Education published in the Official Journal of Romania No. 680/06.08.2018.

This program is compulsory for the international students who wish to access programs of studies offered exclusively in Romanian Language.

The courses are organized within the Department of Modern Languages and Communication of the university and are taught by specialists professors in teaching the Romanian language as a foreign language. The admission to this program is organized according to the present legislation and according to the specific methodologies and procedures of the TUCN. The actual admission may differ according to different types of citizenship and permanent residence (EU/non-EU).

The course lasts one academic year, and it is split in 2 semesters (60 ECTS) and engages a full training for achieving competences in the field of Romanian language, culture and civilization, as well as specific knowledge in the fields of engineering, applied sciences (mathematics and nature sciences), biology and biomedical sciences. According to the curriculum, the Preparatory year of Romanian Language proposes the following subjects:

Subject/semester	No. hours/week Seminar(S) Course(C)	ECTS
Phonetics, vocabulary and grammar structures/1st semester	8 hours/week (S)	8
Oral and written communication I/1st semester	8 hours/week (S)	8
Understanding the written and oral text/1st semester	10 hours/week (S)	8
Romanian culture and civilization I/ 1st semester	2 hours/week (S)	6
Oral and written communication II/2nd semester	5 hours/week (S)	8
Writing and composition/2nd semester	6 hours/week (S)	6

In "Short presentation" you can find necessary information about the preparatory year.

INTERNATIONAL STUDENTS - ADMISSION

EU-SEE Citizens

→ Admission steps

NON-EU Citizens

→ **Preparatory Year** ↘

→ Bachelor studies

→ Master studies

→ PhD studies

→ Scholarships offered by the Romanian State

Recognition-periods of study abroad

Short presentation ⊕

Admission Calendar ⊖

* 4th of February - 13th of July - **STEP 1** - Online application

* 7th of February - 21th of July - **STEP 2** - Issuance of the Pre-enrolment Consent/Refusal

* 19th of April - 25th of July - Successful applications being forwarded to the Ministry of Education and Research

* July - September - **STEP 3** - Issuance of the official response by the Ministry of Education

* 27th of September - 15th of October - **STEP 4** - Presenting the complete set of original documents and enrolment

NOTES regarding the above timeline:

• *The average file processing time at TUCN is a fortnight. Mandatory condition:* **the file must be complete. An incomplete file will not be processed**, *the file processing fee will not be refunded, and the candidate will receive a refusal from the university*
• *PhD degree seeking candidates must request and obtain a Pre-enrolment consent from a PhD supervisor prior to uploading the file in the online application. The list of PhD supervisors and their contact details are available here.*
• *The aptitude test for* **Architecture** *will take place at a date and in a manner agreed by the Faculty of Architecture and Urban Planning*
• *The aptitude test for Arts (BA only) will take place at a date and in a manner agreed by the Faculty of Humanities.*

Admission Steps ⊕

In "Admission Calendar" you can see the beginning and end of admission period, the dates are UPDATED every year.

Admission Steps —

Step 1 - Online application

The candidate must complete the **application form**, pay the file processing fee **(show / hide)** and submit online all the required documents **here**.

The candidate's file must contains the following documents:

- Birth certificate – copy and legalized translation;
- Copy of the ID which states the permanent residence in a foreign country;
- Copy of the passport;
- The Application for the issuance of the letter of acceptance to studies – it **MUST** be filled in with capital letters and all fields are mandatory;
- High School Graduation Diploma or its equivalent – copy and legalized translation, **authenticated (show / hide)** by the authorities in the issuing country;

Authentication is defined by the ministry as follows:

* Diplomas issued in countries which are not parties to the Hague Apostille Convention 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, the Embassy/Consular Office of Romania in the issuing country and the Romanian Ministry of Foreign Affairs or by the Ministry of Foreign Affairs in the issuing country, the issuing country's Embassy/Consular Office in Romania and the Romanian Ministry of Foreign Affairs; 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.

- Bachelor's Degree Diploma or its equivalent – copy and legalized translation, **authenticated** by the authorities in the issuing country (*if applicable*);
- Master's Degree Diploma or its equivalent – copy and legalized translation, **authenticated** by the authorities in the issuing country (*if applicable*);

In "Admission Steps" you'll see all the 4 steps of admission. Step 1 is "Online application" where you fill in the application form and upload the necessary documents.(we'll see how..). Read carefully the list of the documents that you have to upload.

If you click "(show/hide)" a small window appears where you get better understanding of what an **authenticated** document is.

"if applicable" simply means "if you have", for example, if you are applying for preparatory year and you **don't have** a degree yet, then you don't have to upload anything regarding Bachelor's Degree(or Master's Degree), on the other hand, if you are applying for preparatory year and you **have** Bachelor's Degree(let's say you're going to do your Master's), you have to upload your Bachelor's Diploma.(the same for PhD level).

Admission Steps ⊖

Step 1 - Online application

The candidate must complete the **application form**, pay the file processing fee **(show / hide)** and submit online all the required documents **here**.

Account information:

BANCA COMERCIALA ROMANA CLUJ-NAPOCA
Adress: No 10-12, George Baritiu Street 400027, Cluj-Napoca
IBAN: RO32 RNCB 0106 0266 0155 0227
Currency: EURO

SWIFT: RNCBROBU
CUI: 4288306
Bank Sorting: 300131007
Account holder: Universitatea Tehnica din Cluj-Napoca
Memorandumului Street, No. 28, Cluj-Napoca

The file shall be uploaded in the **application** provided.
All documents not originally issued in English, French or Romanian must be accompanied by legalized translations in one of these three languages.
The Curriculum available @ TUCN may be found at this **link**.
Applicable university fees are listed **here**.

Step 2 - Issuance of the pre-enrolment consent

Step 3 - Issuance of the letter of acceptance

1. First, you have to fill in the application form. In this link, you can get access to the form (see the next slide).

If you click "(show/hide)", you can see a window with the account information of the university(Bank, IBAN, Currency, etc).

When filling the application form you can find necessary information about the CURRICULUM of the university here.

Here(at the bottom of the Step 1 field), you can find more information about the fees.

Here is how the application form looks like. It is in 3 different languages and consists of 2 pages.

Here you can download the form.

Don't forget to attach your photo when you fill in the form.

onEU.pdf

1 / 2   —   100%   +

ANEXA nr.2

Nr. Ref................

MINISTERUL EDUCAȚIEI
MINISTRY OF EDUCATION
MINISTÈRE DE L'ÉDUCATION

DIRECȚIA GENERALĂ RELAȚII INTERNAȚIONALE ȘI AFACERI EUROPENE
GENERAL DIRECTION FOR INTERNATIONAL RELATIONS AND EUROPEAN AFFAIRS
DIRECTION GÉNÉRALE DES RELATIONS INTERNATIONALES ET DES AFFAIRES EUROPÉENNES
28-30 G-ral Berthelot Street/12 Spiru Haret Street,010168 Bucharest
Tel. (+4021) 4056200; 4056300

CERERE PENTRU ELIBERAREA SCRISORII DE ACCEPTARE LA STUDII
APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES
DEMANDE D'APPLICATION POUR LA LETTRE D'ACCEPTATION AUX ÉTUDES
(Se completeaza cu majuscule/ to be filled in with capital letters/ A completer en majuscules)

1. NUMELE   PRENUMELE
(SURNAME/NOMS)   (GIVEN NAMES/PRENOMS)

2. NUMELE PURTATE ANTERIOR
(PREVIOUS SURNAMES/NOMS ANTERIEURS)

3. LOCUL NASTERII   Tara   Localitatea   Data
(DATE AND PLACE OF BIRTH/   (COUNTRY/PAYS)   (PLACE/LIEU)   (DATE/DATE) Z Z L L A A A A
DATE ET LIEU DE NAISSANCE   (D D M M Y Y Y Y)

When you fill in the form…

➢ To "VALIDITY" field you must introduce the expiry date of your passport **NOT** the number of years.
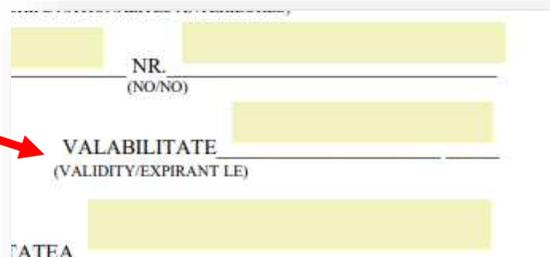
NR.
(NO/NO)

VALABILITATE
(VALIDITY/EXPIRANT LE)

ATEA
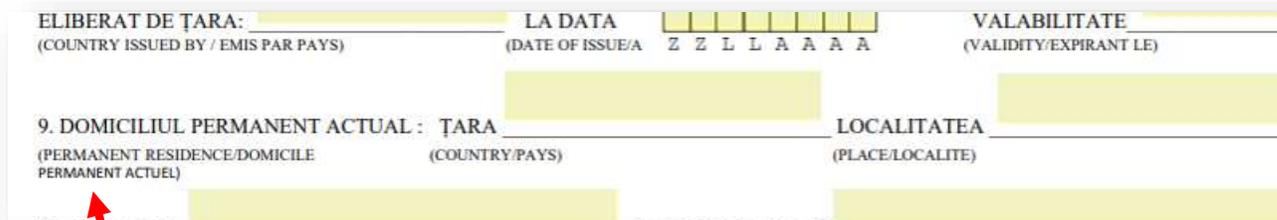
ELIBERAT DE ȚARA: _____ LA DATA ⎢⎢⎢⎢⎢⎢⎢⎢⎢ VALABILITATE _____
(COUNTRY ISSUED BY / EMIS PAR PAYS) (DATE OF ISSUE/A Z Z L L A A A A (VALIDITY/EXPIRANT LE)

9. DOMICILIUL PERMANENT ACTUAL : ȚARA _____ LOCALITATEA _____
(PERMANENT RESIDENCE/DOMICILE (COUNTRY/PAYS) (PLACE/LOCALITE)
PERMANENT ACTUEL)

➢ To "PERMANENT RESIDENCE" field you must introduce the address from your **home country**.
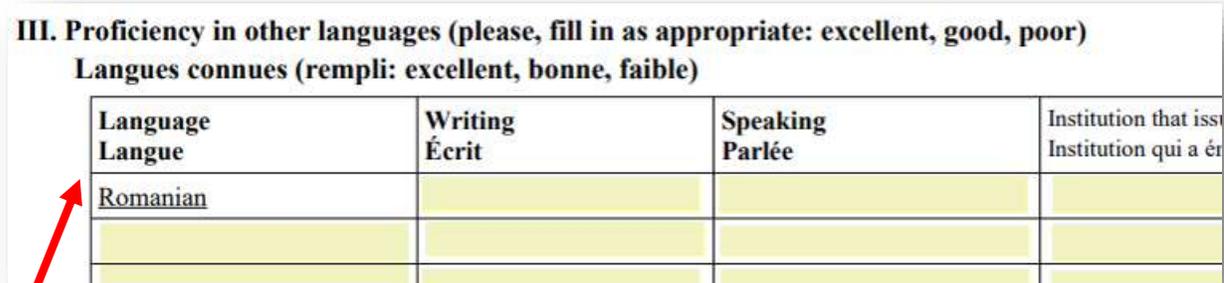
III. Proficiency in other languages (please, fill in as appropriate: excellent, good, poor)
Langues connues (rempli: excellent, bonne, faible)

Language Langue	Writing Écrit	Speaking Parlée	Institution that issu Institution qui a én
Romanian			

➢ When completing the "Proficiency languages" field, you must introduce **at least** one more language and for "Romanian" introduce "poor" if you don't speak Romanian.

➢ When completing the "Previous education" field, you must introduce **both** the year of admission and the year of graduation.
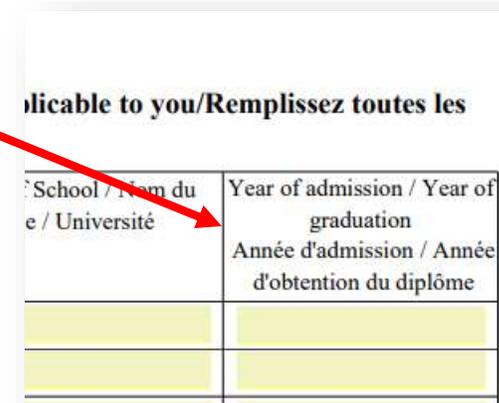
licable to you/Remplissez toutes les

School / Nom du e / Université	Year of admission / Year of graduation Année d'admission / Année d'obtention du diplôme
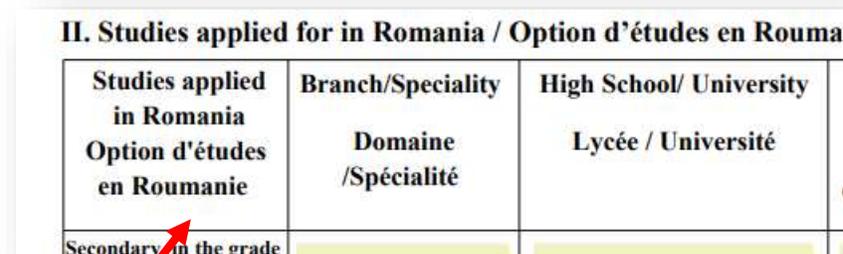
II. Studies applied for in Romania / Option d'études en Roumal

Studies applied in Romania Option d'études en Roumanie	Branch/Speciality Domaine /Spécialité	High School/ University Lycée / Université
Secondary in the grade		

➢ When completing "Studies applied for" field:
- You must introduce the name of your major exactly the same as it appears in the CURRICULUM.
- The name of the university should be introduced correctly.

Admission Steps

Step 1 - Online application

The candidate must complete the **application form**, pay the file pr
online all the required documents **here**.

The candidate's file must contains the following documents:

By clicking "here" you'll be led to the window where you start uploading the documents. First you have to fill the gaps with your personal information(name, country, E-mail, etc).

Surname / Nume *

Given names / Prenume *

Number of travel document / Numărul documentului de călătorie *

Country / Țara*

(Choose Country / Alege țara)

City / Oraș *

Street name and number / Numele și numărul străzii *

Postal code / Cod poștal *

E-mail adress / Adresă de e-mail *

After filling the gaps start uploading the documenets.

Phone number / Număr de telefon *

Facebook/Twitter account // Cont de Facebook/Twitter

Steps of uploading a document
- Application Form

The asterisk (*) means that it is **obligatory** to upload the document, if there is no asterisk, then it is optional.

1. Click "Choose File".

2. Choose a corresponding document from your files.

Upload application / Télécharge application / Încărcați aplicația

Application for the issuance of the letter of acceptance to studies / Cerere pentru eliberarea scrisorii de acceptare la studii *
Curriculum available / Curriculum disponibil here / aici

Choose File   No file chosen

Upload original docum

Birth certificate / Certificat

Choose File   No file

Open window:
- Docu... > Tutorial_docu...
- Search Tutorial_documente
- Organize ▾   New folder
- Documents
  - Anul I
  - Anul II
  - Anul_pregatito
  - POO2022-main
  - Sound recordin
  - Tutorial
  - Tutorial_docum
- Name: Application_NonEU Date modified 12/6/2022 2:39 PM Type Micro
- File name: Application_NonEU   All Files
- Open   Cancel

3. Click "Open".

Don't forget that the files you upload **must be** in the **pdf** or **jpg** format.

- **Birth Certificate**

2. Choose a corresponding document from your files.

1. Click "Choose File".

Upload original documents / Té[...]

Birth certificate / Certificat de naştere

[Choose File] [No file chosen]

Identification Document which states
domiciliul permanent în ţara de origi[...]

[Choose File] [No file chosen]

Passport / Paşaport *

[Choose File] [No file chosen]

High School Graduation Diploma or its equivalent /High school graduation certificate * – *authenticated by the authorities*
in the issuing country
/ Diploma de absolvire a liceului sau echivalentă / Certificat de absolvire a liceului* – *autentificate de către autorităţile*
din ţara emitentă[1]

Open dialog:

« Docu... > Tutorial_docu...

Search Tutorial_documente

Organize ▾   New folder

- Documents
  - Anul I
  - Anul II
  - Anul_pregatito
  - POO2022-main
  - Sound recordin
  - Tutorial
  - Tutorial_docum

Name	Date modified	Typ
Application_NonEU	12/6/2022 2:39 PM	Mi
B Degree_diploma	12/6/2022 2:39 PM	Mi
Birth_certificate	12/6/2022 2:39 PM	Mi
Fee_receipt	12/6/2022 2:39 PM	Mi
High_School_diploma	12/6/2022 2:39 PM	Mi
ID	12/6/2022 2:39 PM	Mi
M_Degree_diploma	12/6/2022 2:39 PM	Mi

File name: Birth_certificate   All Files

[Open]   [Cancel]

3. Click "Open".

- Identification Document(ID) – means your ID(or **national** passport) which you use inside your country. Here also, do the same steps: 1. Choose file, 2. choose ID, 3. Click Open.
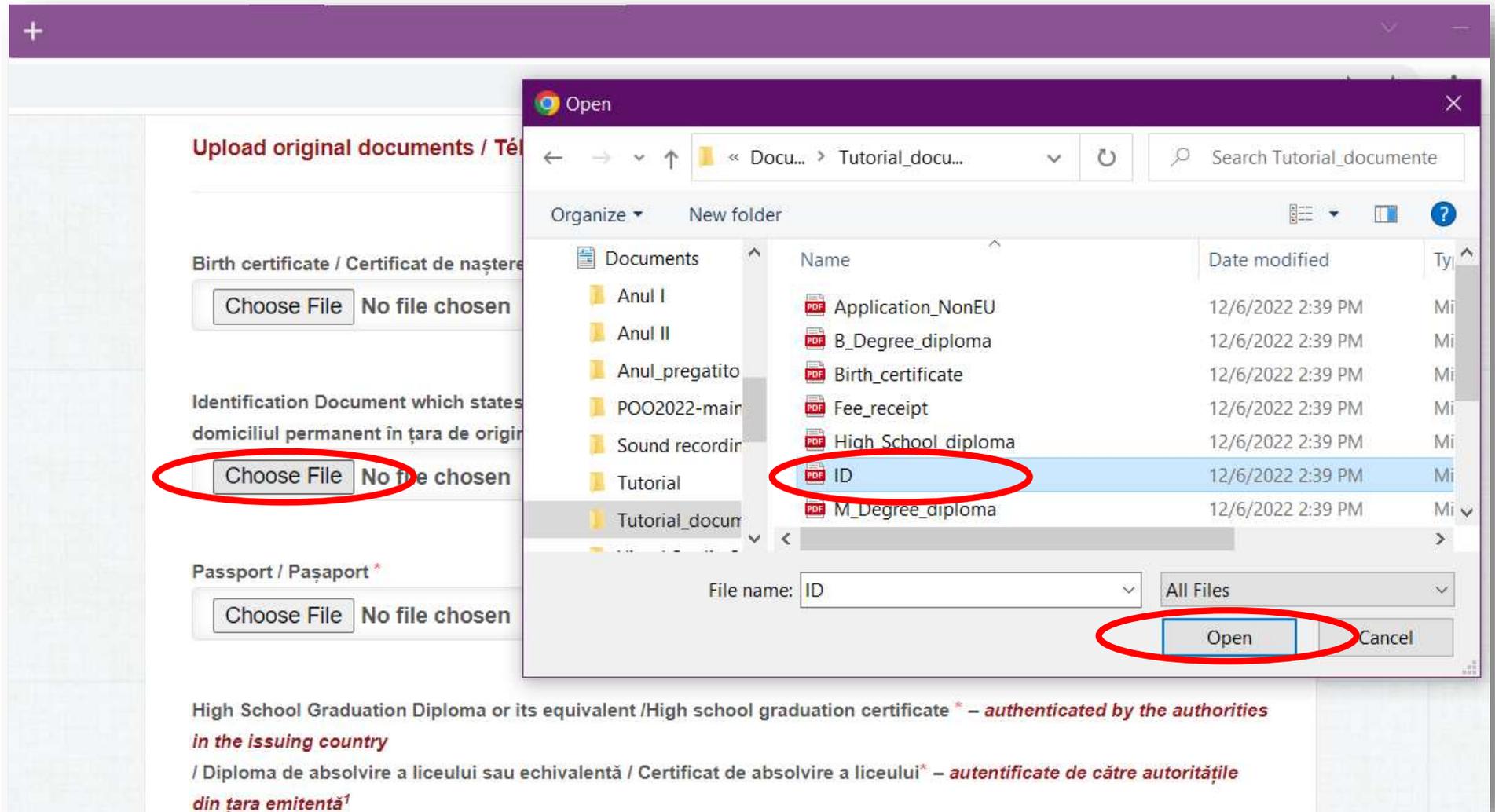
- **Passport** – means **international** Passport which you use to travel abroad(outside your country). Here also, do the same steps: 1. Choose file, 2. choose Passport, 3. Click Open.
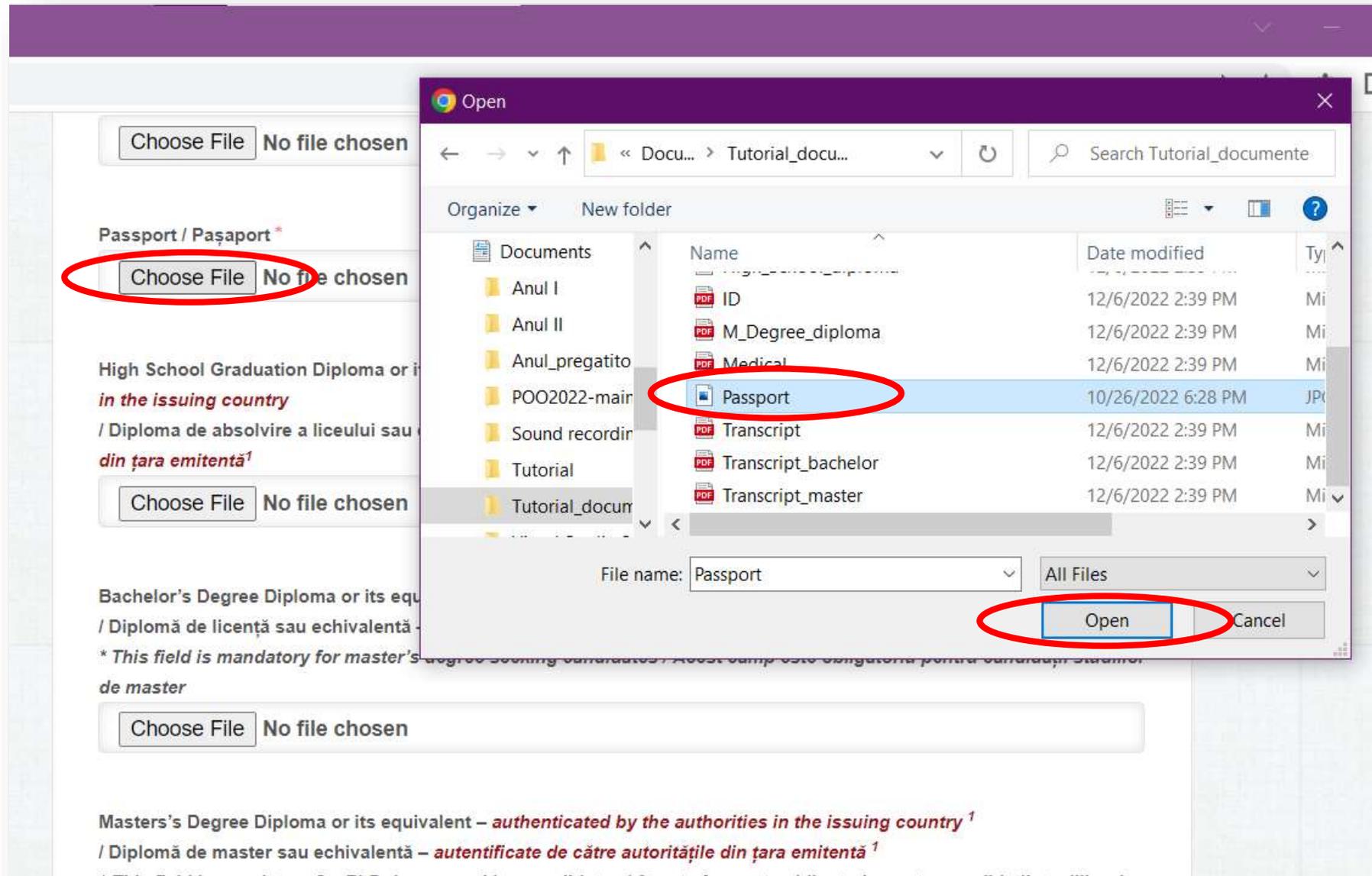
- **High School Diploma**

Here also, do the same steps: 1. Choose file, 2. choose High_School_Diploma, 3. Click Open.
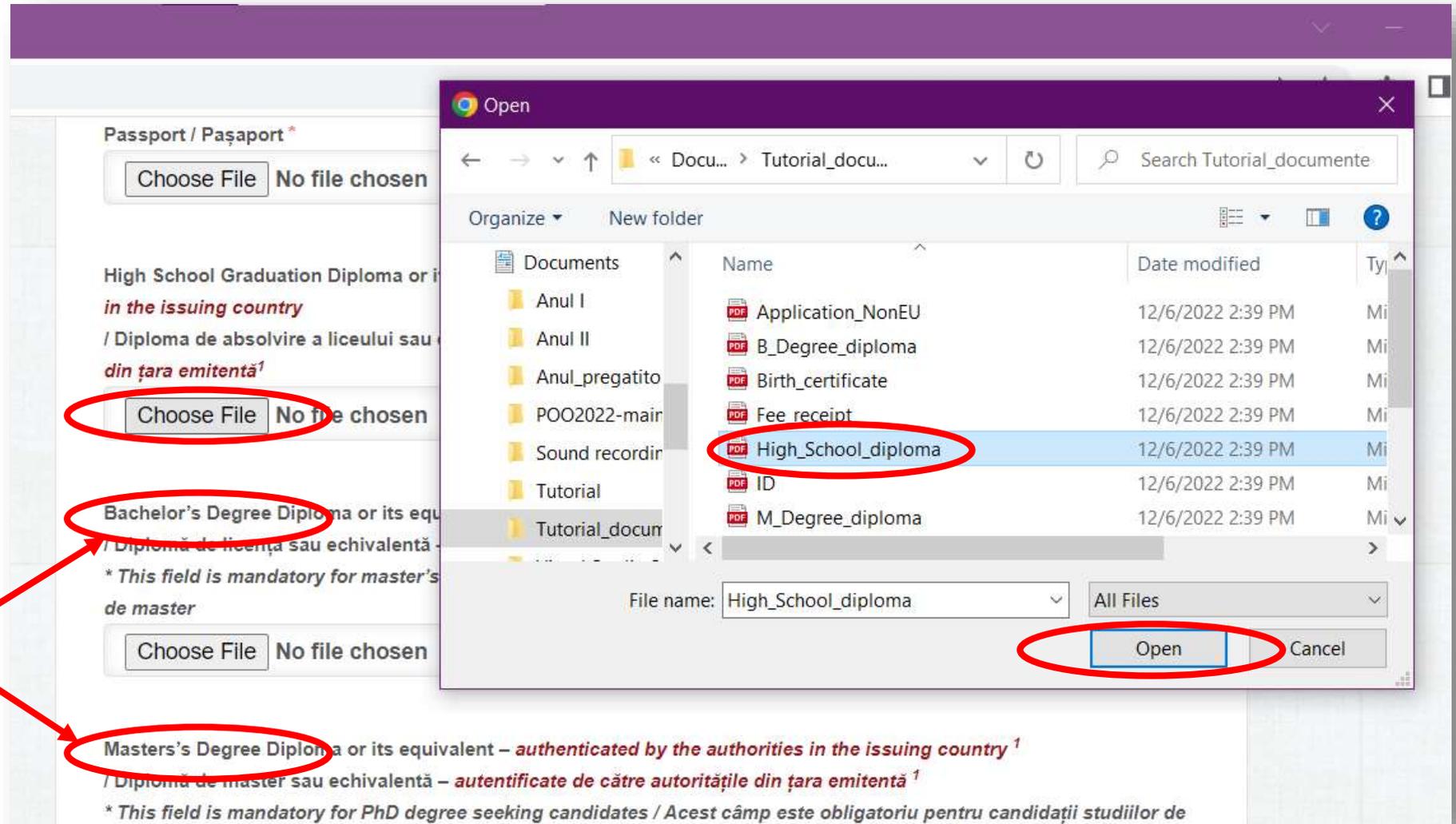
These fields are obligatory for those who already have Bachelor's (maybe also) Master's Degree.

- **Transcript of Records** – means the record(list) of the marks from all subjects that you had in the last 3 or 4 years of high school.
  Here also, do the same steps: 1. Choose file, 2. choose Transcript, 3. Click Open.
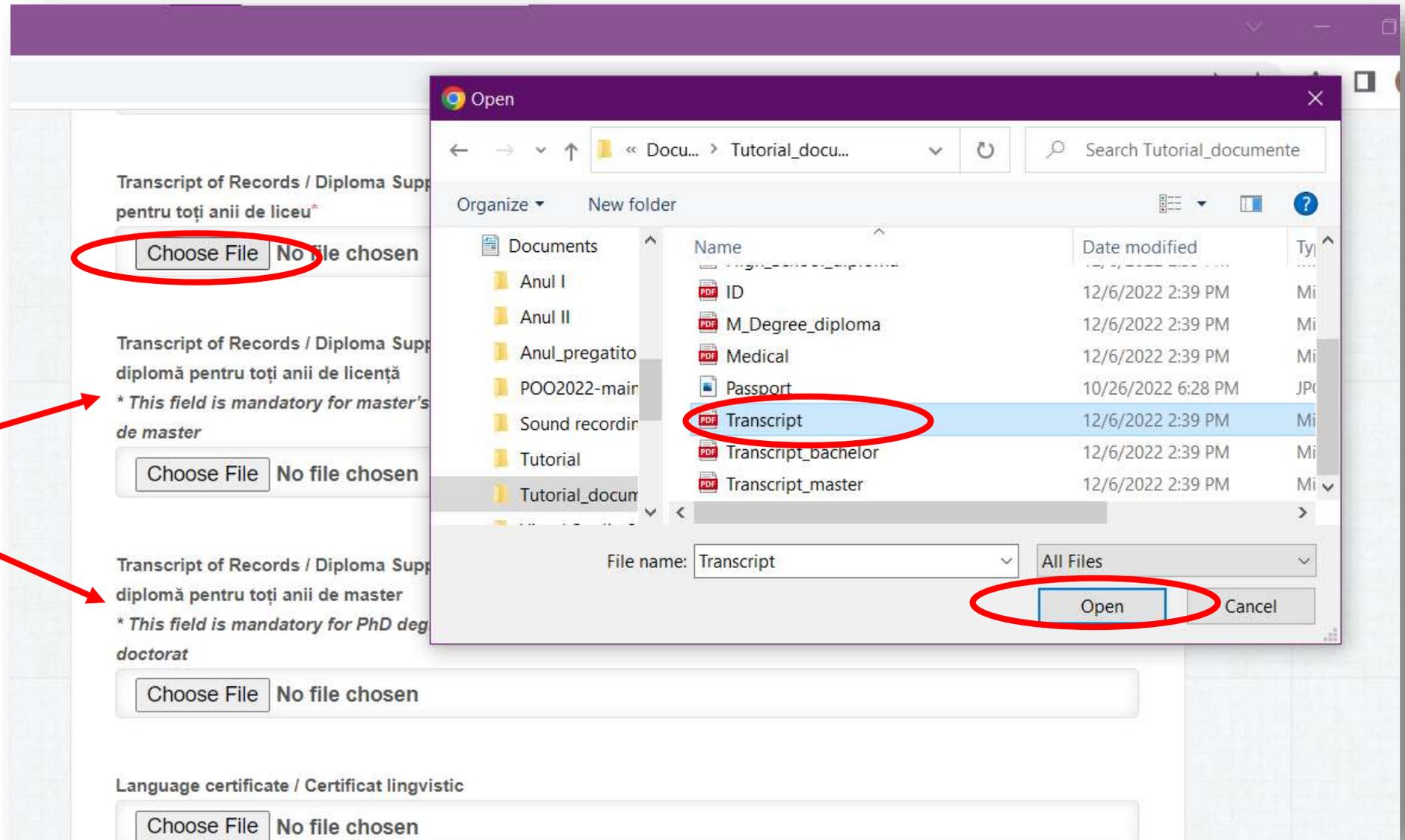
These fields are obligatory for those who already have Bachelor's (maybe also) Master's Degree.

- **Medical Certificate**

Here also, do the same steps: 1. Choose file, 2. choose Medical, 3. Click Open.

Language certificate is **not** mandatory if you are applying for preparatory year.
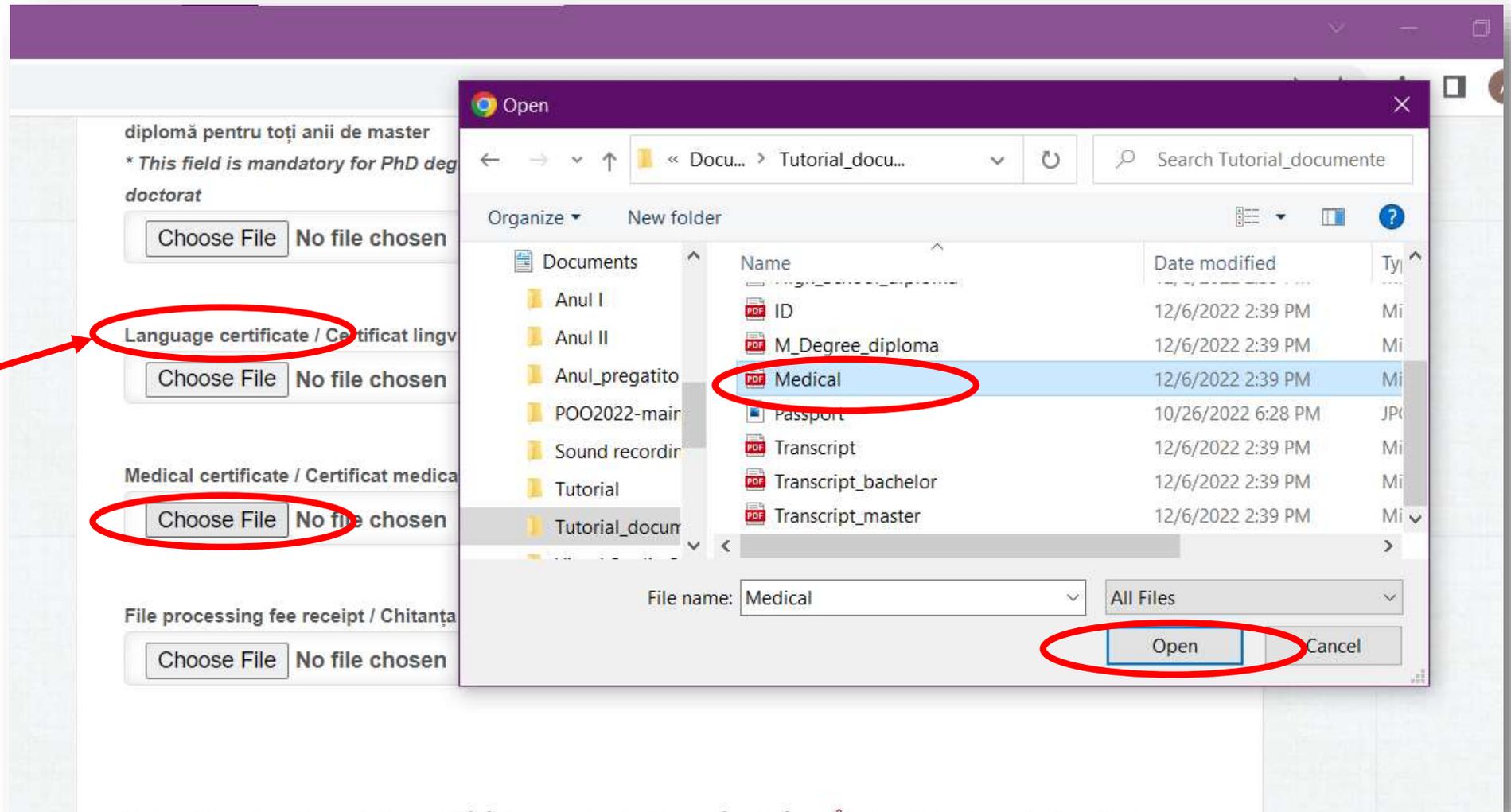
- **Fee receipt**

Here also, do the same steps: 1. Choose file, 2. choose Fee_receipt, 3. Click Open
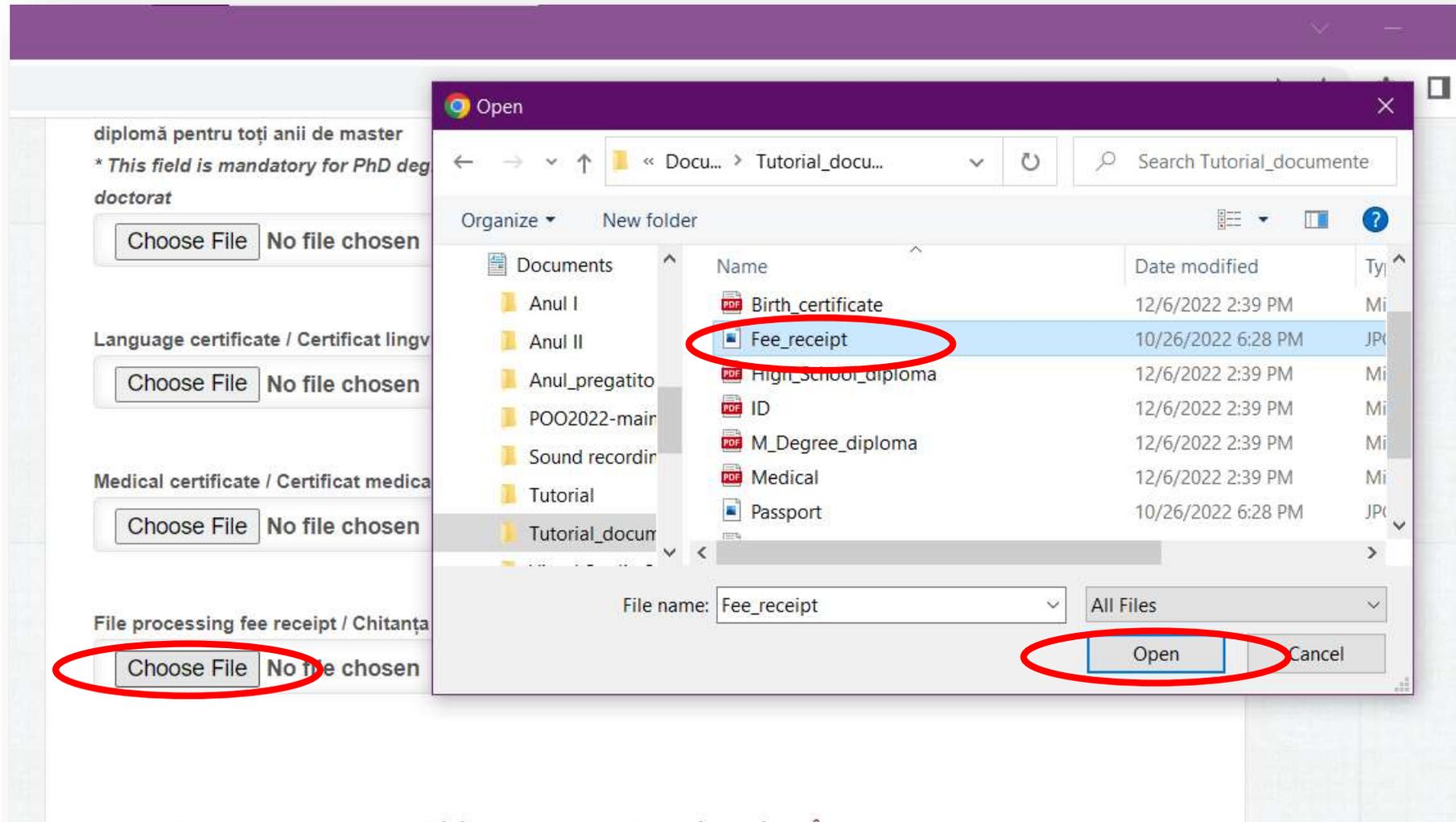
Upload legalized translations / Téléchargez traductions légalisées / Încărcați traducerile legalizate

All documents not originally issued in English, French or Romanian must be accompanied by legalized translations in one of these three languages /

Toate documentele neemise inițial în Engleză, Franceză sau Română trebuie însoțite de traduceri legalizate într-una din aceste trei limbi.

Birth certificate / Certificat de naștere*

| Choose File | No file chosen |

High School Graduation Diploma or its equivalent /High school graduation certificate // Diploma de absolvire a liceului sau echivalentă/Certificat de absolvire a liceului*

| Choose File | No file chosen |

Starting from this point, you must upload the legalized translation of the same documents if the documents **are not** originally in English, French or Romanian. (Uploading steps are exactly the same).

- **Final Step**

Solve the verification problem.

Click "Submit".

Are you human? / Ești o persoană? 3 + 1 =*

Notes:

1. Original documents issued in the signatory countries of The Hague Convention are to be authenticated with The Hague Apostille by Competent Authorities designated by the government of a state which is party to the convention.

1. Documentele originale emise în țările semnatare ale Convenției de la Haga vor fi autentificate cu Apostila de la Haga de către autoritățile competente desemnate de guvernul țării care este parte în convenție.

2. Original documents issued in countries that are not signatory of The Hague Convention must be authenticated by the Ministry of Foreign Affairs from the issuing country and by the Embassy/Consular Office of Romania in the issuing country.

2. Documentele originale emise în țări care nu sunt semnatare ale Convenției de la Haga trebuie autentificate de către Ministerul Afacerilor Externe din țara emitentă și de către Ambasada/Oficiul Consular ale României în țara emitentă.

Submit

Short presentation	+
Admission Calendar	+
Admission Steps	−

Step 1 - Online application

Step 2 - Issuance of the pre-enrolment consent

Step 3 - Issuance of the letter of acceptance

Step 4 - Enrolment

In Step 2, your documents are being analyzed and then you'll find out if you are accepted or not.

In Step 3, if you are accepted, your documents are sent to The Ministry of National Education in order to obtain the Letter of Acceptance.

In Step 4, after getting the **original** of the Letter of Acceptance to studies, you have to submit at the International Relations Office the original of several necessary documents.