

Annex 2

Documents required for certification of diplomas by the National Centre for Recognition and Equivalence of Diplomas and application for the issuance of letter of acceptance to studies

The citizens of the European Union Member States, of the European Economic Area states and of the Swiss Confederation may apply for a seat in all cycles of academic studies on the same conditions provided by law for Romanian citizens, including the tuition fees.

Admitted Doctoral candidates who are citizens of countries outside the EU, the EEA and the Swiss Confederation, the tuition fees are established by the Senate of The Bucharest university of Economic Studies, in accordance with the *Methodology for the types of fees levied by The Bucharest university of Economic Studies*. Fees for the candidates from third EU Member States are to be paid in euros at BCR. on the basis of a payment order issued by the CDS Office.

Diplomas, authenticated and translated into Romanian, shall be recognized by the specific department from The National Centre for Recognition and Equivalence of Diplomas (CNRED) part of The Ministry of National Education.

The documents needed for equivalence of studies completed abroad (**for the EU citizens and for Romanian citizens who completed their studies abroad**) are the following:

1. A request for equivalence of studies and the issuance of a certificate of equivalence;
2. Higher education studies diploma - copy or certified translation;
3. Transcript of records/supplement to the diploma - copy or certified translation;
4. Copy of own identification document: passport (copy of pages 1,2,3,4) or another identification document.

The documents needed for submission of the Doctoral application file and for the issuance of the letter of acceptance to studies ** (for non-EU citizens) are as follows:

1. copy and certified translation of the **birth certificate**;
2. copy of the document attesting that his/her domicile is abroad;
3. copy of **passport**;
4. request for the issuance of the letter of acceptance to studies, as mentioned under **Annex 2.1**, fully filled up;

5. copy and certified translation of the **Baccalaureate Diploma** or of its equivalent, authenticated by the competent authorities of the issuing country;
6. copy and certified translation of the **Bachelor degree** or of its equivalent, authenticated by the competent authorities of the issuing country;
7. copy and certified translation of the **Master's diploma** or of its equivalent, authenticated by the competent authorities of the issuing country;
8. copy and certified translation of the certificate attesting the promotion of the Bachelor's exam, for the graduates of the current year;
9. copies and certified translations of **transcripts or records**/supplements of the respective study diplomas;
10. certificate of completion of the Preparatory Year of Romanian Language for Foreign Citizens, or the language certificate, as applicable;
11. **Medical certificate** (in an international language) attesting that the candidate does not suffer from any contagious diseases or other health conditions incompatible with their future profession;
12. 2 photos of $\frac{3}{4}$.

*** The form for the request for issuance of the letter of acceptance to studies, the written approval on the part of the PhD supervisor is mandatory.**

** The application file for obtaining the **Letter of acceptance to studies** will be submitted in accordance with the information published on www.doctorat.ase.ro, at the CDS Office on Tache Ionescu Street, no. 11, 1st floor, room 8104.

All study documents must bear the [Hague Apostille](#) of the [competent authorities from the issuing countries](#) for the [states that are part of the Convention for the Hague Apostille](#). For [the states that are not part of the Convention](#), the diplomas shall be [over-legalized](#) or will be accompanied by the [Authenticity certificate](#) issued by the competent authorities from the issuing state.

The diplomas from the Republic of Moldavia [issued before 2008](#), as well as secondary studies diplomas/certificates of vocational schools shall be accompanied by the certified copy of the [Authenticity certificate issued by the Ministry of Education of the Republic of Moldavia](#).

Registration and admission examination for doctoral studies shall take place at the Bucharest University of Economic Studies, in accordance with the Methodology for Admission to Doctoral studies for the 2019-2020 academic year.

Scholarships and fee waivers may be approved solely by Ministry of National Education, in accordance with the *Order regarding the approval of the Methodology for admission to studies*

and tuition of foreign citizens on public funding seats, with scholarship, in accredited higher education institutions no. 3775/16.05.2016.

Registration for doctoral studies is made on the basis of approval from the Ministry of National Education, and will take place according to the calendars for the **July 2019** and **September 2019** sessions, as well as for the **special November 2019 session**.

Registration is made **individually** or by power of attorney and ID card.

