

Documents required for attestation of diplomas by the National Centre for Recognition and equivalence of Diplomas and obtaining the letters of acceptance to doctoral 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.

Successful PhD candidates outside the EU, the EEA and the Swiss Confederation, the tuition fees are established by the BUES Senate, in accordance with the Methodology regarding the types of fees levied by the BUES. Fees for the students of third EU member-states are to be paid in euros at B.C.R. on the basis of a paycheck issued by the CDS Office.

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

The documents needed for equivalence of studies concluded abroad (for the EU students and for Romanian students who concluded their studies abroad) are the following:

1. An application requesting 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 PhD candidate 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 his/her domicile is abroad;
3. copy of **passport**;
4. **application to request 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 diploma** or of its equivalent, authenticated by the competent authorities of the issuing country;
7. copy and certified translation of the **Master 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 Master exam, for the students of the previous year;
9. copies and certified translations of **transcripts or records/supplements** of the respective diplomas;
10. certificate of Romanian language or the language skills certificate, as applicable;
11. **Medical certificate** (in an international language) attesting that the candidate does not suffer from any contagious diseases incompatible with their future profession;
12. **2 photos of ¾.**

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

** The folder 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 documents must bear the Hague Apostille of the competent authorities of the issuing countries for the states that are part of the Convention for the Hague Apostille. For those who are not in the Convention, the diplomas shall be over-legalized or will be accompanied by the Authenticity certificate issued by the competent authorities of the issuing state.

The diplomas from the Republic of Moldavia issued in the year previous to 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 examination to pursue doctoral studies shall take place at the BUES in accordance with the Methodology for admission to doctoral studies for the academic year 2018-2019.

Scholarships and fee waivers may be approved solely by Ministry of National Education, in accordance with the Order regarding the approval of 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 the Ministry of National Education approval and will take place according to the timetables for the *July 2018* and *September 2018* sessions, as well as for the special *November 2018* session.

Registration is made individually or by notary procurement and ID card.