

## Annex 2

### **Documents required for certification of diplomas by The National Centre for Recognition and Equivalence of Diplomas and obtaining the letter 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 (including the tuition fees) as those provided by law for Romanian citizens.

For Ph.D. students who are accepted and are not citizens of the European Union, of the European Economic Area or of the Swiss Confederation, tuition fees are set by the University Senate of the Bucharest University of Economic Studies at the level of 4000 Euros/ academic year for the advanced doctoral studies programme of 3 years). The doctoral studies programme admission fee is 300 Euros. The tuition fees for candidates from non-E.U. countries will be paid in Euros at BCR, in accordance with a payment order issued by the CDS.

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

The documents necessary for the equivalence of the studies completed abroad (for EU citizens or Romanian citizens who have studied abroad) are:

1. Application for recognition of studies and issuing an equivalence certificate.
2. Higher education graduation diploma - copy and authenticated translation;
3. Diploma supplement/academic record - copy and authenticated translation;
4. Copy of the personal ID: passport – copy of pages 1, 2, 3, 4, or any other document of identification.

The documents necessary for the issue of a letter of acceptance to study programmes (for non- EU citizens) \*\*

5. Application for the issue of a letter of acceptance to study programmes \*;
6. Birth certificate - copy and authenticated translation;
7. Baccalaureate diploma or an equivalent- copy and authenticated translation;
8. Diploma of graduating higher education: Bachelor/ Master - copy and authenticated translation;
9. Diploma supplement/academic record : Bachelor/Master - copy and authenticated translation;
10. Copy of personal ID: passport – copy of pages 1, 2, 3, 4;
11. Medical certificate (fit to enrol for studies);
12. 2 photos  $\frac{3}{4}$ ;

All documents must be submitted in 2 copies in 2 envelope-type folders.

\* The application for the issue of the letter of acceptance to study must be signed by the doctoral supervisor.

\*\* The documents necessary for obtaining **the letter of acceptance to study** will be submitted according to the information posted at [www.doctorat.ase.ro](http://www.doctorat.ase.ro), and available at CDS' office at 11 Take Ionescu Street, 1<sup>st</sup> floor, Room 8104.

The documents must be certified by the **Apostille of the Hague** by the **competent authorities in the issuing countries** in the case of states which are **partners of the Hague Apostille Convention**. For the **other states**, the diplomas must be **over-authenticated** or they need to be accompanied by a Certificate of Authenticity issued by the competent authorities of the country of origin.

Diplomas from the Republic of Moldova **issued before 2008**, together with diplomas of secondary vocational studies/ certificates of graduation of vocational schools and middle school certificates will be accompanied by an authenticated copy of the Certificate of Authenticity issued by the Ministry of Education of the Republic of Moldova.

The registration and the doctoral studies admission exam will take place at the Bucharest University of Economic Studies, according to the *Methodology of admission to doctoral studies for academic year 2017-2018*.

The awarding of scholarships or the exemption from payment of tuition fees can only be approved by the Ministry of Education, according to the *Order regarding the approval of the Methodology of accepting to studies and enrolment of foreign citizens on public funded seats, with scholarship, in accredited higher education state institutions no. 3775/16.05.2016*.

Registration for doctoral studies, based on the approval of the Ministry of Education, will be done in accordance with the admission timetables for the **July 2017 session, the September 2017 session and the Special Session of November 2017**.

Registration is carried out **personally** or on the basis of a notarial power of attorney accompanied by an ID