



METHODOLOGY

for admission of international students to undergraduate and postgraduate studies in the academic year 2014-2015

I. Preamble

1. Admission of international candidates to undergraduate and postgraduate studies at *Alexandru Ioan Cuza* University of Iasi is done in accordance with: the National Education Law no 1/2011, Minister's Order 5734/24.12.2013 concerning the general framework for organizing the admission to undergraduate and graduate studies for the academic year 2014-2015, Law no 316 of 12.07.2006, Minister's Order no 308 of 12.02.2007, Government Ordinance no. 22/2009, *Methodology of admitting foreign citizens from EU third countries for studies and schooling in accredited state and private educational institutions from Romania* (Ministry of Education, Research, Youth and Sports, published in the Romanian Official Monitor, Part I, no 722 of 24.10.2012), Minister's Order no 3359 MD/11.03.2013 published in Romanian Official Monitor, Part I, no 147 of 19.03.2013, for modifying and completing the Minister's Order no 6000/2012 concerning the approval of the Methodology of admitting foreign citizens from EU third countries for studies and schooling in accredited state and private educational institutions from Romania, Official Letter no 37759/ CMJ/ 20.05.2013 issued by the General Department for International Relations/ Ministry of National Education concerning the procedure of issuing the Letter of Acceptance of foreign citizens from EU third countries to studies in the academic year 2013-2014, Official Letters no 714_CNERD/16.03.2012/GL and no 581 of 30.07.2013 issued by the General Department for International Relations/Ministry of National Education concerning the admission of Romanian citizens with a permanent residence abroad.
2. International candidates may be either citizens of the member states of European Union (EU) /of the European Economic Area (EEA), of the Swiss Confederation or of European Union third countries (non-EU/EEA).
3. The candidates who have Romanian citizenship, and have been granted diplomas for studies abroad will apply for admission in accordance with the regulations applicable to Romanian citizens, upon obtaining the Certificate for Studies Recognition issued by CNERD.
Candidates of Romanian ethnic origin from abroad will apply for admission in accordance with the provisions of the *Methodology of the Ministry of National Education for schooling in Romanian higher education institutions candidates of Romanian ethnic origin and Romanian citizens with a permanent residence abroad, starting with the academic year 2014-2015.*

II. Application

4. International applicants are eligible for undergraduate and postgraduate studies at *Alexandru Ioan Cuza* University of Iasi if they hold the required study diploma, recognized, have the language skills required by the degree program and submit the application file within the deadline set by this methodology.



For candidates from the member states of EU/EEA, the study diplomas must be recognized by the Romanian Centre for Equivalence and Recognition of Diplomas (CNERD). Applications for the diplomas' recognition may be submitted either to the Ministry or to *Alexandru Ioan Cuza* University, by at least 30 days before the admission contest.

Eligibility check for candidates from non-EU/EEA is undertaken by *Alexandru Ioan Cuza* University.

5. Foreign citizens from the member states of EU/EEA participate in the admission exam/contest in accordance with the Methodology for Romanian students, but they can send their applications starting with 1 March and ending with the deadline set for Romanian students.

International candidates from non-EU/EEA countries may submit their applications between 1 March – 1 September.

Candidates for doctoral studies will submit their application file for the admission exam to *Alexandru Ioan Cuza* University in accordance with art.8. For non-EU/EEA candidates the University will submit a request to the Ministry of National Education for the issuance of the Letter of their Acceptance to Studies. Both EU/EEA and non-EU/EEA candidates must participate in the admission exam, in accordance with the calendar and the Methodology for admission to doctoral studies of Romanian citizens.

Application deadline for admission to the Romanian language preparatory year is 15 September.

6. Candidates may apply either by sending their application file to the Admission Officer from the Department of International Relations or by registering in the online platform. For the online registration candidates may use only high-quality scanned copies of the original documents and of the translations specified in art.8.

7. Online registration or application based on non-certified copies of the documents mentioned in art.8 may lead only to a conditional admission decision based on providing the documents required in art.8 original and certified translation. Failure to provide these documents by the date communicated to the candidate leads to his/her admittance cancellation.

Certified authorized translations are required (not only certified copies) for documents in other languages than Romanian, English and French; translation will be made into one of these languages.

8. The application file must contain the following documents:

a. **Application form in Romanian or English** – all requested information filled in and photo attached. For EU/EEA candidates, the registration form, as well as the CNERD (National Centre for Equivalence and Recognition of Diplomas) recognition request form, in case the recognition file is submitted at the university; for CNERD, the documents listed below, also required for recognition, shall be submitted in two copies. Non-EU/EEA candidates must submit two copies of the request form for the issuance of the Letter of Acceptance to Studies from the Romanian Ministry of National Education;

b. **Certificates of Studies** - Secondary Education Diploma, or its equivalent, for bachelor studies, Graduation Diploma (BA or BSc Degree), or its equivalent, for Master studies, Master's diploma for PhD studies. If at the time of application, the candidate is still enrolled in a program of study, the candidate shall submit a certificate issued by his home institution specifying the expected date of



completion of studies and graduation; the admission will be done based on the official graduation diploma, certified and recognized;

c. **Academic Transcripts / Diploma Supplements**, for the certificates listed at point b. If at the time of application, the candidate is still enrolled in a program of study, the candidate shall submit a temporary transcript of records, issued by his home institution, specifying the remaining courses to be taken; the admission will be done based on the candidate's complete academic record (full academic transcript or diploma supplement);

d. **Birth certificate**;

e. **Passport** – legible copy of the passport page containing personal information and photo (passport should be valid at least 6 months after the date of issuance of the letter of acceptance to studies);

f. **Medical certificate** (in a widespread international language);

g. **Marriage certificate**, or other document certifying the change of name, if applicable;

h. **Receipt certifying the payment of the application fee** (as well as the CNERD fee, if recognition of studies is required);

i. **Language certificate**;

j. For doctoral studies, both a **list of publications and a CV** shall be included.

9. The Admissions Officer shall post on the university website the certification requirements for each type of document, and for each category of candidates (certified copies, Apostille of the Hague, certificate from the Ministry of Foreign Affairs of the respective country and from the Romanian Consulate, etc.), as well as other specific documents (medical certificate), in accordance with the applicable methodologies of the Romanian Ministry of National Education.

10. International candidates that apply for study programs taught in Romanian must:

- register for the preparatory year in order to learn Romanian or,
- submit certificates proving that the candidate has had at least 4 consecutive years of studies in Romanian or,
- submit a certificate attesting the candidate's knowledge of Romanian. The candidate may obtain the certificate at the *Alexandru Ioan Cuza* University of Iași, after taking a language test.

11. International candidates who register for study programs taught in English or other foreign language must submit a certificate attesting the candidate's knowledge of that language. Internationally recognized certificates are also accepted; the minimum points shall be established by each faculty individually for each study program. The language test can be taken at the *Alexandru Ioan Cuza* University of Iași. Exemption from submitting a language certificate shall be made in the case of the candidates coming from countries with the same official language as the language of the study program.

12. The evaluation fee for the application file is 50€ for the EU/EEA candidates and Romanian citizens, and 100€ for the non-EU/EEA candidates. The fee shall be paid by bank transfer in the account of *Alexandru Ioan Cuza* University of Iași. The fee is nonrefundable.



13. The Admissions Officer, from the Department of International Relations, shall send a message of confirmation to each candidate regarding the successful registration or the possible missing documents, and the deadline for their submission.

III. Selection

14. Complete applications checked for eligibility by the Department of International Relations / Admissions Office will be sent to the Admissions Board organized at faculty level for assessing the compliance with the faculty and/or study program's entry requirements, in accordance with the number of available accredited places.

15. The Admissions Board organized at faculty level will communicate monthly to the Admissions Officer the following:

- the list of candidates nominated for receiving an Acceptance Letter from the Romanian Ministry of Education;
- the list of candidates that are conditionally accepted (for these candidates, the Acceptance Letter will be required when they comply with all the set requirements) and
- the list of rejected candidates.

The Admissions Officer will inform each candidate about his/her situation. At the end of each month of the admission period, the Admissions officer shall send to the Romanian Ministry of National Education the list of candidates selected for receiving the Letter of Acceptance to Studies and/or the Certificate for the Recognition of Studies, **and a copy of the enrolment files.**

16. Upon receiving the Letter of Acceptance to Studies and/or Certificate of Equivalence of Studies issued by the Romanian Ministry of National Education, candidates will be notified by the Admissions Officer.

17. Within ten days, the confirmed international candidates must inform by e-mail the Admissions Officer whether they accept the offer.

18. In order to be accepted, the candidates for PhD studies must comply with all the requirements set in the Methodology for doctoral studies, and to pass the admission colloquy to doctoral studies.

IV. Enrollment

19. Based on the admissions results and the enrollment decision, respectively on the acceptance notification from the Romanian Ministry of National Education allowing registration, the accepted candidates are required to enroll at least two weeks before the opening date of the academic year.

20. In order to be enrolled, the accepted candidates must submit to the Admissions Officer responsible for foreign students the documents in original, authenticated in accordance with the regulations of the Romanian Ministry of National Education.

21. Accepted international candidates will sign a Study Contract.

22. Requirements regarding scholarships and tuition fees shall be established in accordance with the regulations of the Romanian Ministry of National Education, for each student category. The candidates



accepted as self-supporting students shall pay the tuition fee at *Alexandru Ioan Cuza* University of Iasi. Tuition fees for EU/EEA students are the same as for Romanian candidates. Tuition fees for non-EU/EEA candidates are approved by the Senate of *Alexandru Ioan Cuza* University of Iasi. The tuition fees must be paid for the entire year of study before the beginning of the academic year.

23. International students who are accepted at *Alexandru Ioan Cuza* University of Iasi and will stay in Romania for studies must contact the Romanian Embassy to learn about visa and residence permit requirements.

V. Final Provisions

24. Admission of international candidates shall be subject to any applicable subsequent amendments to the law set by the Romanian Ministry of National Education; in case of discrepancy between the current Methodology and the subsequent amendments, the regulations of the Ministry shall apply.

The Admissions Officer from the Department of International Relations will post on the university's website, both in Romanian and English language, an excerpt with the relevant provisions from the regulations established by the Romanian Ministry of National Education, as well as the present Methodology.

25. The present methodology was approved in the Senate meeting on 27 February 2014.