

[Recognition of studies for EU Member States, EEA and Swiss Confederation citizens and their family members, holders of long-term/permanent residency permit in one of the aforementioned states, for admission to post secondary school or undergraduate](#)

### **Submitting the application**

- **Online**, through [Electronic Point of Single Contact](#) for diplomas issued in Romanian, English, French, Spanish or Italian language
- **Online**, through [Electronic Point of Single Contact](#) for diplomas issued in other foreign languages
- [at university](#)
- [Ministry of Education Registration Office](#)

Public Hours: Monday-Thursday 09:00-11:00, 14:00-16:00  
Friday 09:00-11:00

- by **mail or express courier**

[Ministry of Education Registration Office](#)

12 Spiru Haret street, room 1, District 1, 010176, Bucharest

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[Punctul de Contact Unic electronic](#)

- [Sediul universității](#)

[Punctul de Contact Unic electronic](#)

- [Sediul universității](#)

## **Required documents / Checking documents**

1. [Application form](#) - for file submission in physical format

## **2. Proof of completion of secondary school** (high school diploma/certificate) :

- copy, if the study document is issued in Romanian, English, French, Spanish, Italian language
- copy and certified translation in Romanian language for the documents issued in other languages

## **3. Other documents**, if it is necessary

\* Example: Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto from Spain; etc. - copy and certified translation in Romanian, except for the documents issued in English, French, Spanish, Italian

\* Example: Foreign citizens, family members of Romanian citizens, holders of a temporary residence permit, must submit the proof either of an employment contract or of registration as unemployed person in order to benefit, under the law, of equal treatment with Romanian citizens regarding the study enrollment (OUG no. 194/2002 on the Regime of Aliens in Romania, republished, art. 80 paragraph (3), lit. B) and c))

## **4. Identification paper** - copy

- passport / identity card
- proof of legal name change, if applicable, copy for documents in Romanian language / English / French / Spanish / Italian, and certified translation in Romanian for other languages
- proof of protection in Romania - for refugees

**5. Proof of payment** for evaluation fee - 100 lei - persons in a form of international protection are exempt from paying the fee

The fee can be paid in lei:

- at the CNRED Cashier's Office

Monday to Thursday, between 9:00-12:00, 13:00-15:00

- by Payment Order / Postage Mandate / Banking transfer indicating the account below:

Beneficiary: Ministry of Education

Tax Registration Number: 13729380

Bank: Activity of Treasury and Public Accounting of Bucharest Municipality - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXX

SWIFT Code: TREZROBU

BIC Code: TREZ

- through GhişeuL.ro

individuals



legal persons



**From abroad**, the payment can be made in Euro via bank transfer in the account below:

[Beneficiary](#): Ministry of Education

[Tax Registration Number](#): 13729380

[Bank](#): Romanian Commercial Bank - BCR, branch University

[IBAN Code](#): RO35RNCB0080005630300077

[SWIFT Code](#): RNCBROBU

[BIC Code](#): RNCB

**The fee will be calculated according to the [National Bank of Romania official exchange rate](#) on the day of the payment.**

**Important:** The beneficiary's IBAN number along with owner's and employer's name (if applicable) must be referred to on the proof of payment!

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## Authentication of study documents

1. Diplomas from Moldova do not need any form of authentication. Diplomas issued before 2008 (and diplomas issued after 2008 which cannot be [verified on line](#)) shall be accompanied by a [Certificate of Authenticity from the Ministry of Education of Moldova](#) which shall be submitted, starting on 01.04.2019, in copy;

2. The [Hague Apostille](#) is requested for diplomas from [countries which are parties to the Hague Apostille](#), issued by the [competent authorities](#) in the issuing countries. The Hague Apostille is requested for diplomas from Italy, Greece, Spain, Portugal and Cyprus;

3. 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.

[List of countries for which the authentication of study documents is requested](#)

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## Evaluation of documents

The processing time is 30 days from the date of registration of the application, which should include proper and complete documents.

If considerable research or correspondence to obtain necessary information is required, during unusually busy periods or when circumstances beyond our control prevail, the time span as indicated above may be extended.

Check the status of the file by accessing [www.cnred.edu.ro/en/dosare/](http://www.cnred.edu.ro/en/dosare/)

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## Issuing the certificate

- **in electronic format**, in the PCUe platform, for the requests sent online
- [at the university](#),
- [CNRED](#), working hours: Monday to Thursday, between 09:00-12:00, 13:00-15:00

National Centre for Equivalence and Recognition of Diplomas  
[nr. 12 Spiru Haret street, district 1, 010176 Bucharest](#)

- **Via mail**, to the address indicated in the application
- **Via courier** – payment upon reaching destination - the courier service is contacted by the applicant

The certificate is issued to the holder or to a person authorized by power of attorney.

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## Appealing procedure

The appeals shall be submitted to the M.E.C. Registry within 45 working days from the date of issue of the recognition / equivalence certificate and, respectively, from the date of notifying the reasons for non-recognition. The deadline for resolving the appeals is 60 working days from their registration with CNRED. The term of settlement can be extended in justified cases, the applicant being notified in writing, through postal services or electronic mail.

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### **Florin Alexandru GRIGORE, Counselor**

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**Source URL:** <https://chatbot.vps.webdock.cloud/en/recognition-studies-european-citizens-admission-undergraduate-studies-in-Romania>

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