

[Recognition of pre-university study documents for third countries citizens to facilitate the access to labour market in Romania](#)

**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
- [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](#)

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**NOTE:** Companies are requested to submit individual files for each employee they plan to hire!

### **Required documents / Checking documents**

1. [Application form](#) - for file submission in physical format
2. **Letter from the employer** requesting the study recognition in order to

obtain work permit

**3. Company's registration certificate**- copy; if the employer is an individual person - identity card, copy

**4. Study document** to be recognized

- 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

**5. Other documents**, if necessary

Ex: Certificate of Authenticity from the Ministry of Education of Moldova for the diplomas obtained in the Republic of Moldova before 2008

**6. Identification paper** - copy

- passport
- 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

**7. Evaluation fee** of 100 lei

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 documentation. 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/)

## Issuing the certificate

- **in electronic format**, in the PCUe platform, for the requests sent online
- **CNRED**, working hours: Monday to Thursday, between 09:00-12:00, 13:00-15:00

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

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

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

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## Duplicate release

In case of loss, partial or complete damage of the certificate, a duplicate can be issued upon submission of official request and the following documents: copy of the diploma which was recognised; proof of payment of the fee of 100 lei for issuing the duplicate; copy of personal identity document; a notary statement regarding the loss or damage of the

certificate – original.

## 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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## Veronica MURARIU, Counselor

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Phone: 021 405 62 60, Fax: 021 313 10 13

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