

[Recognition of Higher Education 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/ EU Blue Card

### **3. Company's registration certificate- 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
- In order to practice regulated professions (medicine, dentistry, pharmacy, general medical assistant, midwife, veterinary medicine, architecture):

a) academic transcripts- copy, if the document is issued in Romanian/English/French/Spanish/Italian or copy and authorized translation into Romanian language if it is issued in other languages

b) syllabus of courses/full description of courses, postgraduate diplomas - copy, if the document is issued in Romanian/English/French/Spanish/Italian or copy and authorized translation into Romanian language if it is 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 authorized 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 Ghișeul.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.

## 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**

CNRED's decision on recognition can be appealed once within 45 working days from the day the applicant received the decision. CNRED issues an answer within 60 working days. The time span indicated above may be extended if considerable research is required, and an information is given to the applicant via post or email.

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**Veronica MURARIU, Counselor**

E-mail: [veronica.murariu@edu.gov.ro](mailto:veronica.murariu@edu.gov.ro)

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

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Friday, 27 January, 2017



**Source URL:** <https://chatbot.vps.webdock.cloud/en/recognition-of-higher-education-study-documents-for-third-countries-citizens-to-facilitate-the-access-to-labour-market-in-Romania>

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