

## Authentication of education documents to be used abroad

The authentication procedure involves verifying and certifying the authenticity and the legality of an education document and its contents. This procedure is only applicable in relation to those states which require, on the basis of reciprocity, either [the Hague Apostille](#) or [superlegalization](#).

We recommend that you contact the competent authorities of the destination country involved in the recognition of education. These institutions contact details may be found on the [ENIC-NARIC](#) websites maintained by the network of National Centres for the Recognition and Equivalence of Diplomas.

For the United States of America and Canada, we recommend that you consult the information on the process of recognition of higher education studies through [World Education Services \(WES\)](#).

## **Authentication of documents issued by pre-university institutions**

The authentication of diplomas belonging to the pre-university education system is performed by the respective [County School Inspectorates / Bucharest School Inspectorate](#).

## **Authentication of documents issued by higher education institutions**

### **Submitting the application**

- **Online**, by the owner, through [Electronic Point of Single Contact](#)
- [At the headquarters of any state higher education institution](#)

## in Romania

- by **express courier** - the courier service is contracted by the applicant

### Ministry of Education Registration Office

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

- At the CNRED headquarters

Receiving applications: Monday to Thursday between 09:00-11:00 and 13:00-14:00

Issuing of authenticated documents: same day, at 12:00 and 14:30

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### Punctul de Contact Unic electronic

- Sediul universității

## [Punctul de Contact Unic electronic](#)

- [Sediul universității](#)

The higher education documents subject to authentication are as follows:

1. Study documents issued by the accredited higher education institutions in Romania,
2. The annexes to study documents and / or the university school documents issued by the higher education institutions accredited or authorized to work provisionally in Romania, respectively:
  - a) the diploma supplement;
  - b) the transcript;
  - c) the school situation;
  - d) the analytical program;
  - e) the certificate regarding schooling / graduation;
  - f) the certificate attesting the enrolment;
  - g) the certificate regarding the completion of the studies;
  - h) the certificate of authenticity.

**The authentication may be requested by:**

1. the legal holder of the document
2. the spouse of the holder of the studies document or a relative up to the second degree with the holder of the studies document,
3. another natural person being empowered by a special power of attorney from a notary public or a solicitor: the original document or a legalized copy shall remain with CNRED
4. a legal person having entered into an agreement with the legal holder, for the purpose of acting in his name and stead to perform the procedures required for the authentication, via representation, upon presenting proof of the delegation of duty
5. a diplomatic mission, through a representative who presents a delegation in this regard, for the own citizens who have completed or completed their studies in Romania

If the power of attorney was issued in another state, will be submitted a certified copy for Romanian, English, French, Spanish and Italian language or certified copy and translation for other languages.

The power of attorney must be endorsed with an apostille or legalized by the competent authorities of the country in whose territory has been issued, **except those made in countries that have signed with Romania conventions, treaties or agreements on legal assistance in civil matters, which provide exemption from any legalization, respectively:** Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, the Russian Federation, the former Yugoslav Republic of Macedonia, France, Mongolia, Montenegro, Poland, R. P. China, Moldova, Serbia, Slovakia, Slovenia, Ukraine, Hungary.

CNRED shall accept documents of power of attorney issued by the Embassies or Consular Offices of Romania in various states. Such documents witnessed by the ambassador or the consul shall not require translation, legalisation or the Apostille.

## **Documents required for applying the authentication directly on the original documents:**

1. [Application form](#)

- [instructions for filling](#)

## 2. **The ORIGINAL** documents for which the authentication is required, and simple photocopies:

- diploma
- certificate of completion of studies (if applicable)
- attestation of enrolment (if applicable)
- certificate regarding schooling / graduation (if applicable)
- the certificate of authenticity (if applicable) - is intended only if it is expressly requested by the competent authorities from the country of destination,
- diploma Supplement or transcript of records or Scholar achievements record (if applicable)
- results of the bachelor's degree examination (if applicable)
- certificate of teaching qualifications (if applicable)
- supplement to the certificate of teaching qualifications (if applicable)
- preparatory year certificate (if applicable)
- the analytical curricula (if applicable): the original document and a simple photocopy of the 1st page, containing the nominal attestation

## 3. [Certificate of authenticity of the diploma](#), issued by the accredited university in question – as an original document (it will not be returned to the applicant) - issued no later than 90 calendar days before the date on which the authentication is requested

- for foreign citizens, the certificate of authenticity must also include the number of the document issued by the Ministry of Education and Research which allowed them access to enrolment (Letter of acceptance, Order of the Minister or Recognition Certificate, as applicable); should that not be possible, the applicant must bring a photocopy of the document issued by the Ministry of Education and Research which allowed them access to enrolment. If the number is already included in the Diploma Supplement, the copy of the document is no longer necessary.
- The certificate of authenticity is not required in the following situations:

a) for the certificate regarding schooling / graduation, the certificate

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attesting the enrolment or the certificate regarding the completion of the studies;

b) for the study documents (bachelor's degree, master's degree, PhD diploma or certificate for preparatory year) issued to the graduates who have taken the examination for the completion of the studies starting with the session of June 2017 and which are registered in the information system related to higher education in Romania, which ensures the integrated management of the data regarding the students of the state and private universities in Romania - RMUR

#### **4. Personal identification documents - copies:**

- the diploma holder's identification document
- marriage or divorce certificate, if they involved a change of name
- ID of the delegate / representative / kin, if applicable
- the documents which prove the kinship, if applicable

#### **5. The fee** for authentication : 50 RON for each authenticated document

Example: diploma + diploma supplement = 100 RON

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 Ghişeu.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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## **Very Important**

The applicant must verify that all relevant documents have been signed by the University chancellor and bear [the official seal of the issuing University](#).

For the authentication of graduation diplomas, bachelor's degree diplomas, master's degree diplomas or post-university studies diplomas, the folder must include a simple photocopy of the transcript of records / Diploma Supplement.

For the authentication of the certificate of qualifications for teaching staff, level I, the application must include a simple photocopy of the front and back of the bachelors degree diploma, if it was previously authenticated. If not, it must include a copy of the front and back of the bachelor's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.



For the authentication of the certificate of qualifications for teaching staff, level II, the application must include a simple photocopy of the front and back of the master's degree diploma, if already authenticated. If not, it must include a copy of the front and back of the master's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the certificate attesting the enrolment, the scholar achievements or the completion of studies for foreign citizens, the certificate shall include the number of the document issued by the Ministry of Education and Research which allowed them access to enrolment (Letter of acceptance, Order of the Minister or Recognition Certificate, as applicable); should that not be possible, the applicant must bring a photocopy of the document issued by the Ministry of Education and Research which allowed them access to enrolment.

For the authentication of the master's degree diploma, the post-university studies diploma or the certificate of completion of studies at master's degree level, the application must include a simple front-and-back photocopy of the bachelor's degree diploma which allowed the applicant to enrol for those studies, if it was previously authenticated. If not, it must include a front-and-back photocopy of the bachelor's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the transcript of records/Diploma Supplement, the application must include a simple front-and-back photocopy of the diploma, if it was previously authenticated. If not, it must be included for authentication.

For the authentication of the analytical curricula, the application must include a simple front-and-back photocopy of the diploma and the transcript of records/Diploma Supplement if these were previously authenticated. If not, they must be included for authentication.

## **Working Hours**

Acceptance and processing of the applications submitted directly to [CNRED](#):

Monday to thursday between 09:00 - 11:00. Issuing of authenticated documents: same day, at 12:00.

Monday to thursday between 13:00 - 14:00. Issuing of authenticated documents: same day, at 14:30.

[Ministry of Education and Research](#)

[National Centre for Equivalence and Recognition of Diplomas](#)

[12, Spiru Haret Street, Ground Floor, Suite 14,  
District 1, 010176 Bucharest](#)

The applications submitted with state universities or bz express courier are returned in approximately 10 working days.

## Documents required for issuing the authentication in electronic format

### 1. [Application form](#)

- [instructions for filling](#)

2. **Study documents** for which the authentication is requested, scanned and saved in **PDF** format, one file for each document:

- diploma
- certificate of completion of studies (if applicable)
- attestation of enrolment (if applicable)
- certificate regarding schooling / graduation (if applicable)
- the certificate of authenticity (if applicable) - is intended only if it is expressly requested by the competent authorities from the country of destination,
- diploma Supplement or transcript of records or Scholar achievements record (if applicable)
- results of the bachelor's degree examination (if applicable)
- certificate of teaching qualifications (if applicable)
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- the analytical curricula (if applicable): the original document and a simple photocopy of the 1st page, containing the nominal attestation

### 3. Personal identification documents - copies:

- the diploma holder's identification document
- marriage or divorce certificate, if they involved a change of name
- ID of the delegate / representative / kin, if applicable
- the documents which prove the kinship, if applicable

4. **The fee** for authentication: 50 RON for each authenticated document

Example: diploma + diploma supplement = 100 RON

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) or 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

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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 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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### **Very Important**

**The applicant must verify that all relevant documents have been signed by the University chancellor and bear [the official seal of the issuing University](#).**

**Only documents with all legible identification elements will be authenticated.**

For the authentication of graduation diplomas, bachelor's degree diplomas, master's degree diplomas or post-university studies diplomas, the folder must include a simple photocopy of the transcript of records / Diploma Supplement.

For the authentication of the certificate of qualifications for teaching staff, level I, the application must include a simple photocopy of the front and back of the bachelors degree diploma, if it was previously authenticated. If not, it must include a copy of the front and back of the bachelor's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the certificate of qualifications for teaching staff, level II, the application must include a simple photocopy of the front and back of the master's degree diploma, if already authenticated. If not, it must include a copy of the front and back of the master's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the certificate attesting the enrolment, the scholar achievements or the completion of studies for foreign citizens, the certificate shall include the number of the document issued by the Ministry of Education and Research which allowed them access to enrolment (Letter of acceptance, Order of the Minister or Recognition Certificate, as applicable); should that not be possible, the applicant must bring a photocopy of the document issued by the Ministry of Education and Research which allowed them access to enrolment.

For the authentication of the master's degree diploma, the post-university studies diploma or the certificate of completion of studies at master's degree level, the application must include a simple front-and-back photocopy of the bachelor's degree diploma which allowed the applicant to enrol for those studies, if it was previously authenticated. If not, it must include a front-and-back photocopy of the bachelor's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the transcript of records/Diploma Supplement, the application must include a simple front-and-back photocopy of the diploma, if it was previously authenticated. If not, it must be included for authentication.

For the authentication of the analytical curricula, the application must include a simple front-and-back photocopy of the diploma and the transcript of records/Diploma Supplement if these were previously authenticated. If not, they must be included for authentication.

## **Evaluation of documents / Transmission of authenticated documents**

The transmission of the authenticated documents is done within 10 working days from the date of receipt of all the necessary documents.

For the applications received through the Single Electronic Contact Point, the authentication consists in a qualified electronic signature applied on the copy of the study document, the annex to the study document or the university school document, in PDF format.

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**Source URL:** <https://chatbot.vps.webdock.cloud/en/authentication-of-education-documents-to-be-used-abroad>

Drupal.jQueryUiFilter.globalOptions('accordion');