

## UNIVERSITATEA BABE -BOLYAI

### ADMISSION PROCEDURES FOR THE NON-EU STUDENTS (self-sponsored) MASTER'S (MA) LEVEL, 2015-2016

**! Please take into account that the procedure may change due to the regulations imposed by the Romanian Ministry of Education.**

**!For updated information check our website:**

[http://www.cci.ubbcluj.ro/degree\\_students/non\\_eu\\_students.php](http://www.cci.ubbcluj.ro/degree_students/non_eu_students.php)

#### I. REGISTRATION CALENDAR

**Registration period: March 2<sup>nd</sup>, 2015 – August 28<sup>th</sup>, 2015**

#### II. ADMISSION DOCUMENTS

Candidates send their admission documents, via mail, to the Centre for International Cooperation (68, Avram Iancu Street, 400083, Cluj-Napoca, Romania). The necessary registration documents are the following:

**For Master's level (MA):**

1. application form in 2 copies – ([http://www.cci.ubbcluj.ro/degree\\_students/files/non-EU%20students/Application%20form%20English.pdf](http://www.cci.ubbcluj.ro/degree_students/files/non-EU%20students/Application%20form%20English.pdf))
2. candidate's contact data (correspondence address, phone number, e-mail address) and 2 recent photos +Accommodation form (optional) within the UBB dormitories.
3. high-school graduation diploma or its equivalent – certified copy in **the original language** and **certified translation**, at notary public (in Romanian, German, English or French, if the original is not issued in one of these languages).
4. Bachelor's diploma or its equivalent - certified copy in **the original language** and **certified translation**, at notary public (in Romanian, German, English or French, if the original is not issued in one of these languages).
5. transcripts of records pertaining to the studies – certified copy or certified translation at notary public (in Romanian, German, English or French, if the original is not issued in one of these languages) and the analytical curriculum in case of candidates that request equivalence for certain periods of studies.
6. birth certificate – certified copy or certified translation at notary public (in Romanian, German, English or French, if the original is not issued in one of these languages).
7. passport copy – valid for at least 6 months after the date of issue for the Acceptance Letter.
8. medical certificate (in Romanian, German, English or French) attesting that the applicant does not suffer from any contagious diseases or any other affections incompatible with the future profession.

9. certificate of linguistic competence. Exempted are the candidates coming from states whose official language is the study language of the specialization they have applied for (for further details regarding the language certificates accepted by BBU please follow the link: [http://www.cci.ubbcluj.ro/degree\\_students/files/non-EU%20students/admitere%202014-2015/LINGUISTIC%20COMPETENCE%20PROCEDURES%202014-2015.pdf](http://www.cci.ubbcluj.ro/degree_students/files/non-EU%20students/admitere%202014-2015/LINGUISTIC%20COMPETENCE%20PROCEDURES%202014-2015.pdf))
10. receipt attesting the payment of the processing fee (50 EUR - In EUR – account: **RO 16 RNCB 0106026604700008**, opened at Banca Comerciala Romana, branch Cluj-Napoca, str. George Baritiu nr. 10 - 12, RO - 400027 Cluj-Napoca, Romania, SWIFT CODE: RNCBROBU).

### III. THE ROMANIAN LANGUAGE PREPARATORY YEAR

Candidates who are not familiar with the Romanian language and opt for the preparatory year program can be enrolled in higher education subject to obtaining a minimum score of 50, B2 level test, performed on at the end of the Romanian language preparatory year.

The Faculty of Letters at UBB requests for the following **documents** for enrollment in the preparatory year:

#### - candidates from non-EU state

1. application form in 2 copies – ([http://www.cci.ubbcluj.ro/degree\\_students/files/non-EU%20students/Application%20form%20English.pdf](http://www.cci.ubbcluj.ro/degree_students/files/non-EU%20students/Application%20form%20English.pdf))
2. candidate's contact data (correspondence address, phone number, e-mail address) and 2 recent photos + Accommodation form (optional) within the UBB dormitories.
3. high-school graduation diploma or its equivalent –certified copy in **the original language** and **certified translation**, at notary public (in Romanian, German, English or French, if the original is not issued in one of these languages).
4. transcripts of records pertaining to the studies – certified copy or certified translation at notary public (in Romanian, German, English or French, if the original is not issued in one of these languages).
5. birth certificate – certified copy or certified translation at notary public (in Romanian, German, English or French, if the original is not issued in one of these languages).
6. passport copy – valid for at least 6 months after the date of issue for the Acceptance Letter.
7. medical certificate (in Romanian, German, English or French) attesting that the applicant does not suffer from any contagious diseases or any other affections incompatible with the future profession.
8. receipt attesting the payment of the processing fee (50 EUR - In EUR – account: **RO 16 RNCB 0106026604700008**, opened at Banca Comerciala Romana, branch Cluj-Napoca, str. George Baritiu nr. 10 - 12, RO - 400027 Cluj-Napoca, Romania, SWIFT CODE: RNCBROBU)

Non-EU candidates who wish to attend courses at Universitatea Babe -Bolyai, after graduating from the preparatory year, will bring the following documents to CIC, in the admission period pertaining to the 2015-2016 academic year:

1. application form in 2 copies for the 2015-2016 admission – (downloadable from the CIC website)
2. candidate's contact data (correspondence address, phone number, e-mail address) and 2 recent photos + Accommodation form (optional) within the UBB dormitories.
3. other documents subsequently required by UBB for the 2015-2016 admission.

**Enrollment** of students based on the acceptance letter

**!!! After the Ministry of Education issues the letter of acceptance, each accepted candidate has to confirm that he/she accepts to enroll at Babes-Bolyai University, by sending a written statement and the receipt attesting the payment of the tuition fee for the 1<sup>st</sup> academic year, no later than 15<sup>th</sup> of September 2015.**

Preconditions for enrollment, after receiving the acceptance letter:

- For arts and sports higher education: promotion of ability tests.
- When enrolling, candidates present their study documents (from the admission documents) in original.

!!!In case the candidate presents himself/herself for enrollment after the 30-day term since the visa issuance date, but no later than **November 30<sup>th</sup>** (because of objective reasons), faculty secretary offices will allow the enrollment, provided that the tuition fee has been entirely paid.

