

The Bucharest University of Economic Studies (ASE)

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Registration of EU, EEA and Swiss Confederation Citizens

Foreign citizens from the **European Union** member states, EEA countries and the Swiss Confederation have the right to enroll to study in Romania **under the same conditions as Romanian citizens**.

I. Highschool graduation diploma or equivalent recognition by the National Centre for Degree Assessment and Academic Recognition

The documents required for registering to a higher education institution must be translated into Romanian, legalized by a public notary and the study diplomas must be recognized by the National Centre for Degree Assessment and Academic Recognition (CNRED) <https://new.cnred.edu.ro/cnred/>.

1. Application form

The standard form can be downloaded from the authority website at: https://new.cnred.edu.ro/cnred/doc/formular/11a_cerere-recunoastere-studii-cetateni-europeni-admitere-licenta_2017.doc

- baccalaureate diploma – certified copy

o original diplomas issued in Italy, Greece, Spain, Portugal and Cyprus require the Hague Apostille.

o original diplomas issued in countries which have NOT ratified the Hague Apostille Convention must be superlegalized by:

the Ministry of Education and the Ministry of Foreign Affairs of the issuing country, the Embassy/Consular Office of Romania in the issuing country, and the Romanian Ministry of Foreign Affairs, or

the Ministry of Education of the issuing country, the Embassy/Consular Office of the issuing country in Romania, and the Romanian Ministry of Foreign Affairs.

o The certificate of the Italian baccalaureate, Spain's "Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto" and the Greek certificate of graduation of the National Examination for General High Schools (Panellinies Exetaseis) must bear the Hague Apostille.

3. Transcripts of records for all years of study in secondary education (years 9/10 to 12/13) - copies;

4. Photocopies of the personal identification documents:

passport – pages 1, 2, 3, 4 or

other identification document as proof of citizenship of a Member State of the European Union, the European Economic Area or the Swiss Confederation;

5. All documents written in languages other than English or French must be accompanied by original certified translations into Romanian. Translations performed in Greece must be legalized by the Greek Ministry of Foreign Affairs.

6. Proof of payment of the application processing fee:

- the receipt / bank transfer form / postal order shall state the name of the diploma's holder as person paying, precisely as given on the document;
- the application processing fee is 50 lei.

- The fees are payable in Lei at the CNRED Cashier's Office (working hours: Mondays to Thursdays, between 9:00-12:00 and 13:00-15:00) or via bank transfer or postal order, including the account number given below:

Beneficiary: Ministerul Educației Naționale

Tax Registration Number: 13729380

Bank: Activitatea de Trezorerie și Contabilitate Publică a Municipiului București - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXX

SWIFT Code: TREZROBU

BIC Code: TREZ

- The fees are also payable in Euro via bank transfer including the account number given below:

Beneficiary: Ministerul Educației Naționale

Tax Registration Number: 13729380

Bank: Banca Comercială Română - BCR, sucursala Sala Palatului

IBAN Code: RO35RNCB0080005630300077

SWIFT Code: RNCBROBU

BIC Code: RNCB

Fees in Euro shall be calculated at the exchange rate leu - euro displayed by the Romanian National Bank from the day the bank transfer is made.

Important: For the payment to be valid, the postal order or the bank transfer form must include the IBAN code!

After the receipt of the recognition / equivalence certificate, the applicant shall proceed to the registration and admission procedure, in accordance with the ASE's admission methodology (Further information: The Bucharest University of Economic Studies, Department of International Relations, tel. +4021 319.19.10, +4021 319 19 84; fax +4021 319 20 23, e-mail: international@ase.ro)

II. Documents required for registration with the Bucharest University of Economic Studies - Undergraduate studies/Bachelor (3 years)

- High School Graduation Diploma (Baccalaureate) or equivalent and transcript of Records – original documents and authenticated translations into Romanian. The high school graduation diploma will be accompanied by the recognition certificate delivered by the CNRED;
- Birth certificate –certified translation into Romanian;
- Marriage certificate (if applicable) – certified translation into Romanian;
- Identity card/passport copy;
- Affidavit by the student that he/she will not be the beneficiary of budget financing, simultaneously, for any two study programmes, regardless of their level, and he/she will not attend simultaneously more than two study programmes, regardless of their level and financing;
- 2 photos (3/4);

- Voucher(s) representing the registration fee;
- Medical certificate stating that the applicant is fit for university studies;
- Motivational essay, dated and signed, arguing the applicant's choice of studying at The Bucharest University of Economic Studies
 - the applicants who opt for programmes organized in Romanian will write the motivational essay in Romanian;
 - the applicants who opt for programmes taught in foreign language will write the motivational essay in the foreign language to be undertaken by the study programme;
 - the applicants who opt for programmes taught in foreign language and programmes taught in Romanian will write two motivational essays (one in English, French or German - depending on the language of the programme of study and one in Romanian).

The document shall be presented in a file; on the cover the applicant shall write his/her identification information (full name, e-mail address and phone number).

The application files of the foreign students will be checked by a representative of the ASE's Department of International Relations.

The Bucharest University of Economic Studies offers various undergraduate specializations, shown in **Annex C**.

Programmes taught in English:

- Accounting and Management Information Systems
- Business Administration
- Business Administration in Trading, Tourism, Services, Commodity Science and Quality Management
- Economic Informatics
- Finance and Banking
- International Business and Economics
- Management
- Marketing.

Programmes taught in French:

- Business Administration

Programmes taught in German:

- Business Administration.

OVERVIEW OF THE ADMISSION PROCESS

1. For the full-time studies, there are places funded from the state budget (without tuition fees) and tax places. For the distance learning and part-time programs only tax places are available. The study programs - full/time, part-time and distance learning - are organized by faculties. The number of places financed by the state budget and of places financed by tuition fees is presented in Annexes 3 and 4, by study domain and programs.

2. The admission process is open for high school graduates having a baccalaureate diploma or equivalent, regardless of the year of graduation, provided the high school is accredited according to the legal provisions.
3. The citizens of other European Union member states, of the European Economic Area and of the Swiss Confederation are entitled to take part in the admission process under the same legal conditions as the Romanian citizens, including the same tuition fees. Their baccalaureate or equivalent diploma has to be recognized by the competent department of the Ministry of National Education
4. The application file contains a motivation essay on the choice of university studies with ASE, dated and signed by the applicant. The essay will be assessed and granted a "Pass" or "Fail" grade. Only the applicants who obtain a "pass" for the motivation essay qualify for attending the language test.
5. For the admission to a study program taught in Romanian, the foreign citizens have to provide a language certificate delivered by institutions recognized by the Ministry of National Education. For the admission to a study program taught in other languages (English, French, German). The language test contains multiple choice questions, with one correct answer and the assessment is a qualification "Pass" / "Fail". In order to pass a test, an applicant has to accumulate a minimum of 50 point out of 100 (maximum). An inferior result will translate into a qualification of "Fail" and the applicant will not be able to study in a program taught in a foreign language. An applicant can choose only one foreign language for the language test.
6. The admission of the applicants is based strictly on the admission average grade point – descending ranking of the applicants, correlated with the options expressed at the registration. The admission average grade point is determined as follows: 70% the baccalaureate average grade and 30% the average grade of the high school years.
If there is more than one applicant with the same GPA as the last one admitted on a budgeted or tax place, there will be used additional criteria: the high school years average grade and the grade from the written Romanian / native language exam from the baccalaureate.
7. The applicants who are students or graduates of higher education studies may enrol for a second Bachelor's program, either on a budgeted place or a tax place, under the following conditions:
 - if the first bachelor's program was financed from the state budget, the second will be on tuition fee,
 - if the first program was financed by tuition fees, the second may be on a budgeted place or a tax place.
8. The applicants who are students or graduates of higher education and received support from the state budget for a certain part of their studies have to state it upon registration. An admitted applicant may benefit of budget support only for one program, for the normal duration of the studies. The redistribution of the budgeted places is done after the 1st semester of the 1st year of studies and, afterwards, at the end of each year of studies, based upon the academic results of the students, as stipulated in the ASE Regulation regarding the Bachelor's studies.
9. During the 1st year of studies, a student can register in only one full-time program in ASE. A second program in ASE can be followed in parallel only in a part-time or distance learning program (in case the applicant has registered for the respective program).
10. The applicant must be present at all the steps of the admission process (registration, written

tests, withdrawal etc.). In exceptional cases, the registration may be done by a third party, with a notary certified mandate from the applicant, specifying the order of the options.

Registration

11. There is only one registration, at the faculty representing the 1st option of the applicant. The applicant will receive a registration document, printed from the registration database, containing the personal data, the list of options expressed and other information relevant to the admission process and matriculation. After checking the data, the applicant will sign the document: one copy stays with the applicant, the second one will remain in his/ her application file.

Upon registration, the applicant will express options (and rank of the options) for study programs and type of financing (budgeted or tax places).

After the end of the registration period no changes are admitted to the registration data: options, their order and other information.

During the admission process, the Central Commission will publish daily statistics regarding registrations for each faculty and study program.

Results & confirmation

12. The admission results are published as follows: applicants admitted on budgeted places, applicants admitted on tax places and waiting lists. The waiting list contains the names of the applicants who qualify for at least one of their options, but have a GPA inferior to the last admitted applicant. They may obtain an eligible place after the end of the confirmation period.

13. The admitted applicants will confirm their place as follows:

- The applicants admitted on a budgeted place will register the original baccalaureate diploma. This rule also applies for applicants admitted on a tax place or those on a waiting list if they registered options for budgeted places.
- The applicants who want to be distributed on a tax place will pay half of the annual tuition fee. This includes the applicants admitted on a tax place, the applicants admitted on a budgeted place or who are on a waiting list and have options to follow a study program on a tax place. The tuition fee is paid exclusively at the ASE cashiers offices.
- The applicants who register their original diploma / graduation certificate and pay half of the annual tuition fee will be considered for both forms of financing (budgeted and tax places), according to their initial options.
- The applicants who don't register the original baccalaureate diploma / certificate nor pay half of the annual tuition fee will be rejected.
- At the end of the confirmation period, the final admission ranking is published: applicants admitted on a budgeted place, applicants admitted on tax places and rejected applicants. One applicant may be declared admitted to a better ranking option from his/her initial option.

14. The applicants who were initially placed on a waiting list and paid half of the annual tuition fee but are not admitted, may recover the whole amount paid or ask for it to be transferred for their admission to a different type of program (distance learning or part-time – provided they have also registered for these types of programs).

15. The applicants admitted on a budgeted place who have also paid half of the annual tuition fee will receive the whole amount back, upon written request.

16. The application files of the rejected applicants or of the applicants who wish to withdraw after admission will be delivered within two working days from the request of the applicant, unconditionally, during the working hours of the university.

Matriculation to the 1st year of studies

17. The admitted applicants are matriculated to the 1st year of studies during the academic year 2018/2019 by a Rector's decision. Within the first 3 weeks of the academic year, Bucharest University of Economic Studies signs with every enrolled student an educational contract, according to Annexe 1 and the stipulations of ASE Regulation regarding the Bachelor's studies.
18. The status of budgeted / tax paying student is updated after the 1st semester of studies during the 1st year and at the end of each year of studies. The students will be ranked according to their academic performance.
19. The organisation of the study groups doesn't consider the status of the student (budgeted or tax place).
20. The scholarships, aids and other facilities are available with respect to the law. ASE provides admitted applicants with accommodation in campus based on their academic performance.
21. Upon matriculation to the 1st year of studies, the applicants admitted on a tax place will present one of the following documents:
- the original baccalaureate diploma or equivalent or
 - a certified copy of the baccalaureate diploma or equivalent and a proof that the original document is registered with another university.
22. The applicants who have previously benefited from the state budget financing for bachelor's studies may benefit of a budgeted place at ASE only for the remaining period of studies out of the normal three years. The students who want to be considered for a budgeted place by redistribution will have to register their original baccalaureate diploma / equivalent at the faculty by the end of the 1st semester of the 1st academic year.

Admission and tuition fees

23. The registration fee is paid at the ASE cashiers offices. The admission vouchers will be attached to the registration file of the applicant.
24. For the confirmation of the tax places, half of the annual tuition fee will be paid at one of the cashiers offices in ASE, the payment will be automatically registered in the informatics system.

The structure of the motivational essay requested for the admission at the undergraduate study programmes offered by The Bucharest University of Economic Studies (ASE), session 2018

1. Identification data: (name, initial / initials of the father's surname – as in the birth certificate)
2. Where did you find out about ASE's educational offer?
3. What are the reasons and arguments for which you have chosen the study programme (first option) and to study at the ASE? (personal reasons, specific career preferences, arguments for obtaining certain qualifications etc.)
4. What are your expectations regarding student life in ASE? (the educational process and possible employment while studying)
5. After completing the undergraduate studies programme, do you plan to continue the university studies in ASE applying for a master programme?
6. Have you had any outstanding achievements during high school (participation in Olympiads, contests, volunteering, internships, visits, etc.) which may recommend you for the programmes offered by ASE?
7. How do you want to get involved in extracurricular activities organized by professors or students (participation in student scientific sessions, contests, volunteering, exchange programmes, participation in / organization of cultural activities, sports, etc.)?
8. Indicate if you want other items you consider relevant to your application.

Date..... Applicant's signature.....

Note: The essay will be written at single line spacing, Times New Roman, 12 and will contain between 300 and 500 words. It will be submitted in original along with the other documents from the application file.



BACHELOR'S ADMISSION CALENDAR – SEPTEMBER 2018

Non-EU citizens:

Schedule for admission:

- receipt of application files: 03 April - 15 September 2018
- student registration: 18 September - 13 October 2018

Registration will be complete after the receipt of the original documents and the completion of a language test.

EU citizens:

2nd intake - September 2018

Registration	06-08 September; 10-11 September (9.00-14.00h)
Publication of the assessment results for the motivational essay	11 September
Registration of the contestations regarding the assessment for the motivational essay and their publication	12 September (08.00-12.00h)
Publication of the schedule and candidates' distribution for the language test	12 September
Language test for the programs in foreign languages and the program in Applied Modern Languages: 8.00-9.00h: access of the candidates to the exam rooms 9.30-11.30h: language test Publication of the results of the language test	13 September
Language test for the programs taught in Romanian*: 12.30-13.00h: access of the candidates to the exam rooms 14.00-16.00h: language test Publication of the results of the language test. *The Romanian language test is to be taken only by candidates that do not have their Romanian language proficiency proven by means of a (written and/or oral) Bacalaureate exam in Romanian or of a Romanian language certificate issued by institutions accredited by the Ministry of National Education. Publication of the results of the language test	
Registration of the contestations regarding the assessment for the motivational essay (between 8.00-12.00) and their publication	14 September
Publication of the preliminary admission results: candidates admitted on places financed from the state budget, candidates admitted on tax places, candidates on the waiting list.	14 September
Confirmation of the places by registration of the original Bacalaureate diploma and/or payment of 1/2 of the annual tuition fee	17-18 September (08.00-16.00h)
Publication of the final results: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants.	19 September
Application files withdrawal, upon request. (No withdrawals are possible on the day of the publication of the results.)	20 September (09.00 – 12.00h)
Matriculation to the 1st year of studies	1 October
Signing of the tuition contracts	01-19 October 2018