

Online 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. Recognition of the Bachelor diploma / equivalent by the National Centre for Degree Assessment and Academic Recognition

The study documents issued by foreign institutions must be recognized by the National Centre for Degree Assessment and Academic Recognition (CNRED) details available on: <https://cnred.edu.ro>.

After the receipt of the recognition / equivalence certificate from the CNRED, the applicant shall proceed to the registration and admission procedure, in accordance with the ASE's admission methodology.

II. Documents required for online registration with The Bucharest University of Economic Studies – Master program

- Bachelor diploma or equivalent and transcript of records/diploma supplement – original documents and authenticated translations into Romanian;
- High School Graduation Diploma (Baccalaureate) or equivalent and transcript of Records – original documents and authenticated translations into Romanian.

The diplomas issued by foreign institutions 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;
- Statement by the student (Annex 7) 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 (issued during the registration and signed by the student) and he/she agrees to their personal data processing for the admission process;
- 1 ID-type photo;
- Medical certificate stating that the applicant is fit for university studies (delivered within the last 6 months prior to the registration, by the family physician or university/regional medical practices);
- Language certificate for the language of instruction of the master programme, if applicable;
- Statement by the student (Annex 8) certifying the documents are authentic and the uploaded copies correspond to the original documents;
- Other documents – for the master programs with special conditions;
- The registration fee – **250 lei** (paid online).

The official admission platform is **admitere.ase.ro** and will be used for the entire admission process, from pre-registration, to the ranking of the applicants, the distribution by faculties (admitted applicants, waiting list and rejected applicants), type of financing (budgeted place or with tuition fee) and the final results of the admission process (admitted and rejected applicants lists).

The applicants will be able to check permanently on their status throughout the different steps of the admission process by checking on the platform **admitere.ase.ro**.

The registration period is 20-24 July 2023 without exception. By the deadline, all the application documents shall be uploaded, the order of the options registered by types of financing and the applicant must have confirmed the end of the registration by hitting the button "Trimite pentru înscriere" (=Submit for registration)

The documents shall be uploaded on the admission platform.

All graduates of international study programs shall send their studies documents (bachelor diploma or equivalent, diploma supplement/transcript of records, CNRED recognition certificate) to **internationaladmission@ase.ro** prior to the online registration. The equivalent grades to the Romanian system will be transmitted to the applicants by e-mail and uploaded by themselves on the registration platform.

The Bucharest University of Economic Studies offers various graduate specializations, shown in **Annex 1**.

Programs taught in English:

- Accounting, Audit and Management Information Systems
- Applied Finance
- Customer Relationship Management
- English Language Education and Research Communication for Business and Economics
- Entrepreneurship
- Excellence in Business and Services
- Informatic Security
- International Business Management

Special program taught in English (special admission requirements & specific fees):

- Business Administration (<http://www.imba.fabiz.ase.ro/>)
- Entrepreneurship and Business Administration in the energy sector (<http://mba-energie.ase.ro/>)
- Digital Business and Innovation (<http://mdbi.fabiz.ase.ro/>)

Programs taught in French:

- Entrepreneurship and Business Administration

Programs taught in German:

- Entrepreneurship and Business Administration

International MBAs (special admission requirements & specific fees):

- Romanian-Canadian MBA – taught in English (<http://bbs.ase.ro/romaniancanadian.html>)
- Romanian-French MBA – taught in English (<http://bbs.ase.ro/romanianfrench.html>).

Overview of the admission process

1. The master programs have a normal duration of 2 academic years (4 semester) conducting to the accumulation of 120 ECTS. They can either be research or professional-oriented masters. Both allow the graduates to pursue their education at the doctoral level.
2. For the regular programs, there are places funded from the state budget (without tuition fees) and tax places. The study programs are organized by faculties. A candidate can apply for a single faculty, choosing among the programs available in the respective study area. The number of places per program is detailed in the Annex 1. The amount of the registration and tuition fees is stipulated in the ASE Methodology on university fees.
3. The admission process is open for Bachelor's graduates having a Bachelor's diploma or equivalent, regardless of the year of graduation, provided the level of studies and the diploma are recognized by the Ministry of Education.
4. 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 Bachelor's or equivalent diploma has to be recognized by the competent department of the Ministry of Education prior to the registration with the ASE (the process may take up to 30 days).
5. The admission process consists of the online registration of the application file, an interview/written exam. 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 minimum average grade required to pass the admission exam is 6,00.
6. 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 Education. In case they didn't study in Romanian or don't have such a certificate, they will pass an interview in Romanian.

For the admission to a study program taught in other languages (English, French, German) the language test is compulsory for all the candidates who don't have a recognised certificate/ didn't graduate a bachelor's programme taught in the respective language. An applicant can choose programs in Romanian and only one of the other languages of instruction (either English, French or German), except for the Faculty of Business Administration in foreign languages, where they can choose between two languages (either English, French or German).

The interview performance is assessed with a qualification „Pass” / „Fail”.

7. The written test consists of multiple choice questions (duration: 2 hours), with one correct answer. The test will be written in the language of instruction of the program. The preparation for it will be done using the list of topics and references in Annex 3 and 4.
8. The admission average grade point is determined as follows: 60% the Bachelor's graduation average grade and 40% the grade of the written test. A minimum of 6,00 / 10 is required in order to be admitted.

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: grade from the written test, the bachelor average graduation grade and the average of the years of undergraduate studies.

9. The applicants who are students or graduates of higher education studies may enrol for a second Master's program, either on a budgeted place or a tax place, under the following conditions:
 - if the first master'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.
10. The applicants who are students or graduates of master programs 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 year of studies, based upon the academic results of the students, as stipulated in the ASE Regulation regarding the Master's studies.

Registration

11. There is only one registration, with one faculty, for as many options as available for the respective study area.
 Upon online 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.

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. In case of insufficient applications for some of the programs, it is possible they would not open. The candidates are advised to put more than one option. In case some of the programs are cancelled, the applicants affected by the cancellation, may be offered the option of adding other options from the places still available in other programs.
13. The admitted applicants will confirm their place as follows:
 - The applicants admitted on a budgeted place will register the original baccalaureate diploma and the transcripts, the bachelor diploma and transcripts. 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 (online, on the admission platform). 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 applicants who register the original baccalaureate diploma, the bachelor diploma and transcripts 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, the bachelor diploma and transcripts 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, will recover the whole amount paid upon request.
 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.

Matriculation to the 1st year of studies

16. The admitted applicants are matriculated to the 1st year of studies during the academic year 2023-2024 by a Rector's decision. The admitted applicants shall register the original study documents and sign an educational contract with the Bucharest University of Economic Studies in the first three weeks from the beginning of the academic year, and the stipulations of ASE Regulation regarding the Master's studies.
17. The status of budgeted / tax paying student is updated after the 1st year of studies. The students will be ranked according to their academic performance (number of credits and average grade).
18. The organisation of the study groups doesn't consider the status of the student (budgeted or tax place).
19. 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.

Admission and tuition fees

20. The registration and tuition fees are decided each year by the Academic Senate of the university and might be subject to change slight changes from one year to another.
21. All the fees (registration, ½ annual tuition fee for confirming the place) will be paid online, on the **admitere.ase.ro platform**.

Schedule of the admission process – Master's programs* Academic year 2023-2024

1st intake – July 2023

[1] Online Registration	20-24 July until 12,00
[2] Publication of the schedule for the language competence test	25 July
[3] Language competence assessment and publication of the results	26 July
[4] Speciality exam/Specialty assessment (interview) for the all master programs – Annex 4 and the <i>English Language Education and Research Communication for Business and Economics</i> program and publication of its' results	27 July
[5] Registration of the contestations regarding the assessment for the written exam via e-mail: registratura@ase.ro , between 08,00-10,00	28 of July
[6] Publication of the preliminary admission results: candidates admitted on places financed from the state budget and candidates admitted on tax places,	28 of July
[7] Confirmation of the places by register the original baccalaureate diploma, the bachelor diploma and transcripts and/or payment of 1/2 of the annual tuition fee	register the original baccalaureate diploma, the bachelor diploma and transcripts 28-31 of July, until 12.00
	payment of 1/2 of the annual tuition fee 28 July -30 July The payment of ½ of the annual tuition fee will be done with priority on the admission platform
[8] Publication of the final results for each program: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants.	31 July

* The special master's programs may have distinct calendars, specified in their admission conditions (Annex 5)
Depending on the number of applications registered, the Central Admission Commission may decide changes to the admission schedule. The changes will be announced in due time to the public.
The payment of ½ of the annual tuition fee will be done with priority on the admission platform. If the payment is done by bank transfer it is mandatory to upload the proof on the platform.

2nd intake– September 2023

<ul style="list-style-type: none"> • Online Registration 	1-4 September, until 14,00
<ul style="list-style-type: none"> • Publication of the schedule for the language competence test 	5 September
<ul style="list-style-type: none"> • Language competence assessment and publication of the results 	6 September
<ul style="list-style-type: none"> • Speciality exam/Specialty assessment (interview) for the all master programs – Annex 4 and the <i>English Language Education and Research Communication for Business and Economics</i> program and publication of its' results 	7 September
<ul style="list-style-type: none"> • Registration of the contestations regarding the assessment for the written exam via e-mail: registratura@ase.ro, between 08,00-10,00 	8 September
<ul style="list-style-type: none"> • Publication of the preliminary admission results: candidates admitted on places financed from the state budget and candidates admitted on tax places. 	8 September
<ul style="list-style-type: none"> • Confirmation of the places by register the original baccalaureate diploma, the bachelor diploma and transcripts and/or payment of 1/2 of the annual tuition fee. 	register the original baccalaureate diploma, the bachelor diploma and transcripts
	11 September payment of 1/2 of the annual tuition fee. 08-11 September, until 14.00 The payment of ½ of the annual tuition fee will be done with priority on the admission platform
<ul style="list-style-type: none"> • Publication of the final results for each program: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants. 	12 September

Contact details:

The Bucharest University of Economic Studies (ASE)

Department for International Relations

Piața Romană no. 6, district 1, Bucharest , Romania

Telephone no. +4021.319.19.10, +4.021.319.19.84

E-mail address: internationaladmission@ase.ro

Anexa 11

Registration of non-EU citizens*

The application file for admission to study at the Bucharest University of Economic Studies has to be sent to our University. The application file will be checked and then forwarded to the Ministry of Education and Research, which will issue the the acceptance letter. The acceptance letter will be then transmitted to the applicant by the university.

This letter allows the applicant to apply for the study visa from the *Romanian Embassy* in his/her country.

It is recommended to apply as soon as possible because the procedures for obtaining the acceptance letter and the visa procedure may take up to 30 days each.

The application file must contain the following documents (certified/authorised translations into English or Romanian):

1. Application form with photo;
2. Copy of the Baccalaureate (high school) Diploma or equivalent and the transcript of records for the highschool years endorsed by the Romanian Embassy in his/her country or with the Hague Apostille – translated into Romanian and officially endorsed;
3. Copy of the Bachelor's diploma and the transcript of records, endorsed by the Romanian Embassy in his/her country or with the Hague Apostille – translated into Romanian and officially endorsed;
4. Language certificate for the language of instruction – if applicable – translated into Romanian and officially endorsed;
5. Copy of the birth certificate – translated into Romanian and officially endorsed;
6. Passport copy;
7. Medical certificate stating that the applicant is fit for university studies.

If the applicant doesn't speak Romanian and the chosen program is taught in Romanian, he/she should learn Romanian during a preparatory year.

For the applicants who wish to study in English, French or German and are not native speakers / don't provide a recognised language certificate, a compulsory language test will be organised after their arrival in Romania. Until passing the test, their admission will be conditional.

Applicants shall mention in the application their complete contact details (physical address, e-mail address, telephone number).

Documents should be sent by e-mail (**internationaladmission@ase.ro**) or registered mail to the following address:

The Bucharest University of Economic Studies
Office for International Cooperation and Foreign Students
Attn. Ms Lelia Iordan
Piata Romana, no. 6, Room 0024
010374, Bucharest, Romania

The registration and tuition fees are decided each year by the Academic Senate of the university and might be subject to change at the beginning of each academic year.

Upon arrival in Romania, the accepted applicant will have to register personally at the Bucharest University of Economic Studies, having the following documents:

1. The letter of acceptance in original;
2. Bachelor diploma and the transcript of records for the bachelor studies, endorsed by the Romanian Embassy in the country of origin with the Hague Apostille) – in original and translated into Romanian and officially endorsed;
3. Baccalaureate (high school) Diploma or equivalent endorsed by the Romanian Embassy in the country of origin with the Hague Apostille–in original and translated into Romanian and officially endorsed;
4. Transcript of records for the high school years in original and translated into Romanian and officially endorsed;
5. Language certificate for the language of instruction – if applicable – translated into Romanian and officially endorsed;
6. A copy of the birth certificate, translated into Romanian and officially endorsed;
7. Medical certificate (translated into Romanian or English) stating that the applicant is fit for university studies;
8. 2 photos $\frac{3}{4}$;
9. The passport containing the study visa. ¹

Schedule for admission: receipt of application files: 03 April - 31 August 2023, student registration: 11 - 29 September 2023 (registration will be complete after the receipt of the original documents and the completion of a language test, when applicable, according to the law and regulations in force).

For the candidates who would like to study in foreign languages, the Bucharest University of Economic Studies offers the following master's programs:

Programs taught in English:

- Accounting, Audit and Management Information Systems
- Applied Finance
- Customer Relationship Management
- English Language Education and Research Communication for Business and Economics
- Entrepreneurship
- Excellence in Business and Services
- Informatic Security
- International Business Management

Special program taught in English (special admission requirements & specific fees):

- Business Administration (<http://www.imba.fabiz.ase.ro/>)
- Entrepreneurship and Business Administration in the energy sector (<http://mba-energie.ase.ro/>)
- Digital Business and Innovation (<http://mdbi.fabiz.ase.ro/>)

* If the candidate is unable to prove his / her studies by documents issued by higher education institutions in Ukraine, he / she undertakes to present these documents until the completion of the studies.

Programs taught in French:

- Entrepreneurship and Business Administration

Programs taught in German:

- Entrepreneurship and Business Administration

International MBAs (special admission requirements & specific fees):

- Romanian-Canadian MBA – taught in English (<http://bbs.ase.ro/romaniancanadian.html>)
- Romanian-French MBA – taught in English (<http://bbs.ase.ro/romanianfrench.html>).

Granting places for study without paying tuition fees, but with scholarship, for citizens of third countries, on the proposal of higher education

Foreign citizens from third countries of the EU, who do not fall into the category of Romanian citizens from everywhere/ethnics (*In the category of Romanian Ethnic, are included, in accordance with the provisions of Law no. 299/2007 on support for Romanian Ethnic, republished, with subsequent amendments and completions: The persons who freely assume the Romanian cultural identity, the persons of Romanian origin and those belonging to the Romanian linguistic and cultural vein, who live outside the borders of Romania, regardless of the ethnonym used (armâni, armânji, aromâni, basarabeni, bucovineni, cuțovlahi, daco-români, fărșeroți, herțeni, istro-români, latini dunăreni, macedoromâni, macedo-români, maramureșeni, megleniți, megleno-români, moldoveni, moldovlahi, rrâmâni, rumâni, valahi, vlahi, vlasi, volohi, macedo-armânji) as well as all other lexical forms semantically related to the above) **and/ or have dual citizenship (Romanian and of another state)** can benefit from study places from the budget of the Ministry of Education for foreign citizens, in the academic year 2023-2024.*

In order to obtain these study grants, the candidates selected by state higher education institutions must comply with the following criteria:

- a. they study / they are admitted on places for study with foreign currency fee in the first year of studies, at Bachelor, Master or Doctoral studies, in the academic year 2023-2024;
- b. they are graduates of High school/ Bachelor/ Master studies in an educational institution abroad and have obtained a minimum average grade of 9.00;
- c. they are graduates of a university degree program in Romania, as students with scholarship of the Romanian state, full time form of education, in Romanian language, and they have obtained as a general average grade at least 8.50 and continue their studies in an accredited higher education institution in Romania;

Each public higher education institution in Romania will submit **not more than five selected application forms** to the Ministry of Education, Directorate General for International Relations and European Affairs, no later than the 1st of October 2023, to the e-mail address international@edu.gov.ro.

- a) the official address, through which the nominalization of the proposed individuals for receiving of a place for studies without tuition fees, but with scholarship from the Ministry of Education;
- b) the list that contains the ranking of the candidates, in the decreasing order of their results of the selection process, by study cycles;
- c) the candidature file which will contain the following documents: i) copy of the passport; ii) copy of the birth certificate; iii) copy of the end of pre-university / highschool studies diploma and the transcript of records related to the years of study for the secondary higher education; iv) copy of the Bachelor degree diploma and

the diploma supplement (transcript of records) or the certificate which states the academic records for all years of study, as well as the grades that were obtained at the Bachelor examination (for students in the ongoing academic year) for the candidates who request the continuation of Master academic studies; v) copy of the Master diploma and the diploma supplement (transcript of records) or the certificate which states the academic records for all years of study for the candidates who request the continuation of Doctorate academic studies, if applied.

The Department for International Relations and European Affairs will analyze the submitted files and will propose the allowance of the grants on the basis of the selection criteria, approved by the management of the Ministry of Education.

The Ministry of Education will communicate to the higher education institutions the final list of the candidates who will benefit from places for study without tuition fees, but with scholarship from the budget of the Ministry of Education.

Further information:

The Bucharest University of Economic Studies

Department for International Relations

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E-mail: internationaladmission@ase.ro