

Recognition of studies for EU Member States, EEA and Swiss Confederation citizens and their family members, holders of long-term/permanent residency permit in one of the aforementioned states, for admission to undergraduate programmes (Bachelor)

Submitting the application

- [at the university](#)
- [Ministry of National Education Registration Office](#)

Working hours: **Monday-Thursday** 09:00-11:00 and 14:00-16:00 | **Friday**, 09:00-11:00

- by mail service

[Ministry of National Education Registration Office](#),

10 Spiru Haret street, District 1, 010176, Bucharest



Required documents / Checking documents

1. [Application form](#);

2. **Proof of completion of secondary school** (high school diploma/certificate) :

- copy for documents in Romanian/ English/ French/ Spanish/ Italian
- copy and an official translation in Romanian for documents in other languages

3. **Proof of completion** of all secondary school levels (transcript of high school years/certificate of each level):

- copy for documents in Romanian/ English/ French/ Spanish/ Italian
- copy and an official translation in Romanian for documents in other languages

4. **Other documents**:

- Pruebas de Aptitud para el Acceso a la Universidad from Spain, Vevaiosi Prosvasis for Panellinies Exetaseis – for general high school – from Grece, Scholastic Aptitude Test (SAT) or ACT from

S.U.A.) – copy and an official translation in Romanian for documents in other languages than English/French/Spanish/Italian

5. Identification paper - copy

- passport
- Identity card
- 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

6. Proof of payment for evaluation fee - 50 de lei - copy.

The fee can be paid at CNRED Cashier's Office, Spiru Haret Street, 12, Monday to Thursday, 09:00 -12:00 and 13:00 -15:00 or at a Post Office, or via bank transfer in the bank account:

Beneficiary: Ministry of National 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

The payment can be made in Euro via bank transfer in the account below:

Beneficiary: Ministry of National Education

Tax Registration Number: 13729380

Bank: Romanian Commercial Bank - BCR, branch Sala Palatului

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 IBAN number along with owner's and employer's name (if applicable) must be referred to on the proof of payment!

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 in original.

2. [Hague Apostille](#) is requested for diplomas from [countries which are parties to the Hague Apostille](#) , issued by the [competent authorities](#) in the issuing countries. Hague Apostille Convention is requested for diplomas from Italy, Greece, Spain, Portugal and Cyprus.

3. Diplomas issued in countries which are not parties to the Hague Apostille 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 and the Embassy/Consular Office of Romania in the issuing country or by the Ministry of Foreign Affairs in the issuing country and the issuing country's Embassy/Consular Office in Romania; 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](#)

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

Working hours: Monday to Thursday, between 09:00 - 12:00, 12:30 - 14:00

- [at the university](#),
- [CNRED](#),

National Centre for Equivalence and Recognition of Diplomas
[nr. 12 Spiru Haret street, district 1, 010176 Bucharest](#)

- **Via mail**, to the address indicated in the application
- **Via 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.

Appealing procedure

CNRED's decision on recognition can be appealed through the Ministry of Education's Registration Office, within 30 days from the day the recognition decision has reached the applicant. CNRED issues an answer within 10 days.

The procedure for recognition of studies for EU Member States, EEA and Swiss Confederation citizens and their family members, holders of long-term/permanent residency permit in one of the aforementioned states, for admission to undergraduate programmes can be viewed in [Point of Single Contact and Electronic Procedures](#).