

Online Registration for Romanian Citizens – Required Documents

During the registration period, the candidate must upload the following documents in **.pdf format** on the **admission platform**:

1. **Registration form generated on the platform** along with the **consent declaration for personal data processing**
 - a. These documents will be **automatically generated** by the platform once the candidate enters the required personal data, including:
 - Identity details as stated in their identity card/passport, birth certificate and/or marriage certificate
 - Name of the doctoral advisor for whose position the candidate is applying
 - Additional information regarding admission options
2. **Enrollment application form including ethnicity declaration**, as per the model provided on the website of the Institute for Doctoral Studies – **only for candidates applying for positions reserved for the Roma ethnic group**
3. **Curriculum Vitae (CV)**
4. **List of published scientific papers** (if applicable)
5. **Valid language proficiency certificate** (if applicable), valid at the date of the admission exam
6. **Educational diplomas:**
 - **High school diploma**
 - **Bachelor’s degree diploma** (with annexes, if applicable: transcript or diploma supplement)
 - **Master’s degree diploma / Advanced Studies diploma** (with annexes, if applicable: transcript or diploma supplement)

Notes:

a. Candidates who passed the **Master’s dissertation exam** during the current academic year may submit a **graduation certificate** instead of the diploma. This certificate must include:

- Overall GPA
- Grades obtained during each year of study
- Total number of ECTS credits earned
- Validity period
- Confirmation that the diploma has not yet been issued

b. **Foreign studies** must be proven with **equivalency certificates** (for both Bachelor’s and Master’s studies) issued by the **National Center for Recognition and Equivalence of Diplomas (CNRED)**, under the Ministry of Education.

The **total number of transferable ECTS credits** based on CNRED-recognized diplomas must be **at least 300**.

For **CNRED certificates issued with an electronic signature**, the **electronic version** must be submitted.

7. **Birth certificate**
8. **Marriage certificate** (only if the birth name has changed due to marriage)
9. **Official name change document** (if applicable)
10. **Identity card/passport** (passport required for non-Romanian citizens)
11. **Proof of payment** (receipt, bank transfer slip, or postal order) showing the **admission fee** has been paid
 - a. The **admission fee** (composed of the registration and processing fees, as stated in the UBB Regulation for Admission, Tuition, and Graduation Fees for the 2025–2026 academic year) must be paid by the candidate using one of the following payment options:
 - **P1** – Online via the admission application
 - **P2** – At the **university cashier’s office**, located at Str. I.C. Brătianu No. 14, during business hours (Monday–Friday; closed on weekends)
 - **P3** – At any postal office, by **postal order**, to the account **RO35TREZ21620F330500XXXX**, opened at the Cluj-Napoca Treasury
 - **P4** – By **bank transfer**, at any bank, to the same account as above: **RO35TREZ21620F330500XXXX**, opened at the Cluj-Napoca Treasury, belonging to Babeş-Bolyai University
UBB Fiscal Code: 4305849

On the payment document, for payments made through **P3** or **P4**, the following must be specified:

- Candidate’s full name
- Note: *“Processing fee and registration fee for the doctoral admission contest, Babeş-Bolyai University, Faculty of ...”*

The resulting receipt (if the payment was made through **P2**, **P3**, or **P4**) must be:

- Uploaded on the admission platform
- Included in the **confirmation file** during the admission confirmation process

This text represents a translation from Romanian to English using ChatGPT 4o on the 27th of March 2025.