

## Anexa 12

### 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 (<http://international.ase.ro/uploads/Anexa-2A.pdf>);
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](mailto: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.

**Schedule for admission: receipt of application files: 05 April - 17 September 2021, student registration: 20 September 2021 – 30 September 2021 (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
- Business Administration
- Customer Relationship Management
- English Language Education and Research Communication for Business and Economics
- Entrepreneurship and Business Administration
- Excellence in Business and Services
- Informatic Security
- International Business Management

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

- 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>).

**Further information:**

The Bucharest University of Economic Studies

Department for International Relations

Tel. +4021 319 19 84; fax +4021 319 20 23

E-mail: [internationaladmission@ase.ro](mailto:internationaladmission@ase.ro)