

THE NATIONAL UNIVERSITY OF ART'S, BUCHAREST
G-ral. Budişteanu Street no. 19, district 1, RO – 010773, Bucharest, Romania
Telephone no. +4.021.312.54.29

FOREIGN STUDENTS FROM EU THIRD COUNTRIES
(NON-EUROPEAN SELF SPONSORED CANDIDATES)

**APPLICATION PROCEDURE FOR FILE PROCESSING AND ADMISSION OF FOREIGN
CITIZENS FROM EU THIRD COUNTRIES TO BACHELOR AND MASTER STUDIES**

The admission process for citizens from E.U.third countries is performed according to the *Methodology for issuing the Letters of Acceptance and admitting foreign citizens from EU countries for studies and schooling at National University of Art's – Bucharest*, approved by the UNARTE SENATE, through the Decision no. 20/

- A. Non-European candidates must fill in the **Application Form (www.unarte.org)** and submit the legalized documents requested.

The first step:

Registration period (regular post or e-mail):
July 16, 2018 – August 20 , 2018

Candidates send their admission documents (only legalized copies), by regular post (**G-ral. Budişteanu Street no. 19, district 1, RO – 010773, Bucharest, Romania**), or scanned documents via e-mail:

- **Documents for bachelor and master studies:**
secretar_sef@unarte.org, international@unarte.org;
- **Documents for PhD:** doctorat@unarte.org;

ATTENTION!!!

This first step helps foreign candidates only in terms that the university evaluates the file, but does not exclude enrollment and admission from the periods established in the admissions methodologies.

The file with the original papers will be submitted by the candidate, according to the calendars provided in the admissions methodologies :

REGISTRATION CALENDAR

► **FOR BACHELOR STUDIES – ADMISSION SEPTEMBER 2018**

No.	Days	Date	Program hours
1	MONDAY	September 3 , 2018	10,30 – 15,00
2	TUESDAY	September 4, 2018	10,30 – 15,00
3	WEDNESDAY	September 5, 2018	10,30 – 15,00
4	THURSDAY	September 6, 2018	10,30 – 15,00
5	FRIDAY	September 7, 2018	10,00 – 13,00
The admission contest for all specializations is organized in one session and begins on Monday, September 10, 2018			

► **FOR MASTER STUDIES – ADMISSION SEPTEMBER 2018**

(for all specialization, without the History and Methodology Program in Image Research)

No.	Days	Date	Program hours
1	MONDAY	August 27, 2018	10,30 – 15,00
2	TUESDAY	August 28, 2018	10,30 – 15,00
3	WEDNESDAY	August 29, 2018	10,30 – 15,00
4	THURSDAY	August 30, 2018	10,30 – 15,00
5	FRIDAY	August 31, 2018	10,00 – 13,00
Admission contest - Monday, September 3, 2018			

► **FOR MASTER STUDIES – HISTORY AND METHODOLOGY PROGRAM IN IMAGE RESEARCH – ADMISSION SEPTEMBER 2018**

No.	Days	Date	Program hours
1	THURSDAY	August 30, 2018	10,30 – 15,00
2	FRIDAY	August 31, 2018	10,00 – 13,00
3	MONDAY	September 3, 2018	10,30 – 15,00
4	TUESDAY	September 4, 2018	10,30 – 15,00
5	WEDNESDAY	September 5, 2018	10,30 – 13,00
Admission contest - Friday, September 7, 2018			

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► FOR PhD STUDIES – ADMISSION SEPTEMBER 2018

No.	Days	Date	Program hours
1	MONDAY	September 10, 2018	10,30 – 15,00
2	TUESDAY	September 11, 2018	10,30 – 15,00
3	WEDNESDAY	September 12, 2018	10,30 – 15,00
4	THURSDAY	September 13, 2018	10,30 – 15,00
5	FRIDAY	September 14, 2018	10,00 – 13,00
The admission contest will begin on Wednesday, September 19, 2018.			

It is highly recommended for the admission files to be authenticated by the authorities in the issuer country as follows:

1. Hague Apostille is requested for diplomas from countries which are parties to the Hague Apostille , issued by the competent authorities in the issuing countries;

2. 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.

AUTHENTICATED DOCUMENTS FOR THE ENROLLMENT PROCESS:

It is mandatory for the candidates to present their study and identification documents from the admission file, in original, along with the Letter of Acceptance (in original) and the passport available with a "study visa" on it on enrollment, at the faculty.

- The original study documents which are part of the Hague Convention will be stamped by the competent authorities in the issuer country with the Hague Apostille.
- The original study documents which are not part of the Hague Convention will be legalized by the Ministry of Foreign Affaires in the issuer country and by the Embassy/Consulate Office of Romania in the issuer country.

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- **Please make sure that the documents are translated in Romanian language.**

FOR THE ADMISSION PROCESS(BACHELOR / MASTER/ PhD) the application file must contain the following documents (certified/authorised translations **ONLY in Romanian language**).

- **An envelope dossier with:**
 - **Application Form** – all requested information filled in entirely in 2 samples (please specify if you want Preparatory Year or not)- downloaded from www.unarte.org
 - Language proficiency certificate (in original), if the applicant doesn't speak Romanian language, he/she should learn Romanian during a preparatory year. Exempted are the candidates coming from states whose official language is the study language of the program they have applied for, and also the candidates who can prove with documents that they have studied for at least 4 years academic programs in the study language of the program they have applied for. For further details regarding the language certificates accepted by the university, please log on <https://www.edu.ro/studiaz-a-in-romania>;
 - **The studies documents** – legally certified copies and translations of High School Diploma (and of Bachelor Diploma if the candidate applies for Master studies or the Master Diploma as well for candidates who want to follow a PhD study programme);
 - Copy of the diploma supplement or a certificate legally certified copies and translations indicating the school situation for all years of study, as well as the results obtained at the bachelor exam (for graduates of current year), for applicants who request the continuance of master or postgraduate university studies.
 - **Academic records** - legally certified copies and translations – for the completed studies (High School and Bachelor) and the analytical curriculum in case of candidates that request equivalence for certain periods of studies;
 - For those how graduates the study programs followed abroad, the study papers will be accompanied by the **recognition certificate issued by MENCS-CNRED** (<https://cnred.edu.ro>)
 - **Birth certificate** - copy and legally certified translation;
 - **Copy of the passport** – valid at least 6 months after the date when the Letter of Acceptance to studies is issued;
 - **Medical certificate** (translate in romanian language) to prove that the person to be registered for studies does not suffer from infectious incompatible with the future profession;
 - **Marriage license** – if necessary or other document (to prove the name change) copy and legalized translation in Romanian at the notary public;
 - **2 recent photos** ¾ cm, color;
 - **Copy of the document attesting the residency abroad (if the case)**

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- **Declaration on his/her own** responsibility that he does not own and did not hold an identity card and / or passport issued by the Romanian authorities, authenticated by the notary;
- **Self-declaration** by which the candidate undertakes that he / she will not simultaneously benefit from public funding for two university degree programs, regardless of their level, and that he / she will not simultaneously attend more than two university study programs, regardless of level and form financing them (for EU, EEA and EC citizens only);
- **List of published works (only for Phd studies)**
- **Curriculum vitae (only for Phd Studies)**
- **Receipt** issued by the bank (The Romanian Commercial Bank, IBAN account RO06RNCB0072039062550016, mentioning the name, CNP, type of study, study program and type of fee (enrollment) which will result in payment of the registration fee for the admission contest -150 RON

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

Incomplete files will not be processed, being declared rejected.

It is mandatory for candidates which have been admitted to National University of Art's Bucharest to enter the country with a study visa and to legitimize their study in Romania for educational/study purposes.

For those who will study in **Romanian language** – if the candidate knows Romanian Language but does not have a Romanian Language Certificate, he/she must obtain it following an exam.

Only after passing this language exam, the candidate shall be accepted into the first year of study. If the candidate does not know Romanian language, he/she must attend the **Preparatory Year** for learning Romanian language. During the Preparatory Year the candidates will learn the basic Romanian vocabulary and the specific vocabulary needed for the future art's studies .

When registering for study programs that require Romanian linguistic competence, the following categories of persons are exempt from the obligation to present the certificate of graduation from the Romanian language Preparatory Year:

1. Candidates who present Romanian study documents (diplomas and certificates) which prove at least four consecutive years of study in a scholar unit in the Romanian national system;

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2. Candidates who present certificates issues in Romania attesting a level of at least B1 in Romanian language;
3. Candidates who pass the Romanian language test and obtain the Certificate of Romanian language proficiency.

ADMISSION PROCESS

The admission process of Non-EU candidates takes the following steps:

1. The application file is registered at the university
2. If complete, the application file is processed by the university.
3. The files accepted by the university will be sent to the Ministry of National Education for evaluation
4. For the candidates accepted, the Ministry of National Education will issue an Acceptance Letter, which will be sent in original to the university
5. The university will inform the candidate about the acceptance and will send the Acceptance Letter to the candidate
6. If admitted to study in Romania, after receiving the Acceptance Letter, the candidate must contact the closest Romanian authority and search for information concerning the study visa application.

The visa application is a personal approach and the university is not in the position to interfere in the process. In case the visa application includes some documents issued by the university, the candidate must require specifically those documents.

7. For enrollment at the faculty the student must submit the original study documents and the proof of tuition fees payment for the first academic year.

Please take into account that the procedure may change due to the regulations imposed by the Romanian Ministry of Education.

Candidates from third E.U. countries may benefit from the following types of scholarships according to the Order of Ministry No.3236/2017 :

- a. On the basis of reciprocity in accordance with the stipulations of mutual bilateral agreements in the educational field. The vacancies for such grants may be assigned in the form of 'monthly grants'.
- b. On the basis of unilateral offers of the Romanian Government, regulated with specific normative documents;
- c. On the basis of offers of the Romanian Government in accordance with the existing legal stipulations, at the proposal of the Ministry of Foreign Affairs, depending on the

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international interests of Romania;

d. On the basis of offers of the Romanian Government in accordance with the existing legal stipulations, at the proposal of the Ministry of Economics, with the purpose of promoting the further action of economic or commercial collaboration;

e. On the basis of offers of the Romanian Government in accordance with the existing legal stipulations, at the proposal of the Ministry of National Education for citizens with exceptional academic results.

International students with Romanian origins must enter Romania with a STUDY VISA and have the obligation to submit their files to the Bucharest Immigration Service in order to obtain the right to stay legally in Romania for study purposes (RESIDENCE PERMIT).

For updated information check our website www.unarte.org , with details concerning the admission/enrollment process, following link:

<http://www.unarte.org/universitatea-nationala-de-arte-bucuresti-admitere-straini.php>

<http://www.unarte.org/universitatea-nationala-de-arte-bucuresti-admitere-licenta.php>

<http://www.unarte.org/universitatea-nationala-de-arte-bucuresti-admitere-masterat.php>

Please take into account that the procedure may change due to the regulations imposed by the Romanian Ministry of Education.