

**Procedure**  
**for organizing and conducting the admission**  
**for foreign citizens from EU third countries to bachelor and master programmes**  
**organized at Politehnica University Timișoara**

**I. General rules concerning the organization and unfoldment of the admission contest**

**Art. 1.** The methodology for admitting foreign citizens from EU third countries to bachelor and master programmes organized at Politehnica University Timișoara (UPT) shall be developed in compliance with the following normative acts:

- a. The National Education Law no. 199/2023;
- b. The Emergency Ordinance no. 194/2002 regarding the status of foreign citizens in Romania;
- c. The Order of the Minister of National Education no. 3236/2017 regarding the approval of the Methodology for admitting foreign citizens to studies and schooling on tuition-free places with scholarship and on tuition-free places without scholarship, in accredited state higher education institutions, with amendments and subsequent completions;
- d. The Order of the Minister of National Education no. 3473/2017 regarding the approval of the Methodology for admitting foreign citizens to studies and schooling starting with the school/academic year 2017-2018;
- e. The Order no. 3933/2017 regarding the approval of payment terms and methods of reporting the amount of 5% of currency receipts from fees paid by foreign students and trainees to state higher education institutions;
- f. Other specific regulations.

**Art. 2.** In accordance with the methodology developed by Politehnica University Timișoara, the schooling of EU third-country citizens is carried out on tuition places with payment in currency.

The enrolment is available for the bachelor and master programmes listed in ANNEX 1 (bachelor level) and ANNEX 2 (master level) and within the periods being mentioned in the admission calendar (ANNEX 3).

For the admission contest to university studies for international students (all programmes and cycles of studies), UPT is charging an application file processing fee of 100€/ application file. The proof of payment must be in the admission file. The fee of €100/file is charged by UPT for processing the admission file and is not refundable.

**Art. 3.** For study programmes taught in Romanian, the enrolment is conditioned by the acquisition of the necessary Romanian linguistic competencies. The candidates shall enrol in the Romanian language Preparatory Year organized by accredited higher education institutions, pursuant to the legal provisions regarding the organization and unfoldment of the Romanian language Preparatory Year. The Romanian language preparatory year at UPT is addressed to all study cycles and is organized in one of the study domains provided in ANNEX 4.

**Art. 4.** When registering for study programmes taught in Romanian, the following categories of persons are exempt from presenting the certificate of graduation from the Romanian language Preparatory Year:

- a) candidates who present Romanian study documents (diplomas) or school records which certify at least four consecutive years of study carried out in Romanian in a

school unit within the Romanian national system;

- b) candidates who present upon registration language certificates attesting a level of at least B1 according to the CEFR, issued by Romanian higher education institutions accredited to organize the Preparatory Year of Romanian Language, by lectureships of Romanian Language, Literature and Culture and Civilization within foreign universities/Romanian Language Institute or by the Romanian Cultural Institute.

**Art. 5.** For study programmes conducted in foreign languages, the admission is conditioned by the successful passing of an internationally acknowledged language examination such as TOEFL, Cambridge, IELTS, LCCI, TRINITY ISE, ECL. Alternatively, the examination can be organized by the Faculty of Communication Sciences within UPT, upon the candidate's request, through the Interlingua Center. Candidates coming from countries where the official language is the same as the language of instruction are exempt from this test, provided they can present official school documents proving that they studied in that language for at least two years.

### **Registration and admission to bachelor's degree studies**

**Art. 6.** EU third-country citizens can submit their application for admission to bachelor's degree studies at Politehnica University Timișoara if they cumulatively meet the following conditions:

- a. they have documents attesting the citizenship of a third state of the European Union (valid passport);
- b. they are graduates holding a baccalaureate diploma or its equivalent, according to the list set out in annex no. 1 to the updated Order of the Minister of National Education no. 3473 of 17.03.2017 (ANNEX 5). For graduates of the current school year, only official certificates that take the place of the diploma and that contain the results to be registered in the future diploma shall be accepted.

**Art. 7.** Candidates' participation in the admission contest is conditioned by their prior registration to this contest.

Registration for the admission competition can be done by sending the application file to the Department for International Relations (DRI) of UPT, in one of the following ways:

- online, via the platform <https://apply.upt.ro/>
- in person at the Department for International Relations of UPT, office 107, Victoriei Square, no. 2, Timișoara;

The submission of the application file and retrieval of the original letter of acceptance can also be done by proxy, provided that they present the legally certified power of attorney, by which they are expressly authorized to perform these actions.

**Art. 8.** The **application file** submitted by foreign citizens from EU third countries shall comprise the following documents:

- a. *Application for the issuance of the letter of acceptance for studies* (ANNEX 6) – the form is set out in annex 2 to the updated Order of the Minister of National Education no. 3473 of 17.03.2017 and is to be fully filled in, with enclosed photo, dated and signed;
- b. *Baccalaureate diploma or its equivalent* – copy and legally certified translation (in Romanian, English or French). The document shall be authenticated by the competent authorities in the issuing country;
- c. Copy and legally certified translation of the *certificate attesting the successful passing of the Baccalaureate examination* for graduates of the current year if the original diploma has not yet been issued;
- d. *Transcripts of academic records* – copies and legally certified translations, afferent to the studies completed;
- e. *Certificate attesting the graduation of the Romanian language Preparatory Year or the*

*language certificate*, as applicable;

- f. Copy and legally certified translation of the *birth certificate*;
- g. Copy and legally certified translation of the *marriage certificate* or other documents attesting the change of name (if applicable);
- h. Copy of the *document attesting the permanent residence abroad*;
- i. Copy of the *passport*;
- j. *Medical certificate* (in a widespread international language) attesting that the person to be registered for studies does not suffer from contagious diseases nor other deficiencies incompatible with the future profession;
- k. Passport-size photo
- l. Consent statement regarding the agreement for the processing of personal data. Consent is freely given, either via the [apply.upt.ro](https://apply.upt.ro) platform or through ANNEX 7, in case the application file is submitted in person.
- m. Proof of payment – processing file fee (100€/file).

Account details:

Beneficiary: UNIVERSITATEA POLITEHNICA TIMISOARA

Beneficiary address: Piata Victoriei, Nr. 2, Timisoara, 300006, Romania

Account number: RO56 RNCB 0255 0083 3045 0267

Bank: BANCA COMERCIALA ROMANA S.A.

Bank address: Soseaua Orhideelor nr. 15D, Cladirea The Bridge 1, etajul 2, Sector 6, Bucuresti, Romania

SWIFT: RNCB RO BU

Candidates with diplomas issued in NIGERIA shall also provide a double-sided copy of the NECO results card for the higher school certificate issued by NECO or of the WAEC Scratch card for the West African senior school certificate.

**Art. 9.** The admission procedure for candidates includes the following steps:

- Complete and compliant application files will be reviewed and processed by the staff of the International Relations Department (DRI) via the platform <https://apply.upt.ro/>
- After the eligibility check, the application files will be forwarded through the platform to the faculties coordinating the study programmes to which the candidates have applied, for the purpose of verifying compliance with the admission criteria established for those programmes, in accordance with Annex 8. UPT reserves the right to pre-select applications in accordance with its internationalization strategy and enrolment capacity. Additionally, UPT may unilaterally decide to shorten the admission period depending on the availability of places. This information will be made available to applicants on the website <https://international.upt.ro/>
- Following the evaluation of the application files, the faculties will decide on the granting of pre-acceptance for studies at Politehnica University Timișoara (UPT).
- The resolution will be communicated in real time via the admission platform, both to the candidate and to the staff responsible within the International Relations Department. In case of rejection, the reason for rejection will be indicated in an automatic message on the platform.
- The DRI officer will download the candidate's file from the platform and will periodically send to the Ministry of Education (ME) the list of people proposed for the issuance of the Letter of Acceptance for studies. The submitted list, formatted according to the indicated template, will be accompanied by an electronic copy of each candidate's file.
- After analysing the files, the ME issues the letters of acceptance which will be sent to higher education institutions and, as appropriate, to diplomatic missions, both in

physical and electronic format.

- The DRI officer within UPT will notify, via the platform, the candidates validated by the Ministry of Education (ME) regarding the issuance of the Letter of Acceptance for studies or, where applicable, the refusal to issue such a letter.
- After receiving the Letter of Acceptance, candidates must pay the tuition fee for the first academic year into the indicated bank account and upload the proof of payment to the platform. The tuition fee must be paid within 30 calendar days from the date on which the Letter of Acceptance issued by the Ministry of Education is made available to the candidate via the platform by the DRI officer.
- The DRI officer will verify the transfer of the tuition fee into UPT's bank account and subsequently generate and upload to the platform the certificate addressed to the embassy/consulate, required for visa issuance. Candidates must apply for the student visa within 60 calendar days from the date on which the Letter of Acceptance for studies is made available to them via the platform by the DRI officer.
- In case of visa refusal, candidates must choose either to request a refund of the tuition fee, in accordance with Article 22, or to opt for deferred entry (priority admission) in the next admission session. The two options are mutually exclusive — a candidate cannot initially request a refund and later, if found ineligible, opt for deferred entry. If the deferred entry option is selected, UPT will not charge a new tuition or application processing fee, retaining the fees previously paid by the candidate.

Deferred entry may be requested only once and exclusively for the academic year immediately following the one for which the original application was submitted. The request for deferred entry must be sent no later than 30<sup>th</sup> of March of the academic year for which the candidate initially applied (for example, for the 2025–2026 academic year, the deadline is 30<sup>th</sup> of March 2026).

In the new admission session, the candidate must register within the first 30 calendar days following the official opening of the admission session, in accordance with the admission calendar (ANNEX 3). This option can be granted only once per candidate.

## **Registration and admission to master's degree studies**

**Art. 10.** EU third-country citizens can submit their application for admission to master's degree studies at Politehnica University Timișoara if they cumulatively meet the following conditions:

- a. they have documents attesting the citizenship of a third state of the European Union (valid passport);
- b. they are graduates with a bachelor's degree or its equivalent.

**Art. 11.** The application file shall comprise the following documents:

- a. *Application for the issuance of the letter of acceptance for studies* – the form is set out in annex 2 to the updated Order of the Minister of National Education no. 3473 of 17.03.2017 and is to be fully filled in, with enclosed photo, dated and signed (ANNEX 6);
- b. *Baccalaureate diploma or its equivalent* – copy and legally certified translation (in Romanian, English or French). The document shall be authenticated by the competent authorities in the issuing country;
- c. *Bachelor's degree diploma or its equivalent* – copy and legally certified translation (in Romanian, English or French). The document shall be authenticated by the competent authorities in the issuing country;
- d. Copy and legally certified translation of the *certificate attesting the successful passing of the bachelor's degree examination* for graduates of the current year if the original diploma has not yet been issued;

- e. *Transcripts of academic records/ Diploma supplements* – copies and legally certified translations, afferent to the studies completed;
- f. *Certificate attesting the graduation of the Romanian language Preparatory Year or the language certificate*, as applicable;
- g. Copy and legally certified translation of the *birth certificate*;
- h. Copy and legally certified translation of the *marriage certificate* or other documents attesting the change of name (if applicable);
- i. Copy of the *document attesting the permanent residence abroad*;
- j. Copy of the *passport*;
- k. *Medical certificate* (in a widespread international language) attesting that the person to be registered for studies does not suffer from contagious diseases nor other deficiencies incompatible with the future profession;
- l. Passport-size photo
- m. Consent statement regarding the processing of personal data. Consent is freely given, either via the platform [apply.upt.ro](http://apply.upt.ro) or through **ANNEX 9**, in case the application file is submitted in person.
- n. Proof of payment – processing file fee (100€/file). Account details:  
 Beneficiary: UNIVERSITATEA POLITEHNICA TIMISOARA  
 Beneficiary address: Piata Victoriei, Nr. 2, Timisoara, 300006, Romania  
 Account number: RO56 RNCB 0255 0083 3045 0267  
 Bank: BANCA COMERCIALA ROMANA S.A.  
 Bank address: Soseaua Orhideelor nr. 15D, Cladirea The Bridge 1, etajul 2, Sector 6, Bucuresti, Romania  
 SWIFT: RNCB RO BU

**Candidates with diplomas issued in NIGERIA** shall also provide a double-sided copy of the NECO results card for the higher school certificate issued by NECO or of the WAEC Scratch card for the West African senior school certificate.

**Art. 12.** The admission procedure is identical to that set out in Articles 7 and 9 and applicable to candidates registering for bachelor's degree studies.

### **Student enrolment and management**

**Art. 13.** Enrolment for university courses is conditioned by the successful completion of the admission contest (where applicable), the payment of the tuition fee and the obtainment of the letter of acceptance for studies issued by the Ministry of Education (ME).

**Art. 14.** The enrolment of foreign citizens shall be done by decision of the rector in accordance with the calendar established by UPT, pursuant to the legislation in force.

**Art. 15.** At the time of registration, the applicants shall submit the letter of acceptance for studies, as well as the original identification and study documents in the application file, 3 colour photos (3/4 cm) and the passport accompanied by a valid visa for “study” purposes. Under exceptional circumstances, established at a national level or as a result of decisions reached at the UPT level, registration can be done based on the authenticated documents submitted online, with the original documents being subsequently submitted in the physical presence of the candidate in Romania.

Original study documents issued within states that are part of the Hague Apostille Convention shall be endorsed for authentication by the competent authorities of the issuing countries and bearing the Hague Apostille.

Original study documents issued within states that are not part of the Hague Apostille Convention shall be over-legalized by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country.

If, prior to enrolment, successful candidates give up the places obtained expressly and in writing, the file in physical form shall be returned to them within 48 hours from the submission of the request, without levying additional charges.

**Art. 16.** Upon enrolment, UPT shall enter the names of foreign citizens in the school documents in accordance with the passport data. The same name shall be entered in the documents issued upon study completion (diploma, diploma supplement).

**Art. 17.** The amount of tuition fees for foreign citizens from third countries is established in accordance with the Government Ordinance no. 22/2009, approved with amendments by Law no. 1/2010 and by decisions of the UPT Senate (ANNEX 10).

**Art. 18.** The registration and enrolment of foreign students are done according to the calendar established by the decision of the UPT Senate. After enrolment, foreign citizens are registered in the student registry with a unique number valid for the entire period of schooling in the specialization/study programme to which they have been admitted.

In accordance with the legal provisions in force, UPT shall conclude study contracts with the enrolled students.

**Art. 19.** Foreign citizens who acquire Romanian citizenship can occupy either a state-funded place or a tuition place, at the amount established by the university senate for Romanian citizens, provided that they successfully complete the admission process organized in a legally established session, according to own regulations.

Foreign students that during their studies achieve a status other than that of a citizen of non- EU countries (e.g. subsidiary protection, refugee, etc.) shall inform the Department for International Relations of UPT and the faculty which they are enrolled at. The announcement shall be made in writing and within 30 calendar days from the date of acquiring the new status.

**Art. 20.** The letter of acceptance is valid only for the higher education institution for which it was issued, starting with the academic year for which it was issued and for the corresponding university cycle. Any change in the university course, which contradicts the documents in the initial letter of acceptance, shall be regulated, at the request of the student and the education institution involved, by the issuance of a new letter of acceptance by the Ministry of Education (MoEd).

**Art. 21.** Foreign citizens have the following obligations:

- a) to obey the Romanian Constitution and observe the laws of the Romanian state;
- b) to comply with the internal regulations laid out by UPT within which they carry out their activities;
- c) to comply with the provisions of the present admission procedure

### **Return of tuition fees**

**Art. 22.** The tuition fees paid by international students from third countries (non-EU) can be returned upon the holder's (student) written request (by completing the application set out in ANNEX 11) under the following conditions:

1. The student was not granted a study visa due to factors beyond UPT, but did apply for a visa within 60 calendar days of receipt by UPT of the letter of acceptance issued by the Ministry of Education and its transmission to the student. In this case, the student is

required to notify the International Relations Department (DRI) by uploading to the admission platform the visa response received from the Romanian embassy/consulate within 15 calendar days from the date of the visa refusal, including situations where the candidate has unilaterally decided to appeal the initial decision.

The student's request for a tuition fee refund must be submitted via the platform <https://apply.upt.ro/> and accompanied by the following documents:

- the application (ANNEX 11) signed and dated,
- the message received from the Romanian embassy/consulate regarding the resolution of the visa application;
- the official visa refusal document;
- proof of the date of the visa application (e.g. online appointment confirmation email);
- bank account statement, indicating the IBAN, SWIFT code, and the name of the bank where the refund is to be transferred.

If an appeal has been submitted, the final official decision must be uploaded to the platform as soon as it becomes available.

2. The student requests the withdrawal from studies or his/her residence permit in Romania has been revoked/cancelled/terminated. In any of these situations, the reimbursement of the fee is made only for the fees paid in advance, for semesters of studies in which the student has not yet participated, under the conditions of art. 7 (2) of annex no. 1 to the UPT Senate Decision - HS no. 120/2019. The student's application for a refund of the fee shall be made by him/her within 30 calendar days and shall be accompanied by the following documents:

- the application (Annex 11) signed and dated
- account statement indicating the IBAN account, SWIFT code and the bank where the refund is requested
- the expulsion order or the provision issued by the competent authority by which the student's residence permit in Romania has been revoked/cancelled/terminated.

Along with the request for refund of the fee, the student also requests the withdrawal from studies.

3. The student invokes a case of force majeure (political conflicts, medical emergencies, etc.) that prevents the issuance of the study visa or their enrollment at Politehnica University Timișoara (UPT). Subsequently, his/her travel to Romania becomes impossible. These exceptional situations must be rigorously proven by the applicant in accordance with applicable law. The application for a refund of the fee shall be made by the student within 30 calendar days from the occurrence of the force majeure event and shall be accompanied by the following documents:

- the application (Annex 11) signed and dated
- account statement indicating the IBAN account, the SWIFT code and the bank where the refund is requested
- proof supporting the existence of the exceptional situation that the student is reporting.

If the candidate is not the holder of the bank account to which the refund is requested, a legally certified power of attorney issued by the candidate is required for UPT to transfer the refund to a third party's bank account.

In situations where the student does not meet the aforementioned deadlines, the tuition fees covered by him/her become the own revenue of Politehnica University Timișoara and shall be used by it in accordance with the legal provisions. Tuition fees are refundable only in the cases invoked in art.22 (points 1, 2 and 3).

Requests for tuition fee reimbursement under Article 22 may be submitted no later than 30<sup>th</sup> of March of the academic year for which the application was submitted.

**Art. 23.** In the process of verifying applications, the student may be asked to provide additional clarifications/documents.

The Council of Administration shall decide on the refund applications, approving them or disposing their rejection. The result of the analysis shall be communicated to the applicants by the Department for International Relations where the reimbursement procedure is initiated and carried out. The Financial-Accounting Department within UPT collaborates with the Department for International Relations in order to refund the fees according to the terms established by this procedure.

**Art. 24.** If the refund request is approved, the bank fees and the amount paid by UPT to the Ministry of Education will be deducted from the value of the tuition fee (5% of the fee, according to art. 130, paragraph 3 of Law no. 199/2023).

### **Final provisions**

**Art. 25.** This methodology shall take effect within UPT starting with the admission sessions for the academic year 2025 – 2026.