



## MANUAL for using the online enrolment portal ADMISSION 2019-2020

Before starting the registration, please make sure you have available all the documents requested for admission in the [Procedure of admission for international candidates 2019](#) and you have acces to printing and scanning devices.

### Step 1 User registration

1. On the first page of the portal, please choose the English language and then press the REGISTRATION button:

The screenshot shows the 'Exam' portal home page. At the top, there is a header with the text 'Exam'. Below the header, there is a 3D illustration of two figures, one holding a tablet. Underneath the illustration, there is a language selection dropdown menu set to 'English (EN)'. Below the language menu, there are input fields for 'User' and 'Password'. At the bottom of the page, there are four buttons: 'Login', 'Registration', 'Activation', and 'I forgot my password'. The 'Registration' button is circled in red.

2. After pressing the REGISTRATION button, the following window opens, where you will need to fill out the following information:

The screenshot shows the registration form. At the top, there is a header with the text 'Exam'. Below the header, there is a 3D illustration of two figures, one holding a tablet. Underneath the illustration, there are several input fields: 'E-mail', 'Password', 'Confirmation', 'Last name', 'First name', 'PIN', 'Question', and 'Answer'. There is also a 'Verification' field with a captcha image. At the bottom of the form, there are two buttons: 'Registration' and 'Cancel'.

**Email:** fill in your email address. Make sure you have acces to the email, as you will need to validate your account.

**Password:** fill in with a password to access the admission portal;

**Confirmation:** fill in the same password to confirm;

**Last name / First name:** Surnamen/Given name



**PIN:** represents your ID number. It has to contain only digits, no letters. If you are a Romanian citizen you can use your CNP, if you are an international citizen you can use your passport number or any other number;

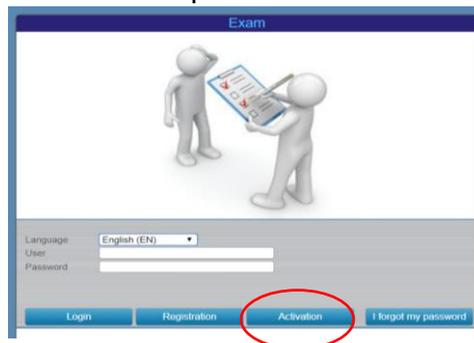
**Question:** fill in a question that will appear when you forget your portal access password;

**Answer:** complete the answer to the question above. Fill in this answer when you forget your portal access password;

**Verification:** Fill in the Captcha code displayed on the right side;

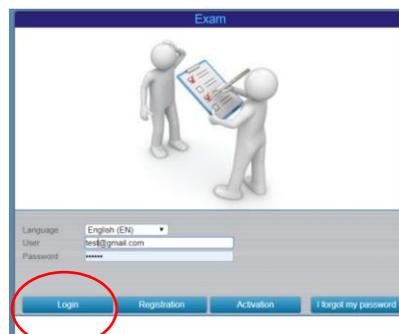
After completing the above information, please click on the REGISTRATION button. If you wish to cancel the registration, please click the CANCEL button.

3. After pressing the REGISTRATION button, you will receive a confirmation message from [UTM Admission 2019](#) at the email address you registered. Please access the link in the email to confirm your registration. Click the ACTIVATION button to proceed.



## Step. 2 Access the portal and complete personal data

1. Once the account has been created on the portal, on the home page you can enter your email address and password to access the portal, then click on the LOGIN button





2. After you LOGIN, a window will open in which you can press the ADD button



3. After pressing the ADD button, the following window opens to fill in all the fields:

Form fields include:

- Current surname/Last name: PANC
- First name/Given name: IOANA
- Surname/Last name at birth: (AS IT APPEARS IN THE BIRTH)
- Personal identification number: 123456
- Gender: [Dropdown]
- Date of birth: [Calendar]
- Father's given name: FATHER'S GIVEN NAME
- Mother's given name: MOTHER'S GIVEN NAME
- Father's name initial: THE FATHER'S NAME INITIAL
- Place of birth (country / county / city): ROU [Count] [City]
- Identity document: Document type (Identity Card), Series/Number (Series, No.), Document validity (From, To)
- Issued by: [Text field]
- Actual Citizenship: [Dropdown]
- Citizenship: RO [Romanian]
- Marital status: Single [Disabled]
- Fix phone, Mobile phone, E-mail address: [Text fields]

Form fields include:

- Fix phone: +40123456789
- Mobile phone: +40123456789
- E-mail address: anamaria.perpelea@gmail.com
- Postal address (home / domicile): Country / County / City (ROU [Count] [City]), Environment, Street, Number (Street No.)
- Postal address (residence): Building, Entrance, Floor, Apartment / Flat, ZIP code

**Current surname/ Last name:** current surname/last name after marriage, divorce, adoption, change on request, if applicable;

**First name/Given name:** represents your first name/given name at birth, (eg. John, Sarah)

**Surname/Last name at birth:** surname/last name from birth certificate;



**Personal identification number:** represents your ID number;

**Gender:** Select one of the two options: male or female;

**Date of birth:** is the date of birth, please select from the calendar;

**Father's given name:** represents the father's first name;

**Mother's given name:** represents your mother's first name;

**Father's name initial:** represents the first letter of the father's given name, it is taken automatically after entering the father's given name, but can be modified;

**Place of birth:** represents the place of birth and the following fields will be completed:

**a. Country:** represents the country of birth. The choice of a country is as follows:

- Click on the magnifying glass icon to the right of the country box

Place of birth (country / county / city)

Country | County | City

Search: Countries

- After pressing the Magnifier, the following search window opens, where all the countries in the world are loaded:

Countries

Search

Match  All  Any

Country code Begins with

Country name Contains

Search Reset Add Fields

Country code	Country name
ABW	Aruba
AFG	Afganistan
AGO	Angola
AIA	Anguilla
ALA	Insulele Åland
ALB	Albania
AND	Andorra
ANT	Antilele Olandeze
ARE	Emiratele Arabe Unite
ARG	Argentina
ARM	Armenia
ASM	Samoa americană
ATA	Antarctica

OK Cancel



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- To search for a country, please fill in the Country name field with a part of your country's name or your country's full name and then click the Search button:

Country code	Country name
DEU	Germania

- After finding the country, select your country name and press the OK button. In the main window the country you choose will appear:

Place of birth (country / county / city)

DEU	N/A	City
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**b. County:** represents the counties being valid **only for Romania**  
The way a county is selected is the same as the country selection mode described above. **If the country of birth is not Romania, then the county box will be filled with the value N / A (not available)**

**c. City:** represents the birth town.

- If the country of birth is Romania and a county in Romania is chosen then all the cities in that county will be loaded and the procedure for selecting a city is the same as for the country described above.
- If the country of birth is not Romania, then the county box will be filled automatically with the value N / A (not available), and the birth town will be filled in manually in the following box:

Place of birth (country / county / city)

DEU	N/A	City	Enter the city name / district
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**Document type:** choose one of the options in the list. Make sure you use a valid document, corresponding to the citizenship you are using for enrolling.

Identity document  
Document type

Identity Card	▼
Identity Card	
Passport	
Identity Card	
Other document	

**Series / Number:** represents the serial number of the identity document;

**Validity document:** represents the validity date of the act of identity

**Issued by:** the institution that issued the ID

**Actual citizenship:** Represents the type of citizenship related to UE or NON-UE state members. Make sure you have valid documents proving the citizenship you are declaring. Please select one of the options:

Actual Citizenship

Actual Citizenship	▼
NAT001	Romanian
NAT002	EU and EEA
NAT003	NON-EU

Search...

**Citizenship:** Represents the citizenship based on the identity documents. Please search for your citizenship according to the search method in the country field described above.

**Marital status:** Represents your civil status and claims one of the options:

Marital status

Single	▼
Single	
Married	
Divorced	
Widower	

**Disabled:** If you wish to declare any type of disability, check this option:

Marital status	Disabled
Single	<input checked="" type="checkbox"/>



- Home Phone:** Fill in the home telephone number where you can be contacted;
- Mobile Phone:** Fill in the number of the mobile phone where you can be contacted;
- E-mail address:** Fill in the e-mail address for official correspondence;
- Postal address (home / domicile):** Represents your home address;
- Postal address (residence):** Represents the residence address;

**After completing all the fields above, press the save button.**

### Step. 3 Application data completion

After completing your personal data, in the main window, click the button **Add Application** button to submit information about the faculty and program study you wish to enrol in:

The screenshot shows a web form for a student named POP N. ANA-MARIA. The form includes fields for personal data (name, ID, address, phone, email), application type (Baccalaureate overall average, Olympic, Change the fee), and application details (session, faculty, study program, chosen subject for admission contest). The 'Add Application' button is circled in red.

After pressing the ADD button, the following window opens in which you can complete your application data:

The screenshot shows a detailed view of the application data completion window. It includes fields for Application Type (Baccalaureate overall average, Olympic, Change the fee), ADMITERE (checkbox), Options (checkbox), Session (IULIE2019), Faculty (Universitatea Titu Maiorescu), Study program, and Chosen subject for admission contest.

**Baccalaureate overall average:** Overall average of the general high school final exam. Introduce the average of the exam;



**Olympic:** Check this box if you participated and have won national or international contests in a field of study relevant for the program which you are applying for;

**Faculty:** Select the faculty from the list;

**Study program:** This box is activated after the faculty has been selected. Choose the study programme you are interested in.

Application Type Baccalaureate overall average Olympic Change the fee

ADMITERE    (only for students that are already enrolled)

Options

Session  
IULIE2019 Universitatea Titu Maiorescu

Faculty  
FM Faculty of Medicine

Study program

AMG	General Nursing
M	Medicine
MENG	Medicine (in English)

Search...

**Chose subject for admission contest:** For Medicine and Dental Medicine, the admission contest contains 2 subject: BIOLOGY (mandatory) and another subject of your choice. Please choose between PHYSICS and CHEMISTRY.

Application Type Baccalaureate overall average Olympic Change the fee

ADMITERE    (only for students that are already enrolled)

Options

Session  
IULIE2019 Universitatea Titu Maiorescu

Faculty  
FM Faculty of Medicine

Study program  
MENG Medicine (in English)

Chosen subject for admission contest

CHI	CHEMISTRY
FIZ	PHYSICS

Search...



**Physics/Biology/Chemistry/ First foreign language grade:** Fill in with the grades from high-school.

For Medicine and Dental Medicine you have to provide the grades for science-related subjects. It can be less than 3 subjects, and they can be named differently (eg: Science; Natural Science etc).

For other faculties please provide the grades for the first foreign language your studies (e.g. English, French etc).

Please provide the grades as they appear in your Transcript of records.

Application Type: Baccalaureate overall average, Olympic, Change the fee  
ADMITERE: 9  
Options: (only for students that are already enrolled)  
Session: IULIE2019  
Faculty: FM, Faculty of Medicine  
Study program: MENG, Medicine (in English)  
Chosen subject for admission contest: CHI, CHEMISTRY  
Physics grade: 5, Chemistry grade: 5, Biology grade: 7, First foreign language: 9  
Save, Cancel

**After completing all the fields above, press the save button.**

**If you want to register for more study programs, repeat this section for each study program.**

#### Step. 4 Completion of studies data

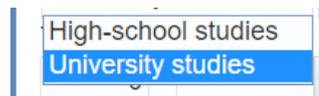
After completing your personal data, in the main window, you need to add **Information regarding studies**

Specific admission data: POP N. ANA-MARIA  
PIN 27702261111111111111, Gender Feminin, Father NICU, Mother MARIA  
Date of birth 3/29/1977, City XXX, (Germany)  
ENESCU, PITEȘTI, ARGEȘ (ROU)  
123456789, anamaria.p@gmail.com  
Application type: Session, Universitatea Titu Maiorescu  
Faculty: Faculty of Medicine  
Study program: Medicine (in English)  
Card No. 4638, Baccalaureate general average, Chosen subject for admission contest CHEMISTRY  
Information regarding studies: Add  
Documents uploaded: Add



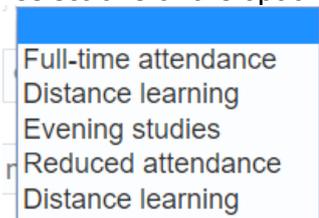
After pressing the ADD button, the following window opens in which you can complete your study data:

**Studies type:** Start with High-school studies. If you are applying for master program, then please continue with University studies. However, you must always introduce date about your High-school studies.



**Start year:** will be completed with the start year of the studies;

**Full-time attendance:** select one of the options:



**Duration:** complete the duration of the studies;

**Graduate:** select YES or NO



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**Graduation year:** complete with graduation year;

**Graduation average:** complete the graduation average;

**Institution address:** fill in the country, county and city of the institute followed. The way of choosing and completing are the same as the birthplace.

**Name of the graduated institution:** as it appears on the official documents. If you have studied in more institutions, please fill in with the name of the last institution you have graduated;

**Branch:** of the graduated institution, if it is the case;

**Profile:** of the graduated institution, if it is the case;

**Specialization:** of the graduated institution, if it is the case;

**Graduation document:** select one of the displayed options;

**Series / number:** Fill in the serial number of the graduation document;

**Document date:** Fill in the date of issue of the graduation document;

**Year of issue:** Fill the year of the release of the graduation document;

**The institution which issued it:** Fill in the name of the institution which issued the graduation document;

**Transcript of records:** Fill in the serial number of the transcript of records that contains all the grades you have obtained during high school years;

**Institution for diploma recognition:** In case you already have a certificate or an attestation of studies recognition, please select one of the options in the list. You will upload the document in the final step of the registration;

**Series / number for recognition:** In case you already have a certificate or an attestation of studies recognition, please enter the serial and the number of the recognition document;

**Document date:** In case you already have a certificate or an attestation of studies recognition, please enter the date of issue of the recognition document;

**Observations:** Any observations related to your studies may be completed.

**After completing all the fields above, press the save button.**



## Step. 5 Downloading the admission forms

After completing the study data, in the main window, press the button **Download the admission forms**.

Please download the forms that pop-up on your screen in .pdf format.

Please **print** them, **complete** them with the same information you have submitted in online, **sign** them and then **scan and upload** them in the portal.

**The original documents will be submitted with the registration file**, in person or via mail, as described in the [Procedure of admission for international candidates 2019](#)

The screenshot shows a user profile for POP N. ANA-MARIA. The 'Download admission forms' button is circled in red. The profile details include:

Specific admission data	<b>POP N. ANA-MARIA</b>
PIN	2770329131238
Gender	Female
Father	NICU
Mother	MARIA
Date of birth	3/29/1977
City	tel aviv, (Israel)
Address	ENESCU, PITEȘTI, ARGEȘ (ROU)
Phone	123456789
Email	anamaria.p@gmail.com
Application type	Session
University	Universitatea Titu Maiorescu
Faculty	Faculty of Dental Medicine
Study program	Dental Medicine

## Step. 6 Uploading the admission documents

In the main window, select the field **Documents uploaded**

The screenshot shows the same user profile as in Step 5. The 'Documents uploaded' field is circled in red. The profile details include:

Specific admission data	<b>POP N. ANA-MARIA</b>
PIN	2770329131238
Gender	Female
Father	NICU
Mother	MARIA
Date of birth	3/29/1977
City	tel aviv, (Israel)
Address	ENESCU, PITEȘTI, ARGEȘ (ROU)
Phone	123456789
Email	anamaria.p@gmail.com
Application type	Session
University	Universitatea Titu Maiorescu
Faculty	Faculty of Dental Medicine
Study program	Dental Medicine
Card No.	4638
Baccalaureate	general average
Chosen subject for admission contest	CHEMISTRY

Information regarding studies

liceul Ovidius  
real / informatica / informatica  
UTM  
ȘTIINȚE ECONOMICE / ȘTIINȚE ECONOMICE / CONTABILITATE ȘI INFORMATICĂ DE GESTIUNE

Documents uploaded

- Test1.pdf
- Test1.pdf



The documents you need to attach depend upon your citizenship and are described in here:

[Procedure of admission for international candidates 2019 – EU candidates](#)  
[Procedure of admission for international candidates 2019 – NON-EU candidates](#)

To attach a document, the following steps will be taken:

1. Click **ADD** button;
2. Choose the type of document that you wish to attach;

3. Click the Choose file button that will open the browse window for file attachment;
4. Press the SAVE button to return to the main window.
5. From the main window, you can continue the process by pressing the ADD button in the Document uploaded section.
6. Documents marked with \* are mandatory for all candidates. Make sure you uploaded all of them. The documents that are not marked with \* are not mandatory for some candidates (eg: EU citizens that already have an Attestation for recognition of studies; citizens of English speaking countries and other cases).

**You online registration is complete!**

**Everything you have SAVEd has been submitted for registration.**

Your application is verified by Department of International Relations.

If the file is complete you will receive an electronic message requesting 2 hard copy files.

If the file is incomplete, you will receive a message for correction/completion, following which you will add the missing documents online.

Once the file has been validated, the candidates must pay the admission fees and submit via postal mail or deliver personally (or via a legally authorized person) the 2 files containing all the original documents in legalized translations, apostille /authenticated, that are already uploaded online, at the following address:



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UNIVERSITATEA TITU MAIORESCU  
Department Relatii Internationale (DRI)  
189 Calea Văcărești, Building M,  
District 4, Bucharest

The 2 files must have written on their cover the following information:

- Last name/ surname at birth (from birth certificate),
- Current last name/surname (after marriage, adoption, change on request, if applicable),
- Initial/initials of the given name/names of the father (mother, if the father is unknown),
- First name/given name of the candidate,
- Study programme for which they apply
- E-mail address of the candidate
- Mobile phone number of the candidate

**Any inconsistency between the official data of the candidate and those submitted in the on-line registration platform leads to the dismissal of the candidate!!!**

For more details please see the [Procedure of admission for international candidates 2019](#) available online.

If you have any specific questions you can write us at: [international@univ.utm.ro](mailto:international@univ.utm.ro). Please be mindful that due to a high workload in this period, replying might take longer.