



MINISTRY OF NATIONAL EDUCATION

**"TITU MAIORESCU" UNIVERSITY OF BUCHAREST**

Calea Văcărești no. 187, 4<sup>th</sup> sector, Bucharest, 040051

tel.: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

## **User guide for the 2020-2021 Admission Portal**

Using the portal, candidates can register online in the undergraduate and master's degree programs for the academic year 2020-2021.

Candidates are responsible for correctly uploading all signed (where applicable) and scanned documents in the portal.

Candidates are responsible for the authenticity and correspondence between digital / scanned and original documents, which are to be presented in the candidate's file in physical format, in the case of admitted candidates.

Additional information on the documents required for enrollment is available on [Admission 2020](#) page for each faculty, in the [International](#) section or in the [Regulation on the organization and conduct of admission to undergraduate and master's degree courses for the academic year 2020-2021, amended by Senate Decision no. 80/22<sup>nd</sup> June 2020](#).

The steps for online registration are as follows:

1. Accessing the portal
2. Create an account
3. Connecting to the portal
4. Filling in the enrollment form for a study program
5. Uploading the documents in the admission file
6. Payment of the registration / admission fee
7. Sending the documents in physical format.

### **STEP 1: ACCESS THE PORTAL**

- Directly at <https://admitere.utm.ro/>
- At [www.utm.ro/en/](http://www.utm.ro/en/), **Admission 2020** menu, accessing **“Online Registration”** button.



[HOME](#) [ADMISSION 2020](#) [ABOUT TMU](#) [FACULTIES](#) [DOCTORAL SCHOOL](#) [RESEARCH](#) [NEWS](#) [ELECTIONS 2019-2020](#)

Admission 2020 HOME \

Online registration

\*Please see the registration guide. Click [HERE!](#)

ADMISSION PROCEDURE FOR INTERNATIONAL CANDIDATES 2020-2021

## STEP 2: CREATE YOUR ACCOUNT

Fill in your personal data to create your account in the admission portal. This information will be submitted in the next step in the Registration Form, so you need to make sure that the information is correct and complete.

### 2.1. Select the Register button and fill in your personal data using a personal email address.

- Declared citizenship - in the case of candidates who have more than one citizenship, please select the citizenship you wish to be registered in the official study documents.

#### 2.1.Go to the Create an account button:

Sign In **Register**

Last name:\*

Smith

Actual last name (after marriage, divorce, adoption, change request, if the case)

Last name at birth:\*

Smith

Father or mother initial:\*

N.

First name:\*

John

Declared citizenship for admission:\*

British

Baccalaureate diploma/certificate:\*

Issued by the Romanian Ministry of Education

Email:\*

john.smith@email.com

Password:\*

Minimum 8 characters

Password confirm:\*

Phone number:\*

+40678143259

In international format +[country code][number] (ex: +40xxxxxxxxxx)

☒ I agree on the collection and processing of my personal data for the purpose of logging in on the Online Admission Portal of Titu Maiorescu University.

Create an account



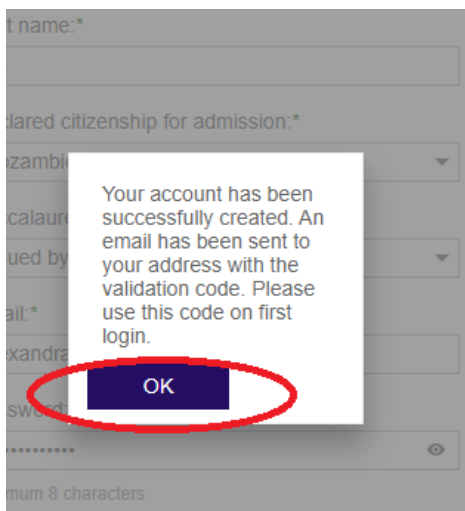
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**2.2. Check the email address used for registration.** You will receive an access code required the first time you log in to the portal.



### STEP 3: CONNECT IN THE PORTAL

**3.1. Access the portal using the link in Step 1.**

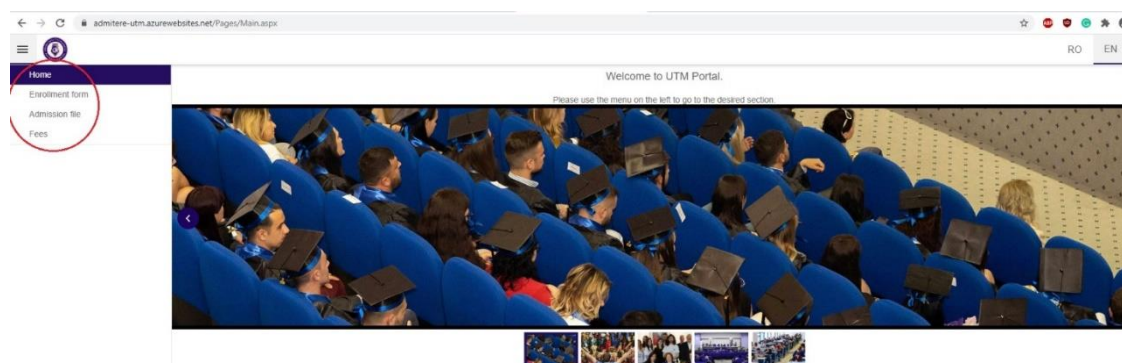
**3.2. Select Sign In and enter your email, password and validation code (for the first login), then go to "Login" button.**



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### 3.3. View the menu with the following features on the left



- a. **Home**
- b. **Enrollment form:** contains the enrollment form for admission to a study program. The portal allows you to enroll in several study programs. For each enrollment in a new study program, access the Enrollment Form.
- c. **Admission file:** contains the study programs you have enrolled in, and for each entry in this menu you will be able to upload the documents required for the admission file.
- d. **Fees:** contains information on the value of admission and tuition fees that you will pay, having the possibility to make payments from the portal. This information becomes visible after the admission file to a study program has been uploaded and validated by the Secretary / Department of International Relations.

## STEP 4: REGISTER FOR ADMISSION TO A STUDY PROGRAM

### 4.1. Choose the study program after accessing the Enrollment Form.

To view the study programs, you can access Enrollment info. After selecting the study program, access “**Choose**” button.



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Enrollment form

Enrollment info

- > General data
- > Contact data
- > Birth place
- > Permanent address
- > Identity card
- > Student at another university
- > Highschool graduate
- > Graduate of an university (on the basis of documents)
- > Romanian study enrollment
- > Other student data

Select study program

Faculty: Faculty of Dental Medicine

Field of study: Health (Dental medicine -)

Specialization: Dental Medicine in english

Type of studies: Bachelor degree

Form of education: Full time education

Enrollment info

Choose Cancel

## 4.2. Fill in the Enrollment Form:

← → ↻ admittere-utm.azurewebsites.net/Pages/Enrollment.aspx

Home

**Enrollment form**

Admission file

Fees

Enrollment form

Facultatea de Medicină Dentară-Medicină dentară în limba engleză -Licență -IF

Faculty of Dental Medicine

Health (Dental medicine - sector regulated)

- > General data
- > Contact data
- > Birth place
- > Permanent address
- > Identity card
- > Highschool graduate
- > Romanian study enrollment

I enroll

Make sure you have all this information before you start signing up.

**General data** includes the information entered when creating the account, and **all fields are required**. Make sure the data entered is correct.



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***\*Foreign identification code is the number on the identity card or passport.***

▼ General data	
Last Name	<input type="text" value="Smith"/>
Last name at birth	<input type="text" value="Smith"/>
Father's / mother's initial	<input type="text" value="D."/>
First Name	<input type="text" value="John"/>
Father's first name	<input type="text" value="David"/>
Mother's first name	<input type="text" value="Maria"/>
Foreign identification code	<input type="text" value="TR123456714"/>
Birth Date	<input type="text" value="7/1/2000"/>
Gender	<input type="text" value="Male"/>
Marital Status	<input type="text" value="Not married"/>
Declared citizenship	<input type="text" value="Mozambican"/>
Previous citizenship	<input type="text" value="-"/>
Nationality	<input type="text" value="Mozambican"/>
Ethnicity	<input type="text" value="altă etnie din țări din afara Europei"/>
Special Social Status	<input type="text" value="Not necessary"/>
I want to study as a foreign language	<input type="text" value="French"/>
I want accommodation at UTM Student Dorm/Hotel	<input type="text" value="No"/>
Profession	<input type="text" value="-"/>
Working Place	<input type="text" value="-"/>

**Contact data** - here you will find your email address and telephone number.

> General data	
▼ Contact data	
Email address	<input type="text" value="john.smith@email.com"/>
Mobile phone number	<input type="text" value="+4xxxxxxxxxxxxxxxx"/>

**Birth place**

▼ Birth place	
Country of origin	<input type="text" value="Mozambic"/>
Place	<input type="text" value="Maputo"/>



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## Permanent address

▼ Permanent address	
Country	Mozambic
Address Letter of Acceptance	Universitatea Titu Maiorescu, str. Dâmbovnicului 22, sector 4, Bucuresti
Home city	Maputo
Home address	Liberty Street, No. 78, Building M, 1st floor

## Identity Card

▼ Identity card	
Document Type	ID card
Issued by	Issuing authority
Date of issue of the document	6/6/2016
Expiration date	6/6/2023
Series and number of foreign identity document	BR098543123
Series and number of foreign passport	09865143222
Validity	09/2024

## Student at another university (if applicable)

▼ Student at another university	
Name of the institution/ foreign student	University of ...
The name of the foreign student faculty	Faculty of Business
Foreign student program of study	Business Administration in English

**High school graduate** – please enter information about high school you graduated from. If you have studied at more than one high school, please enter





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information about the last high school.

▼ Highschool graduate

Name of highschool	Saint Joseph High School of Sciences
Country graduated high school	Mozambic
Graduation Year (Highschool)	2020
Year of registration (Graduated Highschool)	2016
Graduated High School Diploma Type	High school diploma

### Graduate of a higher education institution (if applicable)

▼ Graduate of an university (on the basis of documents)

Starting year of studies	2016
Year of completion	2019
Name of the previously graduated university	University of ...
Name of the previous faculty	Faculty of Social Sciences
Program of Study	Social Sciences with Business
The address of the previously graduated university	Mail Street 12, 1234567, Liverpool, United Kin
Diploma Type	Bachelor certificate
Country	Regatul Unit

### Romanian study enrolment

If you have chosen a faculty where admission requires an exam in one or more subjects, then you will be able to choose one of the options listed:

▼ Romanian study enrollment

University	Universitatea "Titu Maiorescu" din București -
I apply for the Romanian language preparatory year	No
Discipline of choice	Physics





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## Other personal data of the student

▼ Other student data

Person with disabilities

[I enroll](#)

### 4.3. Access "I Enroll" button to complete enrollment in the study program.

### 4.4. Check the email address where you will receive the following documents in a few minutes:

- ✓ Application form completed with the data entered in the portal;
- ✓ Information Note on the processing of personal data,
- ✓ GDPR form,
- ✓ CNRED application for equivalence of studies (if applicable, EU citizens with studies in another country) or DGRIAE application for issuing the letter of acceptance to studies (if applicable, NON-EU citizens), completed with the data entered in the portal,
- ✓ the list of documents required in the admission file (depending on the study program, citizenship declared at admission and the issuing country of the pre-university graduation document), according to the *Regulation on organizing and conducting admission in undergraduate and master's degree courses for academic year 2020-2021*;



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Dear

We are glad you have chosen Facultatea de Medicină-Medicină în limba engleză -Licență -IF at Titu Maiorescu University.

Registration for admission at Facultatea de Medicină-Medicină în limba engleză -Licență -IF involves uploading on the platform the following documents in electronic format (.pdf, .jpg etc).

1. Application form for Enrollment in the admission – signed – attached to this email. Please sign the application form and scan it.
2. Information note and Declaration of consent for the processing of personal data (GDPR) – attached to this email. Please sign the forms and scan them.
3. Application form for recognition of international studies - attached to this email. Please sign the application form and scan it.
4. ID/ passport copy - copy for documents issued in Romanian, English, French language or copy and original certified translation in Romanian for other languages. The original document must be presented at the admission.
5. High school diploma/ Baccalaureate diploma/ Certificate of passing high school exam (or its equivalent), original and copy. Candidates that are students at another faculty present a certified copy of the baccalaureate diploma according with the original or a legalised copy of the baccalaureate diploma, together with the student certificate stating that the original study documents are in the student's file at the respective faculty. The baccalaureate diploma must be submitted in original to the faculty's secretariat if you are declared admitted. Candidates who have studied high school outside Romania or in Romania in a language other than Romanian present the baccalaureate diploma and the transcript of records, in original and legalized translation (in original) in Romanian. Diplomas from countries that are members of the Hague Convention request a Hague Apostille from the authorities of the country that issued the document. Diplomas issued in countries which are not party to the Hague Convention must be authenticated by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country, and the Embassy of Romania in that country. (Lista tarilor pentru care se solicita apostilarea/supralegalizarea). Diplomas from Republic of Moldova do not need any form of authentication; diplomas issued before 2008 will need a Certificate of Authenticity from the Ministry of Education of Moldova (original).
6. Birth certificate - copy for documents issued in Romanian, English, French language or copy and original certified translation in Romanian for other languages. The original document must be presented at the admission.
7. Marriage certificate (if applicable) - copy for documents issued in Romanian, English, French language or copy and original certified translation in Romanian for other language. The original document must be presented at the admission.
8. Divorce certificate (if applicable) - copy for documents issued in Romanian, English, French language or copy and original certified translation in Romanian for other languages. The original document must be presented at the admission.
9. Proof of legal name change (if applicable) - copy for documents issued in Romanian, English, French language or copy and original certified translation in Romanian for other languages. The original document must be presented at the admission.
10. Medical certificate, in English or Romanian, issued this year, specifying that the candidate is apt for higher education studies in the chosen field (e.g. medical field). If the medical certificate is issued in other language you must upload a certified translation in accordance with the original or legalized.
11. Language proficiency certificate for English (simple copies) B1 level at minimum, issued by institutions authorized by the Ministry of National Education, or an internationally recognized certificate for English (e.g. TOEFL, Cambridge IELTS). Candidates who are citizens of countries in which the official language is English or have study documents certifying high school graduation in English are exempt from this obligation. Certificates with limited validity must be valid at the beginning of the academic year in which the applicant enrolled.
12. One recent photo, size 3/4.

Please make sure that the documents scanned and uploaded on the platform are clear and easy to read.

The documents will be verified, and you will soon receive an email informing you of your file's status (accepted, validated, incomplete, rejected). The complete list with all the documents can be found at <https://www.utm.ro/admitere/#international>

If your file is accepted and validated, you will receive information regarding the payment of the admission fee in the amount of RON.

[Descărcați toate celelalte fișierele atașate sub formă de fișier zip](#)



## 4.5. Sign and scan these documents to upload them in the portal, in the Admission File.

## STEP 5: UPLOAD DOCUMENTS IN THE ADMISSION FILE

### 5.1. Go to **Admission file** from the main menu

### 5.2. Access the study program in the table to upload documents.

		Enrollment details			
Home	Enrollment form				
<b>Admission file</b>					
Fees					
		Faculty	Type of studies	Specialization	Form of education
		Faculty of Medicine	Bachelor degree	<b>Medicine in english</b>	Full time education

### 5.3. Upload signed and scanned documents.

Select from the Document Type list those documents that were requested in the email you received.



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Enrollment details  
Facultatea de Medicină-Medicină în limba engleză -Licență -IF

Enrollment file

Document type	Document name

Document type: Files here Add

- Application form for Enrollment + declaration
- Information note and Declaration of consent for the processing of personal data
- Annex 3 - EU citizens
- Annex 4 - NON-EU citizens
- ID/ passport (EN/FR or translated in Romanian)
- High school diploma/ Baccalaureate diploma (EN/FR or translated in Romanian)
- Certificate of passing high school exam (EN/FR or translated in Romanian)

> General data  
> Contact data  
> Birth place  
> Permanent residence  
> Identity card

To upload a document, select the document you want to upload from the **document type**, then press "...", select the document on your device, and press "Add" button.

Document type: ID/ passport (EN/FR or tran) Passport.JPG × Add

Maximum size: 4MB.

You have successfully uploaded the document.

Enrollment file			
Document type	Document name	Document size (bytes)	#
ID/ passport (EN/FR or translated in Romanian)	Passport.JPG	37389	×

If you want to delete a document that you have already uploaded, press the X button corresponding to the document you want to delete.

Enrollment file			
Document type	Document name	Document size (bytes)	#
- passport	Passport.docx	0	×

Document type: Files here Add

Maximum size: 4MB.

The documents you uploaded will appear in the list as follows:



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Document type	Document name	Document size (bytes)	#
- birth certificate	Birth certificate.docx		0 X
- high school diploma	High school diploma.docx		0 X
- language certificate	Language certificate.docx		0 X
- passport	Passport.docx		0 X

If you have enrolled in several study programs, repeat this step and upload the documents for each study program.

Home

Enrollment form

Admission file

Fees

Enrollment details

Faculty	Type of studies	Specialization	Form of education
Faculty of Medicine	Bachelor degree	Medicine	Full time education
Faculty of Medicine	Bachelor degree	Medicine in english	Full time education

**5.4. The admission file is verified at Secretary/Department of International Relations. You will soon (24 hours) receive an email informing you of the status of your file (accepted and validated, incomplete, rejected).** If the file is accepted and validated, you will receive information about how to pay the admission fee. If the file is incomplete, you will receive information about the missing documents that you need to upload by the deadline to complete the file.

PU Portal UTM

Dosar de admitere acceptat si prevalidat \ Admission file accepted and validated

PU Portal UTM <portal@univ.utm.ro>  
Către:

Draga

Documentele depuse de tine pentru înscrierea la Facultatea de Medicină, Engleză din cadrul Universității Titu Maiorescu au fost verificate și dosarul tău a fost validat.

Pentru a finaliza înscrierea la Facultatea de Medicină, Engleză din cadrul Universității Titu Maiorescu, te rugăm să achiziți taxa de admitere în valoare de 450 RON până la data de 21/07/2020.

Taxa de admitere poate fi achitată prin una dintre următoarele modalități:

- Card bancar prin serviciul EuPlatenc disponibil în portal
- Transfer bancar într-unul din următoarele conturi:
  - RO90BTRL04301202N0181616XX - Banca Transilvania
  - RO49BNC01546029228150001 - BCR
- Numerar la casieria Universității Titu Maiorescu, str. Dambovnicului 22

Dear!

The documents you submitted for registration at Faculty of Medicine, English at Titu Maiorescu University have been verified and your file has been validated.

In order to complete the registration at Faculty of Medicine, English at Titu Maiorescu University, please pay the admission fee in the amount of 450 RON until 21/07/2020.

The admission fee can be paid in one of the following ways:

- Credit/debit card through EuPlatenc service available on the platform
- Bank transfer to one of the following accounts:
  - RO90BTRL04301202N0181616XX - Banca Transilvania
  - RO49BNC01546029228150001 - BCR
- Cash, at the cashier of Titu Maiorescu University, Dambovnicului street 22

You have to submit via postal mail or courier delivery 2 files containing all the original documents in legalized translations, apostille /authenticated described above, that are already uploaded online at the following address:

UNIVERSITATEA TITU MAIORESCU  
Departament Relații Internaționale (DRI)  
Calea Văcărești, Nr.187, Corp M  
Sector 4, 040051, București  
ROMANIA



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## STEP 6: PAY THE ADMISSION FEE

### 6.1. Go to the Fees button from the main menu.

Home						
Enrollment form						
Admission file						
Fees						

Study program	Fee	Total amount	Currency	Payment	Payment date
Facultatea de Medicină-Medicină în limba engleză - Licență -IF	Taxă admitere la studii universitare pentru studenți NON - UE	lei450.00	RON	<a href="#">Pay</a>	

### 6.2. Pay the tuition fee that you enrolled in using your credit or debit card.



Card number: ?

Name on the card: ?

Expiry date: ?

Month

Year

CVV2/CVC2: ?

Order number: INV-01347-C4T4V4

UNIVERSITATEA TITU MAIORESCU

Order description: Taxa admitere la studii universitare pentru studenți NON - UE

**6.3. You will receive an email confirming your registration and additional details regarding the admission exam (display of results in the case of admissions made based on the registration file or details of the admission exam, if applicable).**

## STEP 7: SEND THE ADMISSION FILE IN PHYSICAL FORMAT

7.1. After displaying the results of the admission exam, if you are admitted, **you must send the original documents** by post or you can submit them, personally or by a person with special notarial power of attorney, **until the due date of payment of the first installment of the tuition fee, respectively until 30/08/2020.**



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**Candidates who are third-country nationals (outside the EU) and candidates who are EU citizens with a Baccalaureate diploma / certificate issued by the authorities of another country** are required to send the original documents by post or to submit them personally or by a person with special notarial power of attorney within maximum 7 days from the date on which they were declared admitted.



**DO YOU NEED HELP IN THE ADMISSION PROCESS? YOU CAN CONTACT US AT:**

- ✓ [admitere@univ.utm.ro](mailto:admitere@univ.utm.ro) (admission information)
- ✓ [international@univ.utm.ro](mailto:international@univ.utm.ro) (international candidates and Romanian candidates with studies abroad)
- ✓ [it@univ.utm.ro](mailto:it@univ.utm.ro) (portal functionality issues)