



USER GUIDE

ADMISSION PORTAL 2021

www.utm.ro/en/



MINISTRY OF EDUCATION

“TITU MAIORESCU” UNIVERSITY FROM BUCHAREST

Calea Văcărești no.187, District 4, Bucharest, postal code 040051

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

User guide for the online Admission Portal

STEP 1: ACCESS THE PORTAL

You can access the admission portal in one of the following ways:

- a. Directly at <https://www.utm.ro/en/admission-2021/>.
- b. At <https://www.utm.ro/en/>, **Admission 2021** menu, accessing “Admission Portal” button.

STEP2: REGISTER IN THE PORTAL

To register in the portal, you will have to enter your email address and a password, tick off the box for “I agree with the processing of personal data”, and then click on the REGISTER button.

REGISTER

I agree with the processing of personal data.

REGISTER

After registration, you will automatically receive an email to confirm your account.

Without confirmation of the account, it is not possible to access the admission portal. This confirmation aims to verify the candidate’s email address, since at this email address the candidate will later receive information from the secretariat of the faculty regarding the admission process.

STEP 3: PORTAL AUTHENTICATION

You can log in to the portal only after confirming the account in Step 2. For login, please enter the email address and the password used when you created your account in the admission portal.



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LOGIN

LOGIN

REGISTER

LOST PASSWORD

BACK TO WEBSITE

If you have forgotten your password, click on the **LOST PASSWORD** button and you will receive a temporary password by mail that must be changed after authentication.

STEP 4: CHANGE PASSWORD

To change the password, click on **CHANGE PASSWORD** button in the main page, then enter your new password, confirm it, and click on **SAVE** button.



LOGOUT

CHANGE PASSWORD

STEP 5: FILL IN THE PROFILE

After logging in, two sections will appear: **PROFILE** and **ENROLMENT**. In order to be able to enroll in a study program, first you will have to fill in the general data from the **PROFILE** section.



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LOGOUT

CHANGE PASSWORD

There are 3 subsections in the **PROFILE** section: **Personal Data**, **High School education** and **Higher education**.

1. **Personal Data** section is divided into several categories:
 - a. Personal data such as name at birth, current name (if it was changed since birth), date of birth, marital status, phone number, etc.
 - b. Place of birth: it will be filled in this order: country, county and then the town;
 - c. Permanent address: it will be filled in this order: country, county, and then the town;
 - d. Identity document;
 - e. Citizenship, where you will fill in all your citizenships, both current and previous. Also, tick the box “Stateless” or “Romanian everywhere” if you fall into one of these categories.
2. **High School education**: You will have to fill in the data about the institution that issued your high school diploma.
3. **Higher education**: You will have to fill in the data regarding your higher education studies (completed or ongoing).

To add another higher education studies, please click on “+” button.



Fields marked with * are mandatory.

Please fill in the data of the institution where you are pursuing higher education / which issued your graduation diploma in higher education.

Please fill in the fields below in ascending order of numbering

HIGH SCHOOL
EDUCATION

BACK

ADD ENROLLMENT

STEP 6: ENROLL IN A STUDY PROGRAM

To enroll in a study program, please click on the **ENROLLMENT** button in the main page from the section **High School education** or **Higher education**.



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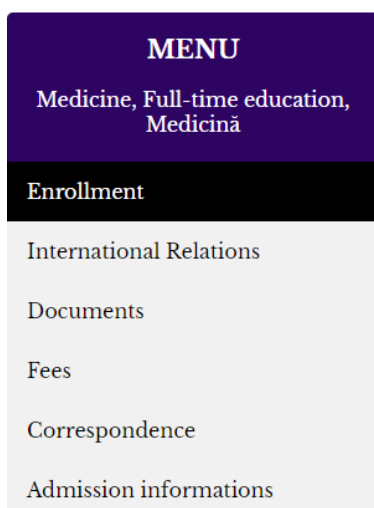
In **Enrollment** section you will have to select your options for the following categories: Faculty, Education form, Specialization, Declared citizenship for studies and, if applicable, the foreign language you want to study. Also, you can opt for accommodation in our dormitories, then click on the **ENROLLMENT** button.

1. Faculty *	2. Education form *	3. Specialization *
Asistență Medicală din Târgu Jiu	Full-time education	Asistență medicală generală
4. Declared citizenship for studies *	I want to study as a foreign language: *	
Romanian	English	

Fields marked with * are mandatory.

ENROLMENT

After you enroll in a study program, a menu will appear containing the following sections: Enrolment, Documents, Fees, Correspondence, Admission. If you are an international student or if you have studies abroad, the International Relations section will also appear in the menu.



1. In the **Enrollment** page, you can see the study program and the citizenship declared for studies. Also, you can choose if you want accommodation in our dormitories, the foreign language you want to study as a subject during your studies and the subject of your choice for the admission exam (only for Medicine and Dental Medicine), then click on the **SAVE** button.

We are glad that you have chosen Titu Maiorescu University!

Fields marked with * are mandatory.

Study program: Dental Medicine, Full-time education, Dental Medicine (in English)

Declared citizenship for studies: Romanian

Discipline of choice *

Chemistry	I want accommodation in TMU's dormitories	<input type="radio"/> No
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SAVE



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2. In the **International Relations** section you can tick off the box for having a certificate of recognition of studies from the Romanian Ministry of Education. If you do not have this certificate, you must tick off the box if you have applied in the past or not for obtaining this certificate of recognition from the Romanian Ministry of Education.

I have a certificate of recognition of studies

 No

I declare on my own responsibility, knowing the provisions of art. 326 of the Criminal Code, that: *

I have not already requested the equivalence of this diploma at the Romanian Ministry of Education.

I have already requested the equivalence of this diploma at the Romanian Ministry of Education.

and that all the information presented in this application, as well as the documents included in this file are real and authentic.

Profession

Work place

If you have a language certificate, fill in the name of the certificate, the issuing institution and the score obtained for each test component, then click on the **SAVE** button.

Language certificate

Minimum level required for the language certificate is B1.

Language of the linguistic certificate	Language certificate name	Issued by
English		
Writing *	Speaking *	Level *
Excellent	Excellent	A1

Equivalent competences

 No

SAVE

3. In the **Documents** section is displayed a list with the necessary documents for registration, according to the data previously entered. The documents marked with * are mandatory.

Please upload the necessary documents for your registration file; the documents marked with * are mandatory.
The documents can be uploaded in .pdf, .jpg, .jpeg, .png format, with a maximum size of 30MB.
The documents generated from the portal can be digitally signed handwritten in the portal or can be downloaded, signed and reloaded in the portal.
Every uploaded document will be checked and validated by the secretariat of the faculty.

<ul style="list-style-type: none">Identity card/ Passport/ Residence permit* Document status: Validated	<ul style="list-style-type: none">Statement on one's own responsibility (generated from portal)* Document status: Not uploaded
<ul style="list-style-type: none">Birth certificate* Document status: Uploaded	<ul style="list-style-type: none">Linguistic certificate for English with international recognition Document status: Not uploaded
<ul style="list-style-type: none">Marriage certificate Document status: Not uploaded	<ul style="list-style-type: none">Candidate information note (generated from portal)* Document status: Not uploaded
<ul style="list-style-type: none">Divorce certificate Document status: Not uploaded	<ul style="list-style-type: none">Statement on one's own responsibility regarding the accuracy of the data in the application form (generated from portal)* Document status: Not uploaded
<ul style="list-style-type: none">Baccalaureate Diploma/ Certificate* Document status: Uploaded	<ul style="list-style-type: none">Proof of payment of the admission fee Document status: Not uploaded
<ul style="list-style-type: none">High school transcript of records Document status: Not uploaded	<ul style="list-style-type: none">Consent form (generated from portal)* Document status: Not uploaded
<ul style="list-style-type: none">Medical certificate* Document status: Not uploaded	<ul style="list-style-type: none">Others Document status: Not uploaded
<ul style="list-style-type: none">Application form (generated from portal)* Document status: Not uploaded	

■ Not uploaded documents ■ Uploaded documents ■ Validated documents



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The documents generated from the portal can be digitally signed handwritten in the portal or can be downloaded, signed and uploaded in the portal.

APPLICATION FORM (GENERATED FROM PORTAL)*

Documents:

Download the unsigned document, generated from the portal

You can digital sign the document or you can download, sign and upload it in the portal

Click here or drag the file to upload (.pdf, .jpg, .png).

SIGNATURE RESET

If the secretariat has comments regarding a document, you will be able to see these comments in the list of documents, but also when you enter that document. You will also receive an email notification when a comment is added to a document.

BIRTH CERTIFICATE*

Observation:

observation

- **Birth certificate***

Document status: Uploaded

Observation: observation

4. In the **Fees** section will appear:

- the admission fee, which will be visible and can be paid after your file is pre-validated by the faculty secretariat;
- the tuition fee, which will be visible and can be paid after the final list with admission results will be displayed, if you will be declared admitted.



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FEES

You will be able to pay the admission fee after the validation of your file by the faculty secretariat.

You will be able to pay the tuition fee after displaying the final ranking of the admission contest.

[BACK](#)

The fee can be paid online, directly from the portal, by clicking on the **PAY** button. The admission fee cannot be modified. For the tuition fee you can change the amount you want to pay.

FEES	TOTAL PAYMENT (RON)
Registration/ admission fee for candidates/ students for Bachelor's studies 100 RON	Total payment 5748
PAY	PAY
You will be able to pay the tuition fee after displaying the final ranking of the admission contest.	
BACK	

After that, you will enter the card details and the email address, where you will receive the transaction details, then click on the **Pay online** button.

If you choose a different payment method than the one in the portal, the fee will appear paid in the portal in approximately two working days.

Card number: ⓘ

Name on the card: ⓘ

Expiry date: ⓘ Month Year

CVV2/CVC2: ⓘ

Email:

Order number: 241 UNIVERSITATEA TITU MAIORESCU
Order description: Registration/ admission fee for candidates/ students for Bachelor's studies

Accept terms and conditions ⓘ

Total: **350.00 LEI** [Pay online](#)

5. In the **Correspondence** section you will be able to keep in touch with the faculty secretariat. You will receive an email notification when you receive a new message in this section.



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CORRESPONDENCE

For any questions regarding your registration file, please write a message to the secretariat of the faculty in the section below.

SEND

6. In the **Admission Information** page, you can see the admission calendar for the study program you have enrolled in. You will also be able to follow the progress of the application, to see if your file has been pre-validated, and, after the final validation, you will be able to see the registration number and the validation date. If you take the admission exam, you will see the location and time of the exam after you are assigned to a location. Also, after the results are displayed, you will be able to see the score you obtained and the ranking.

ADMISSION INFORMATIONS

Admission calendar

- Enrollment period: 25/06/2021 - 31/07/2021
- Provisional list display date: 26/07/2021
- Submitting appeal until (between 08:00 AM – 04:00 PM): 27/07/2021
- Date of display of final lists: 28/07/2021

- Date of submission of the physical folder: 30/08/2021
- The date until which you can pay the tuition fee (at least first installment) to confirm the place, if you have been admitted: 30/08/2021

Enrollment

Registration number: 1 - 01/07/2021

File prevalidated: Yes

File validated: Yes

[Download exam card](#)

Grades

Multiple-choice test:

Study subject - Biology, Presence: Present, Grade: 60

Multiple-choice test:

Study subject - Chemistry, Presence: Present, Grade: 40

Result

List type: Provisional

Status: Admitted

Average: 10.00



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STEP 7: LOG OUT

To log out, please click on the **LOGOUT** button in the main page.

