

Cod	UTM_DITC_GHID_013
Ediție	1
Revizie	0

User guide admission portal

Nr. Crt.	OPERAȚIUNEA	Nume și prenume	Funcția deținută	Semnătura
1	Elaborare	Andreea-Oana MUNTEANU	Administrator baze de date	Auf
		Constantina-Despina CÎRSTEA	Asistent suport tehnic	Crister
2	Verificare pentru conformitate	Alexandra BADEA	Specialist în domeniul calității	Badea
3	Avizat	Mădălina Irena VOICULESCU	Director departament ID	10
4	Aprobat	Ana-Maria PERPELEA	Director Direcția IT&C	Ing

Caseta de control al modificărilor

Număr ediție / Număr revizie	Motivul modificărilor
1/0	Elaborare inițială

Prezentul ghid a fost:

Avizat/Aprobat prin Hotărârea CONSILIULUI DE ADMINISTRAȚIE	Nr	Data: -	
Aprobat prin Hotărârea SENATULUI	Nr	Data: -	

Acest ghid intră în vigoare începând cu data de :11.04.2022



*

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

CONTENTS

Step 1 Access the portal	3
Step 2 Register in the portal	3
Step 3 Portal authentication	3
Step 4 Change password	4
Step 5 Fill in the profile	4
Step 6 Enroll in a study program	6
Step 7 Log out	11



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-2023/admission-2023-utm/
- At <u>https://www.utm.ro/en/admission-portal/</u>, Admission 2023 menu, accessing "Admission Portal" button.

STEP 2: 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.

Email Password Confirm your password	F	REGISTER
Password Confirm your password		
Confirm your password	Password	
	Confirm your j	assword
I agree with the processing of personal data	I agree with	h 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.

ALCINN RUCH REST R	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
Password	
	LOGIN
REGISTER	LOST PASSWORD
BAG	CK 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.



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.





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.
- High School education: You will have to fill in the data about the institution that issued your high school diploma.
- 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.



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





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**.

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.

City *	2. Faculty *		8. Education form *	
București	▼ Law	-	Full-time education	V
. Specialization *	5. Study language *		6. Declared citizenship for studies *	
Drept	Romanian		Afghan	*
I want accomodation in TMU's	I want to study as a foreign language	(e: *		_
dormitories	English	v		
No				
		Column 1		
	ENROLLME	NT		

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.





 In the Enrolment section, you can view the study program and the citizenship declared for studies. Also, you can opt for accommodation in our dormitories, and you can select the foreign language you want to study as a subject during your studies, then you can click on the SAVE button.

ENROLMENT

We are glad that you have chosen Titu Maiorescu University! The sudy programs in English are the following: Medicine in Eng "Communication Sciences and International Relations"). All the To complete the registration, please upload the necessary docum After the file has been validated by the faculty secretariat, you wil	glish, Dental Medicine in English. Foundation Year for Romanian Language (for Foundation Year select at Faculty other study programs are held in Romanian, hence the details for enrolemnt are in Romanian. rents. Il be able to pay the admission fee.
Please fill in the fields below in ascending order of numbering	
Study program: Drept, Full-time education, Drept	
Declared citizenship for studies: Romanian	
1	want to study as a foreign language.*
I want accomodation in TMU's dormitories	English
Fields marked with * are mandatory.	
	SAVE

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.

IN	FERNATIONAL RELATIONS	
I have a certificate of recognition of studies		
l declare on my own responsibility, knowing the provisions of art. 32	6 of the Criminal Code, that: *	
I have not previously requested CNRED the equivalence of this diploma.		
O I have previously requested CNRED the equivalence of this diploma.		
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	MINISTRY OF EDUCATION "TITU MAIORESCU" UNIVERSITY FRO Calea Văcărești no.187, District 4, Bucharest, postal coo phone: 021 316 16, fax: 021 311 22 97, e-mail: rectorat(OM BUCHAREST de 040051 @univ.utm.ro, www.utm.ro
Romanian	Lanuare certificate hime	
Wrming *	Spraking "	
	- P	installation of the second sec

 \hat{r}

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.

	DOCUMENTS
Identity card* Document status: Not uploaded Birth certificate* Document status. Not uploaded Marriage certificate Document status: Not uploaded	 Application form (generated from portal)* Document status: Not uploaded Statement on one's own responsibility (generated from portal)* Document status: Not uploaded Candidate information note (generated from portal)* Document status: Not uploaded
Divorce certificate Document status: Nor uploaded Raccalaureate Diploma/ Certificate* Document status: Not uploaded	Statement on one's own responsibility regarding the accuracy of the data in the application form (generated from portal) ⁶ Document statue. Not uploaded Proof of payment of the admission fee Document statue. Not uploaded
High school transcript of records Document status: Not uploaded Medical certificate*	Consent form (generated din portal)* Document status: Not uploaded
Document status: Not uploaded	Others Document status: Not uploaded

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

ADDI ICATION FORM (CENEDATED FROM BODTAL)*

BACK

ALLEGATION	OKM (GENERATED FROM FORTAL)
Documents:	Download the unsigned document, generated from the portal
You can digital sign the document or you can download, sign and upload in	in the part
	Click here or drag the file to upload (.pdf, .jpgpug).
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.



IDENTITY CARD*

Observation:

 Identity card* Document status: Uploaded Observation: 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.

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 form 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	Total payment
100 RON	5748
You will be able to pay the tuition fee after displaying the final ranking	
of the admission contest.	РАУ
BACK	and the second

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.

	rd: O		Numele de pe card: 😡
Data expirării:	0		CVV2/CVC2: 0
2 tartate	*	Anul	
Email:			
lumăr comandă: 1) escriere comandă	2 Taxà Inscrien studii univer	s /admitere penchi sitere de licență	O UNIVERSITATEA TITU MAIORESCU
indidaci/studenti la			
Accept termenil (i condițiile (



 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.
 CORRESPONDENCE

6. In the Admission section you can see the admission calendar for the study program you have enrolled in. You will also be able to follow the status of your file. For example, after your file is validated, you will see its registration number and the validation date. Also, here you can see your score in the admission exam, after the list with the admission results are displayed.

ADMISSION

Admission calendar

Enrollment period: 18/03/2021 - 01/07/2021

- Provisional list display date: 26/07/2021
- The date until which appeals can be submitted, after the display of the provisional lists: 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 rate 1) to confirm the place, if you have been admitted: 80/08/2021

Enrolment

Registration number: 1 - 14/06/2021 File validated: Yes Download legitimation

Grades

Multiple-choice test: Study subject - Chimie, Presence: Prezent, Grade; 15 Baccalaureate (or its equivalent) score: Grade: 9.05

Result

List type: Provizorie Status: Admitted Average: 8.27



STEP 7: LOG OUT

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

