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User guide admission portal

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Pagină 1 din 10





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STEP 1: ACCESS THE PORTAL

Access to the admission portal can be made through the following methods:

- Direct access using the link:<u>https://admitere.utm.ro</u>
- Through the university's official website <u>www.utm.ro</u>, in the "Admission 2025" section, by selecting the "Admission Portal" button

STEP 2: REGISTER IN THE PORTAL

To register, click the "REGISTER" button, then fill in the fields with your first name, last name, email address, and a password. After completing the form, confirm by clicking the "REGISTER" button again.

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Signup	

After completing the registration, you will automatically receive a confirmation email for your account. Account activation is mandatory in order to access the admission portal. The purpose of this confirmation is to verify the validity of your email address, which will later be used for sending official information from the faculty secretariat regarding the admission process.

STEP 3: PORTAL AUTHENTICATION

After confirming your account (Step 2), to log in, enter the email address and password you set during the registration process on the portal.

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If you have forgotten your password, click the "FORGOT PASSWORD" button and you will receive a temporary password by email, which must be changed after logging in.

STEP 4: CHANGE PASSWORD

To change your password, from the main page click the "Reset Password" button, then enter your new password, confirm it, and click the "Reset Password" button again.

STEP 5: FILL IN THE PROFILE

After logging in, two sections will appear: **My Profile** and **My Applications**. To apply for a study program, it is necessary to complete the general information in the **My Profile** section..



The My Profile section includes two subsections: Personal Data and Documents

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	My profile - My enrollmen	t
	Personal details Personal files	
Contraction in		

5.1 Personal data is divided into several categories:

a. Personal data, such as birth name, current name (if it has been changed), date of birth, marital status, phone number, etc.;

b. Permanent residence: fill in the country, county, then city, in this order;

c. Place of birth: fill in the country, county, then city, in this order;

d. Identity document;

To add another identity document, press the + button.

Type of citizenship*		Type of identity document*		Country of issue*		Citizenship*	
	~		~		~		~
This field is required				This field is required		This field is required	
National Identification Number*		Series*		Number*		Issued by*	
Date of issue (dd mm yyyy)*		Expiration date (dd mm yyyy)*					
	•		۲	0			

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e. High school education: details about the institution that issued the high school diploma should be completed.

f. Higher education: details regarding ongoing or completed higher education studies should be completed.

To add higher education studies, press the + button

Higher education

(+) Save

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MINISTERUL EDUCAȚIEI ȘI CERCETĂRII UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI Calea Văcărești, nr. 187, sector 4, București, cod 040051 tel.: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro



5.2 On the **Documents** page, a list of documents is displayed based on the data previously entered.

	Supported extensions are proj (po) (po)	
Files identity Card - Romanian + ructicated files i) Marinage vertificate of auticative (uploaded files 0) Devoice certificate (if apolicable) (uploaded files 0) Diriti certificate + ruplcaded files 1) High School Diplomal Certificate Stills Connection Agreement (bark) + ruplcaded files 1) High School Diplomal Certificate Stills Connection Agreement (bark) + uploaded files 1) Documents marked with + are mandatory! Valuated documents Documents marked with + are mandatory! Valuated documents	Choose File No file chosen	Upload
To upload documents. cl	lick Choose File, select the desired document, then Upload.	

Deleting a document is done using the Delete button .:

Downloading a document is done using the Download button.

If the administrative office has any comments regarding a document, you will be able to view them in the document list, as well as when you open the respective document. Additionally, you will receive an email notification when a comment is added to a document.

STEP 6 : ENROLL IN A STUDY PROGRAM

To apply for a study program, click the MY APPLICATIONS button on the main page.

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My profile - My enrollment	
My enrollment	

Θ

In the **MY APPLICATIONS** section, click the + button to add a new application. You will need to select options for the following fields: city, faculty, type of education, major, language of instruction, citizenship declared for studies; if applicable, you will also need to fill in the foreign language, elective subject, and whether you request dormitory accommodation. Afterward, click the **SAVE** button.

Registration	details
--------------	---------

City/Tewn*	Faculty*	Form of ecutation*	Specialization*
	v	~	~
Language of instruction*	Citizenship declared for studies*		
		v	
		Save	

After that, you will be able to view your application in the MY APPLICATIONS section.



By accessing your submitted application, you will find the following information: calendar, application details, deadline for submitting the file to the secretary's office, deadline for submitting the file to the International Relations office, and the deadline for submitting appeals.

Additionally, in the same section, you will be able to access the following sections:

 Edit Data: you can modify the foreign language and choose dormitory accommodation, if desired.





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Edit data	×
Medicine - Fall-time education - Medicina	
Foreign language	
Englezà	~
Elective subject	
	~
want accommodation during my studies in the st somitories of UTM	ucent
Cancel	Confirm

b. Documents: you will need to upload the medical certificate, the standard application form (generated from the portal), and other documents..

Documents generated from the portal can be signed by hand or downloaded and uploaded later after being signed.

If the secretary's office has any comments regarding a document, you will be able to view them in the document list, as well as when you open the respective document.

Additionally, you will receive an email notification when a comment is added to a document.

Files		×
Medicine - Full-time education - Medicina		
Medical certificate * uplicaded files: 0) Application form (generated from portal) * (uploaded files: 0) Others (uplicaded files: 1) Ownload all documents Documents marked with * are mandatory*	Supported extensions are ring ipig (peg, pdf) Documents generated from the portal can be signed in the YOUR SIGNATURE HERE section, before pressing the GENERATE DOCUMENT button. Upload	
Unvalidated document		

c. Fees: the admission fee will appear, which will be visible and payable after the application file is prevalidated by the faculty secretary's office, as well as the tuition fee, which will be visible and payable after the final ranking is published, in case you are declared admitted.

The fee can be paid online through the portal by clicking the **PAY** button. To pay a fee, you will enter your card details and email address, where you will receive the transaction details, then click the **Pay online** button.

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Fees

Medicine - Full-time education - Medicina

Exchange rate

. EUR: 5.0774 RON

You will be able to pay the admission application fee after your file is pre-validated by the faculty office, a process that may take a few days depending on the number of applicants

If you are exempt f	rom the admission fee, you	can pay the tuition fee after the final admission
	ranking is	published.

Numele de pe card: 0
CVV2/CVC2: 0
1 ×
UNIVERSITATEA TITU MAIORESCU
•
Plateste online

d. Correspondence: you will be able to communicate with the faculty secretary's office and will be notified by email whenever you receive a new message.

Correspondence	×
Nedicine - Full-time education - Asistență medicală generală	
Note a successful	Serd

International Relations (if applicable): you will select whether you have a certificate of recognition of e. studies, and if you do not have one, you must indicate whether you have previously requested diploma equivalency or not.

If you have a language certificate, fill in the name of the certificate, the institution that issued it, the grades obtained in the specified tests, and the certificate level, then click the SAVE button.







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STEP 7: LOG OUT

To log out, from the main page, click the LOG OUT button.



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