

**ADMISSION PROCEDURES
FOR INTERNATIONAL STUDENTS
(self-sponsored)**

I. REGISTRATION CALENDAR

Registration period: 01.04.2024- 30.08.2024

II. Early registration is recommended in order to:

- get an early response from the Ministry of Education and Embassy
- start school on the official date of opening and this way increase the chances of passing the exams
- have access to better accommodation

III. ADMISSION DOCUMENTS

Candidates send their admission documents, by regular post, to Constanta Maritime University (10, Mircea cel Batran Street, 900663, Constanta, Romania), in person at office 304 or by email at: delia.dinescu.craciun@cmu-edu.eu .

Documents required for application

1. application form with recent photo in 2 original copies, downloadable from <https://cmu-edu.eu/en/wp-content/uploads/sites/7/2020/04/Application-Form-for-the-Issuance-of-Letter-of-Acceptance.pdf> – to be filled in capital letters
2. high-school graduation diploma or its equivalent – certified copy in the original language **and** certified translation, at notary public (in Romanian, English or French, if the original is not issued in one of these languages). Authenticated by the Ministry of Education and Ministry of Foreign Affairs from the country of origin.
[PLEASE CHECK HERE THE LIST OF ACCEPTED CERTIFICATES/ MINIMUM REQUIREMENTS](#)
3. Bachelor diploma or its equivalent (**only for the applicants for master's programs**) – certified copy in the original language **and** certified translation, at notary public (in Romanian, English if the original is not issued in one of these languages). Authenticated by the Ministry of Education and Ministry of Foreign Affairs from the country of origin.
4. transcript of records pertaining to the previous studies – certified copy in the original language **and** certified translation at notary public (in Romanian, English if the original is not issued in one of these languages).
5. birth certificate – certified copy in the original language **and** certified translation at notary public (in Romanian, English if the original is not issued in one of these languages).
6. passport copy – valid for at least 6 months after the date of issue of the Acceptance Letter
7. medical certificate (in Romanian, English) attesting that the applicant does not suffer from any contagious diseases or any other affections incompatible with the future profession.
8. language proficiency certificate (IELTS, TOEFL, CAMBRIDGE, BRITISH COUNCIL): minimum B2 level.

III. ADMISSION PROCESS

The admission process of Non-EU candidates takes the following steps:

1. The complete application file is registered at the university (incomplete applications will not be processed)
2. The application file is processed by the university (5-10 working days)
3. The files accepted by the university will be sent to the Ministry of Education for evaluation
4. For the candidates accepted, the Ministry of Education will issue an Acceptance Letter, which will be sent in original to the university (30-40 working days)
5. The university will inform the candidate about the acceptance and will send the Acceptance Letter to the candidate
6. Each candidate has to confirm that he/she accepts to enroll at Constanta Maritime University, by sending an email with the receipt attesting the payment of the tuition fee for the 1st academic year.
7. After receiving the Acceptance Letter, the candidate must contact the closest Romanian authority and search for information concerning the study visa application. The visa application is a personal approach and the university is not in the position to interfere in the process. In case the visa application includes some documents issued by the university, the candidate must require those documents specifically.

According to the legislation, the application for study visa should be submitted with at least 2-3 months before the beginning of the academic year, that is why we advise all candidates to do their best to submit a complete application for visa immediately after receiving the letter of acceptance from us.

8. If granted a visa the candidate is requested to inform the university regarding his/her date of arrival and request for accommodation (if needed).
9. For enrollment at the faculty the student must submit the original study documents and the proof of tuition fees payment for the first academic year.
10. The enrollment at the faculty can be done until the first day of the 2nd semester.
11. **In case of visa rejection, the university will refund 2850 euro from 3000 euro paid as tuition fees. The processing fee will not be refunded.**

Please take into account that the procedure may change due to the regulations imposed by the Romanian Ministry of Education.

The university can conduct admission interviews when the situation imposes.

Contact information + Checklist + GDPR

I. Contact information

Applicant's name:

Applicant's e-mail address (use CAPITAL LETTERS please):

(it is important to provide us a correct and valid e-mail address and to check your mailbox from time to time, as all the information, notifications, requests for additional documents will be sent to you by email)

Name of the contact person (only if nominated bellow):

E-mail of the contact person:

II. Checklist

I submit/send the following documents (please check the box):

- application form in 2 original copies with 2 recent photos
- contact data and checklist form
- high-school graduation diploma or its equivalent
- bachelor diploma or its equivalent (if applicable)
- transcript of records
- birth certificate
- passport copy
- medical certificate
- language proficiency certificate (if applicable)

Please make sure your application is complete. Incomplete applications will be disregarded.

III. Declaration of agreement for personal data processing

I, the undersigned....., hereby declare

I agree that the employees of the *International Relations Office*, within *Constanta Maritime University*, gather, store, process or forward my personal data to other university departments/National Ministry of Education/Ministry of Foreign Affairs (Embassy, Consulate)/Romanian Immigration Office with the purpose of admission and enrolment to studies/recognition of the diploma issued abroad/ issuance of the study visa/extracting statistical data/other purposes related to university studies. I also agree to receive e-mails regarding my application, academic records, activities and events organized by the university.

I hereby require that you issue my acceptance letter/recognition certificate/enrollment certificate/certificate of accommodation/confirmation of tuition fees payment and any information concerning the status of my application to.....

(to be filled only in case you would like to nominate somebody to submit/receive information/documents in your name).

IV. Where did you hear about Constanta Maritime University?

- | | | |
|--------------------------------------|-----------------------------------|--|
| <input type="radio"/> education fair | <input type="radio"/> internet | <input type="radio"/> local agent/agency |
| <input type="radio"/> friend(s) | <input type="radio"/> your school | <input type="radio"/> other |

Date

Signature