ADMISSION PROCEDURES
FOR INTERNATIONAL STUDENTS
(self-sponsored)

I. REGISTRATION CALENDAR

Registration period: March 15th, 2023 – August 31st, 2023

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) or by email at: delia.dinescu.craciun@cmu-edu.eu.

Documents required for application

2. contact information and checklist form downloadable from https://cmu-edu.eu/en/home/international-students/ 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).

   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).
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**): exempted are the candidates
   - coming from states whose official language is the study language of the program they have applied for
   - who can prove with documents that they have studied for at least 4 years academic programs in the study language of the program they have applied for
   - applying for Preparatory Year of Romanian Language

### 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 and Research for evaluation
4. For the candidates accepted, the Ministry of Education and Research 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 or 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.

! Please take into account that the procedure may change due to the regulations imposed by the Romanian Ministry of Education.
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 below): .........................................................................
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 enrollment 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?

☐ education fair        ☐ internet        ☐ local agent/agency
☐ friend(s)             ☐ your school      ☐ other ......................

Date
Signature