

Issuing of Academic Certificates

- **Diploma issuing hours: Tuesdays 8:00-11:00 and Wednesdays 12:00-15:00**
- **Diplomas are issued upon proof of satisfactory filling in the employability questionnaire**
- **The employability questionnaire can be downloaded [here](#) (see details)**
- **The graduate shall send the completed Employability Questionnaire on e-mail: imo@cmu-edu.eu or can fill it in/ hand it in personally on the 1st floor in room 101 before the scheduled date of the diploma issue.**
- **For further information please call 0756 134 665**

Procedures

1. Documents required for the issue of study documents.

- - Original and photocopy of valid identity card/passport
- - 2 colour photos (3/4), with an appropriate suit and tie (for graduates who have taken the Bachelor's/Master's degree exam before July 2017)

2. Issue of study documents

- The original of the diploma is issued to the holder only once. If the holder is unable to show up, the study documents may be issued to his/her proxy, with the approval of the rector of the institution, on the basis of a written application and a notarized power of attorney expressly mentioning that the proxy may collect the study documents from the Constanta Maritime University.
- A person residing abroad may be issued the requested study documents through the embassy (consulate) of the respective country in Romania or the Romanian embassy (consulate) of the country of residence.

3. Issue of duplicates of study documents

- In case of loss, complete destruction or partial damage of a study document, a duplicate of the document may be issued upon submission of the following documents:
- Application for the issue of a duplicate addressed to the management of the institution; ; ([download application form](#))
- A written declaration by the holder of the document, authenticated by a notary, containing all the elements necessary for identification and the circumstances in which the document was lost, completely destroyed or partially damaged;
- Certified copy of the birth certificate;
- Two (3/4) colour photographs, recently taken on photographic paper;
- Proof of publication in the Official Gazette of Romania, Part III, of the notice concerning the loss of the respective educational document;
- Proof of payment of the duplicate issue fee;

- The duplicate can be issued within 30 working days from the date of submission of the documents. În cazul pierderii, distrugerii complete sau deteriorării parțiale a unui act de studii, se poate elibera un duplicat al acestuia, în urma depunerii următoarelor documente:

4. Endorsement of higher education study documents

The higher education study documents that can be endorsed are:

- Higher education diplomas (bachelor's, master's and doctorate) or graduation certificates (bachelor's and master's),
- Transcript of Records or Diploma Supplement or school record (attached to the diploma),
- The syllabus (annexed to the diploma),
- Certificate of teaching staff formation,
- Preparatory year certificate,
- Certificate of results achieved in the bachelor's degree examination,
- Certificate of student status for European citizens,
- Certificate of completion of studies.

4.1. The endorsement file shall contain the following documents:

1. Application to the Minister of Education and Scientific Research, requesting the endorsement of the study document:
 - standard document <https://cnred.edu.ro/en/authentication-of-education-documents-to-be-used-abroad> and https://cnred.edu.ro/sites/default/files/Formulare%20MEN/EN/08_ghid_completare_formular_vizare_en.pdf
2. The study documents for which the visa is requested in ORIGINAL and in uncertified copy:
 - - diploma,
 - certificate of completion of studies (if applicable),
 - certificate attesting the student status (if applicable),
 - diploma supplement or transcript of records or school record (if applicable),
 - the results of the bachelor's degree examination (if applicable),
 - certificate of teaching staff formation (if applicable),
 - the supplement to the teacher training certificate (if applicable),
 - preparatory year certificate (if applicable),
 - syllabus (if applicable): if the syllabus is requested, a simple copy is required only after the nominal certificate (i.e., the first page);
3. The certificate of authenticity of the diploma and the transcript of records/supplement to the diploma issued by the higher education institution - in ORIGINAL (the document remains in the file submitted to the CNRED and is not returned) .
 - - for the graduation certificates, a certificate of authenticity is not required;
 - for foreign citizens, the certificate of authenticity must also contain the number of the letter of acceptance for studies / certificate of

recognition of studies on the basis of which they have been accepted for study on the territory of Romania; otherwise, a simple copy of the letter of acceptance / certificate of recognition of studies must be submitted by the applicant. If the number of the letter of acceptance to study is included in the diploma supplement, the copy of the letter of acceptance/certificate of recognition of studies does not need to be submitted.

4. Uncertified copy of the personal identification documents:

- - the identity document of the diploma holder - identity card, provisional identity card, residence permit in Romania or passport (valid);
 - marriage or divorce certificate, when there has been a change of name;
 - the identity card of the proxy/delegate/relative, if applicable;
 - copy of documents proving the degree of kinship, if applicable.

The fees for the endorsement of study documents were established by Minister's Order no. 3161/2002: 5 RON for the application and 20 RON for each document endorsed (diploma, diploma supplement, syllabus, etc.).

Example: diploma + diploma supplement = 45 RON

Highly important

The holder shall verify that all academic documents submitted are signed by the Rector of the university and stamped with the official seal of the issuing university. A simple copy of the transcript of records/supplement to the diploma must be submitted for the endorsement of the *bachelor's or master's degree*.

For the endorsement of the *level 1 teaching staff training certificate*, it is compulsory to submit a simple double-sided copy of the bachelor's degree if it has been previously endorsed. If the bachelor's degree has not been endorsed, a front and back copy of the bachelor's degree and a front and back copy of the transcript/supplement to the degree must be submitted.

For the endorsement of the *level 2 teaching staff training certificate*, it is compulsory to submit a simple copy of the front and back of the master's degree if it has been previously endorsed. If the master's degree has not been endorsed, a double-sided copy of the master's degree and a double-sided copy of the transcript/supplement to the degree must be submitted.

For the endorsement of the student certificate or the certificate of completion of studies, foreign citizens must present a copy of the document by which they have been accepted for studies by the Ministry of Education and Scientific Research (Letter of acceptance or Certificate, as appropriate).

For the endorsement of *the master's degree or the certificate of completion of master's studies*, it is compulsory to present a simple double-sided copy of the bachelor's degree if it has been previously endorsed. If the bachelor's degree has not been endorsed, a front and back copy of

the bachelor's degree and a front and back copy of the transcript of records/supplement to the degree must be submitted.

For the endorsement of the transcript/supplement to the diploma, a simple copy of the diploma on both sides must be presented if it has been previously endorsed. If the diploma has not been endorsed, it shall be presented for endorsement.

For the *endorsement of the syllabus*, it is compulsory to submit a simple double-sided copy of the diploma and the transcript of records/supplement to the diploma if these have been previously endorsed. If they have not been endorsed, they will be submitted for endorsement.

4.2. The endorsement of the study documents can be requested by:

1. the holder of the document,
2. the holder's spouse or a first-degree relative of the holder (mother, father, brother, sister, son, daughter) - without the need for a special notarial power of attorney,
3. another natural person presenting a special notarial power of attorney or proxy; an original copy of the power of attorney or a certified copy will remain with the CNRED,
4. a legal person who has concluded a contract with the holder of the document for the purpose of carrying out on his/her behalf the procedures necessary for the application of the endorsement, through a representative who presents a power of attorney for this purpose,
5. higher education institutions in Romania which have obtained the accreditation of operation from MEN, for graduates who are foreign citizens, through a representative who presents a delegation to this effect.

If the notarial power of attorney has been drawn up on the territory of another State, it must meet the following conditions:

- be translated into Romanian and authenticated,
- be apostilled or authenticated by the competent authorities of the State on whose territory it was drawn up.

Powers of attorney issued at Romanian embassies or consulates in various countries are accepted. Powers of attorney signed by the ambassador/consul do not need to be translated or apostilled/authenticated..

4.3. Submission of documents

Applicants can submit their study documents at any state higher education institution in Romania or at the National Centre for the Recognition and Equivalence of Diplomas.

The list of higher education institutions in Romania that can take the documents of studies for their approval by CNRED can be found here <https://cnred.edu.ro/ro/persoanele-delegate-de-institutiile-de-invataman-superior-din-romania-care-pot-prelua-dosarele>

The fee can be paid at the CNRED cash desk (Monday to Thursday from 9am to 3pm) or by Payment Order / Postal Order mentioning the account below:

Beneficiary: Ministerul Educației și Cercetării Științifice

Fiscal code: 13729380

Bank: Activitatea de Trezorerie și Contabilitate Publică a Municipiului București – ATCPMB

IBAN: RO86TREZ70020E330500XXXX

SWIFT: TREZROBU

BIC: TREZ

Important: The IBAN code must be written on the payment order or on the money order for the payment to be valid!!

Applicants who come in person to the CNRED office for the endorsement shall pay the fee at the CNRED cash desk.

5. Fees

a. Syllabus	700 RON
b. School report issued on request in English	300 RON
c. Diploma duplicate	500 RON
d. Engineering degree, bachelor (graduates before 2012)	200 RON
e. Master's degree, EngD or PhD (graduates before 2012)	300 RON
f. School report - retrieval	200 RON
g. Archiving fee (for diplomas not yet requested for 2 years - maximum 5 years)	150 RON
h. Fee for issuing certificates	100 RON
i. Archiving fee (for diplomas not requested for more than 5 years)	300 RON

CONTACT:

Office of academic records and other curricular documents

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