

RECOGNITION/EQUIVALENCE OF UNIVERSITY DEGREE ISSUED BY ACCREDITED HIGHER EDUCATION INSTITUTIONS FROM ABROAD

Below you will find information about the categories of candidates for whom the diploma recognition or equivalence procedure applies, and the documents required for the admission file.

The procedure applies to the following categories of citizens who wish to study at the Institute for Business Administration in Bucharest, for master's degree:

- a. Romanian citizens who have completed their studies in the member states of the European Union, the European Economic Area and those of the Swiss Confederation;
- b. Citizens of the member states of the European Union, the European Economic Area and those of the Swiss Confederation or assimilated to Romanian citizens (refugees and family members).
 1. The procedure also applies to the admission files of refugees, citizens with subsidiary protection and citizens holding a long-term residence permit on the territory of the European Union
- c. Candidates from third countries who hold a long-term residence permit in the European Union can apply for the entrance exam under the same conditions as European citizens.

Procedure description:

1. The candidate sends the following documents by e-mail to IAAB, at the address: emba@asebuss.ro

- **the application form** for the admission competition

- **the declaration acknowledging** that the admitted candidate cannot be enrolled if the National Center for Recognition and Equivalence of Diplomas (CNRED) does not equate/recognize his/her studies. (*Annex I*);

-**the file** for the recognition of academic documents.

2. The file for the recognition of academic documents includes the following documents:

- a. **request-template** (can be downloaded from the C.N.R.E.D. website)
<https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-master-doctorat/>

b. the study certificate for equivalence/recognition:

- copy, if the document is written in Romanian/English/French/Spanish/Italian;
- copy and legalized translation into Romanian – for other foreign languages.

c. diploma/transcript supplement or any other study document showing the school history – if recognition of the specialization or field of study is requested and it is not mentioned on the diploma:

- copy, if the document is written in Romanian/English/French/Spanish/Italian;
- copy and legalized translation into Romanian – for other foreign languages.

d. other relevant documents, if applicable;

e. personal identification documents, in copy:

- passport;
- identity card;
- proof of name change (if applicable), in copy (for Romanian/English/French/Spanish/Italian) – and legalized translation (for other foreign languages).

f. proof of payment of the fee for the evaluation of the file, in copy (fees can also be paid in euros). The fee is 100 RON. This fee is not to be paid by those benefiting from a form of international protection. The fees can be paid:

1. at the CNRED cashier's office, Monday to Thursday, between 9:00-12:00, 13:00-15:00
2. through ghișeul.ro
3. payment in EUR is made by bank transfer/payment order. Bank details are available on the cnred.edu.ro website in the file submission section:

<https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-master-doctorat/>

You can access the CNRED website to find out more information regarding the recognition and equivalence of bachelor's, master's and doctoral university studies:

<https://cnred.edu.ro/studii-universitare/>

3. The Recognition and Equivalence Commission will verify the submitted documents.

4. If it finds that the file is incomplete, it will reject the application and inform the candidate.

5. Complete files of candidates for master's degree studies are received by **August 1**.

6. The designated persons within the Institute submit the complete files, accompanied by a forwarding note, to C.N.R.E.D., through the electronic Single Contact Point (PCUe), according to the procedure established by C.N.R.E.D.

7. The C.N.R.E.D. verifies the documents and sends the University the agreement / request for additional information / resolution to invalidate the file. The evaluation of the documents and the issuance of the C.N.R.E.D. decision are carried out within a maximum of 30 working days from the date of registration of the complete file. This term may be extended in the event of additional checks or consultation of external experts.

8. If the C.N.R.E.D. finds that the file is incomplete, it informs the institution regarding the completion of the file within 3 months from the date of receipt of the notification.

9. If the applicant does not complete the file within the specified deadline, the CNRED files the file, and the procedure will be resumed based on the submission of a new file.

10. The decision of the C.N.R.E.D. may be contested only once, within 30 working days from the date of notification, through a reasoned request. The C.N.R.E.D. shall rule on the requests within 60 working days. The resolution period may be extended in justified cases, the applicant being informed in this regard.

11. For validated files, C.N.R.E.D. issues the Certificate of Recognition of Studies or a provisional certificate (in electronic format) and sends them to the university, through the electronic Single Contact Point (PCUe).

This procedure was approved by the IAAB Senate on 10.10.2024.

PRESIDENT OF SENATE,
Prof. Univ. Dr. Marcel Duhăneanu



**INSTITUTE FOR BUSINESS ADMINISTRATION
IN BUCHAREST**

STATEMENT

The Undersigned _____,

citizen of **country** _____,

candidate for the admission examination to **master studies**, I am aware of the fact that I will not be enrolled at the Institute for Business Administration in Bucharest if The National Centre for Recognition and Equivalence of Diplomas (CNRED) will not validate/recognise my previous studies completed outside Romania, through issuing the “Atestat” of equivalence/recognition.

Date,

Candidate’s Signature
