

The Bucharest University of Economic Studies (ASE)  
Piata Romana no. 6, district 1, Bucharest , Romania Telephone no. +4021.319.19.10, +4.021.319.19.84  
E-mail address: [internationaladmission@ase.ro](mailto:internationaladmission@ase.ro)

### **Online registration of EU, EEA and Swiss Confederation Citizens**

Foreign citizens from the **European Union** member states, EEA countries and the Swiss Confederation have the right to enroll to study in Romania **under the same conditions as Romanian citizens.**

#### **I. Highschool graduation diploma or equivalent recognition by the National Centre for Degree Assessment and Academic Recognition**

The study documents issued by international schools in Romania or abroad must be recognized by the National Centre for Degree Assessment and Academic Recognition (CNRED): <https://cnred.edu.ro/en/preuniversity-studies>.

After the receipt of the recognition/equivalence certificate, the applicant shall proceed to the registration and admission procedure, in accordance with the ASE's admission methodology (Further information: The Bucharest University of Economic Studies, Department of International Relations, tel. +4021 319.19.10, +4021.319.19.84; fax +4021.319.20.23, e-mail: [internationaladmission@ase.ro](mailto:internationaladmission@ase.ro)).

#### **II. Documents required for online registration with the Bucharest University of Economic Studies – Undergraduate studies/Bachelor (3 years)**

- High School Graduation Diploma (Baccalaureate) or equivalent and transcript of records – original documents and authenticated translations into Romanian. The high school graduation diploma will be accompanied by the recognition certificate issued by the CNRED;
- Birth certificate – certified translation into Romanian;
- Marriage certificate (if applicable) – certified translation into Romanian;
- Identity card/passport copy;
- Statement by the student that he/she will not be the beneficiary of budget financing, simultaneously, for any two study programmes, regardless of their level, and he/she will not attend simultaneously more than two study programmes, regardless of their level and financing (issued from the online platform, on registration);
- Statement by the student that the documents uploaded on the admissions platform are authentic (**Annex 8**);
- 1 ID-type photos (3/4) to be brought at matriculation;
- The registration fee paid online, exclusively on the admissions platform;
- Medical certificate stating that the applicant is fit for university studies;
- Motivational essay, dated and signed, arguing the applicant's choice of studying at The Bucharest University of Economic Studies;

- the applicants who opt for programmes organized in Romanian will write the motivational essay in Romanian;
- the applicants who opt for programmes taught in foreign language will write the motivational essay in the foreign language to be undertaken by the study programme;
- the applicants who opt for programmes taught in foreign language and programmes taught in Romanian will write two motivational essays (one in English, French or German – depending on the language of the programme of study and one in Romanian)
- the applicants who opt for the Applied Modern Languages Programme will write the motivational essay in Romanian.

The documents shall be uploaded on the online admission platform. The applicants who do not possess a Romanian CNP shall send an e-mail to the International Relations Department (**internationaladmission@ase.ro**) in order to obtain an ID number for the platform.

All graduates of international schools shall send their studies documents (baccalaureat/ highschool graduation diploma, transcript of records all the highschool years, CNRED recognition certificate). The equivalent grades to the Romanian system will be transmitted to the applicants by e-mail (**internationaladmission@ase.ro**) and uploaded by themselves on the registration platform.

The Bucharest University of Economic Studies offers various undergraduate specializations, shown in **Annex 1**.

**Programmes taught in English:**

- Accounting and Management Information Systems;
- Business Administration;
- Business Administration in Trading, Tourism, Services, Commodity Science and Quality Management;
- Economic Informatics;
- Finance and Banking;
- International Business and Economics;
- Management;
- Marketing.

**Programmes taught in French:**

- Business Administration.

**Programmes taught in German:**

- Business Administration.

## Overview of the admission process

1. For the full-time studies, there are places funded from the state budget (without tuition fees) and tax places. For the distance learning and part-time programs only tax places are available. The study programs – full/time, part-time and distance learning – are organized by faculties. The number of places financed by the state budget and of places financed by tuition fees is presented in **Annexes 1 and 2**, by study domain and programs.
2. The admission process is open for high school graduates having a baccalaureate diploma or equivalent, regardless of the year of graduation, provided the high school is accredited according to the legal provisions.
3. The citizens of other European Union member states, of the European Economic Area and of the Swiss Confederation are entitled to take part in the admission process under the same legal conditions as the Romanian citizens, including the same tuition fees. Their baccalaureate or equivalent diploma has to be recognized by the competent department of Ministry of Education and Research.
4. The application file contains a motivation essay on the choice of university studies with ASE, dated and signed by the applicant. The essay will be assessed and granted a “Pass” or “Fail” grade. Only the applicants who obtain a “pass” for the motivation essay qualify for attending the language test.
5. For the admission to a study program taught in Romanian, the foreign citizens have to provide a language certificate delivered by institutions recognized by the Ministry of Education or will pass the online Romanian language test organized by the university. For the admission to a study program taught in other languages (English, French, German) will pass the language test organized by the university – only one language test choice is possible. The test will takeplace online, on the platform [admitere.ase.ro](http://admitere.ase.ro), by accessing the TEST link. The language test contains multiple choice questions, with one correct answer and the assessment is a qualification “Pass”/ “Fail”. In order to pass a test, an applicant has to accumulate a minimum of 50 point out of 100 (maximum). An inferior result will translate into a qualification of “Fail” and the applicant will not be able to study in a program taught in the respective language.
6. The admission of the applicants is based strictly on the admission average grade point – descending ranking of the applicants, correlated with the options expressed at the registration.  
The admission average grade point is determined as follows: 70% the baccalaureate average grade and 30% the average grade of the high school years.  
If there is more than one applicant with the same GPA as the last one admitted on a budgeted or tax place, there will be used additional criteria: the high school years average grade and the grade from the written Romanian/native language exam from the baccalaureate.
7. The applicants who are students or graduates of higher education studies may enrol for a second Bachelor’s program, either on a budgeted place or a tax place, under the following conditions:
  - if the first bachelor’s program was financed from the state budget, the second will be on tuition fee,
  - if the first program was financed by tuition fees, the second may be on a budgeted

place or a tax place.

8. The applicants who are students or graduates of higher education and received support from the state budget for a certain part of their studies have to state it upon registration. An admitted applicant may benefit of budget support only for one program, for the normal duration of the studies. The redistribution of the budgeted places is done after the 1<sup>st</sup> semester of the 1<sup>st</sup> year of studies and, afterwards, at the end of each year of studies, based upon the academic results of the students, as stipulated in the ASE Regulation regarding the Bachelor's studies.
9. During the 1<sup>st</sup> year of studies, a student can register in only one full-time program in ASE. A second program in ASE can be followed in parallel only in a part-time or distance learning program (in case the applicant has registered for the respective program).

### **Registration**

10. There is only one registration, at the faculty representing the 1<sup>st</sup> option of the applicant. The applicant will receive a registration document, printed from the online registration database, containing the personal data, the list of options expressed and other information relevant to the admission process and matriculation. After checking the data, the applicant will confirm the document by checking the online form, one copy stays with the applicant, the second one will remain in his/ her application file.  
Upon registration, the applicant will express options (and rank of the options) for study programs and type of financing (budgeted or tax places).  
After the end of the registration period no changes are admitted to the registration data: options, their order and other information.  
During the admission process, the Central Commission will publish daily statistics regarding registrations for each faculty and study program.

### **Results & confirmation**

11. The admission results are published as follows: applicants admitted on budgeted places, applicants admitted on tax places, waiting lists and rejected candidates. The waiting list contains the names of the applicants who qualify for at least one of their options, but have a GPA inferior to the last admitted applicant. They may obtain an eligible place after the end of the confirmation period.
12. The admitted applicants will confirm their place as follows:
  - The applicants admitted on a budgeted place will register the original baccalaureate diploma This rule also applies for applicants admitted on a tax place or those on a waiting list if they registered options for budgeted places.
  - The applicants who want to be distributed on a tax place will pay half of the annual tuition fee. This includes the applicants admitted on a tax place, the applicants admitted on a budgeted place or who are on a waiting list and have options to follow a study program on a tax place. The tuition fee is paid preferably at the via the admissions platform.
  - The applicants who will register the original baccalaureate diploma and pay half of the annual tuition fee will be considered for both forms of financing (budgeted and tax

- places), according to their initial options.
- The applicants who don't register the original baccalaureate diploma nor pay half of the annual tuition fee will be rejected.
  - At the end of the confirmation period, the final admission ranking is published: applicants admitted on a budgeted place, applicants admitted on tax places and rejected applicants. One applicant may be declared admitted to a better ranking option from his/her initial option.
13. The applicants who were initially placed on a waiting list and paid half of the annual tuition fee but are not admitted, may recover the whole amount paid or ask for it to be transferred for their admission to a different type of program (distance learning or part-time – provided they have also registered for these types of programs).
14. The applicants admitted on a budgeted place who have also paid half of the annual tuition fee will receive the whole amount back, upon written request (**financiar@ase.ro**).

### **Matriculation to the 1<sup>st</sup> year of studies**

15. The admitted applicants are matriculated to the 1<sup>st</sup> year of studies during the academic year 2022-2023 by a Rector's decision. Within the first 3 weeks of the academic year, Bucharest University of Economic Studies signs with every enrolled student an educational contract, according to **Annexe 3** and the stipulations of ASE Regulation regarding the Bachelor's studies and the students should present the following documents:
- the original baccalaureate diploma and the transcript or equivalent;
  - a certified copy of the baccalaureate diploma or equivalent and a proof that the original document is registered with another university
  - 2 photos
16. The status of budgeted/tax paying student is updated after the 1<sup>st</sup> semester of studies during the 1<sup>st</sup> year and at the end of each year of studies. The students will be ranked according to their academic performance.
17. The organisation of the study groups doesn't consider the status of the student (budgeted or tax place).
18. The scholarships, aids and other facilities are available with respect to the law. ASE provides admitted applicants with accommodation in campus based on their academic performance.
19. The applicants who have previously benefited from the state budget financing for bachelor's studies may benefit of a budgeted place at ASE only for the remaining period of studies out of the normal three years. The students who want to be considered for a budgeted place by redistribution will have to register their original baccalaureate diploma/equivalent at the faculty by the end of the 1<sup>st</sup> semester of the 1<sup>st</sup> academic year.

### **Admission and tuition fees**

20. The registration fee is paid exclusively via the online admission platform. Refunds of the registration fee are not possible after the end of the registration period.
21. For the confirmation of the tax places, half of the annual tuition fee will be paid via the online admission platform, the payment will be automatically registered in the informatics system.

**The structure of the motivational essay requested for the admission at the undergraduate study programmes offered by The Bucharest University of Economic Studies (ASE), session 2022**

1. Identification data: (name, initial/initials of the father's surname – as in the birth certificate)
2. Where did you find out about ASE's educational offer?
3. What are the reasons and arguments for which you have chosen the study programme (first option) and to study at the ASE? (personal reasons, specific career preferences, arguments for obtaining certain qualifications etc.)
4. What are your expectations regarding student life in ASE? (the educational process and possible employment while studying)
5. After completing the undergraduate studies programme, do you plan to continue the university studies in ASE applying for a master programme?
6. Have you had any outstanding achievements during high school (participation in Olympiads, contests, volunteering, internships, visits, etc.) which may recommend you for the programmes offered by ASE?
7. How do you want to get involved in extracurricular activities organized by professors or students (participation in student scientific sessions, contests, volunteering, exchange programmes, participation in/organization of cultural activities, sports, etc.)?
8. Indicate if you want other items you consider relevant to your application.

Date..... Applicant's signature.....

**Note:** The essay will be written at single line spacing, Times New Roman, 12 and will contain between 300 and 500 words. It will be submitted in original along with the other documents from the application file.

**Schedule of the admission process – full time bachelor's programs**  
**Academic year 2022-2023**

**1<sup>st</sup> intake - July 2022**

Registration	04-08 July (Mo-Fri), 08 of July, Friday untill 16 <sup>00</sup>
Publication of the assessment for the motivational essay	11 (Mon) July
Registration of the contestations regarding the assessment for the motivational essay (between 8 <sup>00</sup> -10 <sup>00</sup> ) and their publication	12 (Tu) July
Language test online for the programs in foreign languages and the <i>Applied Modern Language</i> program: • 9 <sup>00</sup> -11 <sup>00</sup> : language test Publication of the results of the language test.	13 (Wed) July
Language test online for the programs taught in Romanian: • 12 <sup>00</sup> -14 <sup>00</sup> : language test Publication of the results of the language test.	
Registration of the contestations regarding the assessment for the motivational essay (between 8 <sup>00</sup> -10 <sup>00</sup> ) and their publication	14 July (Thu)
Publication of the preliminary admission results: candidates admitted on places financed from the state budget, candidates admitted on tax places, candidates on the waiting list.	15 (Fri) July
Confirmation of the places by register the original baccalaureate diploma and/or payment of 1/2 of the annual tuition fee	Register the original baccalaureate diploma 18-21 of July, untill 14.00
	Payment of 1/2 of the annual tuition fee 15-21 of July, untill 14.00
Publication of the final results: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants.	22 (Fri) of July

## 2<sup>nd</sup> intake - September 2022

Registration	05-08 September (Mon-Thu), 08 of September, Thursday untill 14 <sup>00</sup>
Publication of the assessment for the motivational essay	09 September (Fri)
Registration of the contestations regarding the assessment for the motivational essay (between 08 <sup>00</sup> -10 <sup>00</sup> ) and their publication	10 September (Sat)
Language test online for the programs in foreign languages and the <i>Applied Modern Language</i> program: • 9 <sup>00</sup> -11 <sup>00</sup> : language test Publication of the results of the language test.	12 September (Mon)
Language test online for the programs taught in Romanian: • 12 <sup>00</sup> -14 <sup>00</sup> : language test Publication of the results of the language test.	
Registration of the contestations regarding the assessment for the motivational essay (between 8 <sup>00</sup> -10 <sup>00</sup> ) and their publication	13 September (Tu)
Publication of the preliminary admission results: candidates admitted on places financed from the state budget, candidates admitted on tax places, candidates on the waiting list.	13 September (Tu)
Confirmation of the places by register of the original baccalaureate diploma and/or payment of 1/2 of the annual tuition fee	Register of the original baccalaureat diploma 13-14 September , untill 14 <sup>00</sup>
	Payment of 1/2 of the annual tuition fee 13-15 September untill 14 <sup>00</sup>
Publication of the final results: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants.	16 September (Fri)

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E-mail address: **internationaladmission@ase.ro**

### **Registration of non-EU citizens**

The application file for admission to study at the Bucharest University of Economic Studies has to be sent to our University by e-mail or by post. The application file will be checked and then forwarded to the Ministry of Education and Research, which will issue the the acceptance letter. The acceptance letter will be then transmitted to the applicant by the university.

This letter allows the applicant to apply for the study visa from the **Romanian Embassy** in his/her country.

It is recommended to apply as soon as possible because the procedures for obtaining the acceptance letter and the visa procedure may take up to 30 days each.

**The application file must contain the following documents (certified/authorised translations into Romanian):**

1. Application form with photo);
2. Bacalaureate (high school) Diploma or equivalent and the transcript of records for the highschool years endorsed by the Romanian Embassy in his/her country or with the Hague Apostille – translated into Romanian and officially endorsed;
3. Language certificate for the language of instruction – if applicable – translated into Romanian and officially endorsed;
4. Birth certificate – translated into Romanian and officially endorsed;
5. Passport copy;
6. Medical certificate stating that the applicant is fit for university studies.

If the applicant is not proficient in Romanian and the chosen program is taught in Romanian, he/she should learn Romanian during a preparatory year.

For the applicants who wish to study in English, French or German and are not native speakers/don't provide a recognised language certificate, a compulsory language test will be organised after their arrival in Romania. Until passing the test, their admission will be conditional.

Applicants shall mention in the application their complete contact details (physical address, e-mail address, telephone number).

Documents should be sent by e-mail to: **internationaladmission@ase.ro**

or

by registered mail to the following address:

The Bucharest University of Economic Studies

Department of International Cooperation and Foreign Students

Attn. Ms Lelia Jordan

Piata Romana, no. 6, Room 0024

010374, Bucharest, Romania

The study fee is decided each year by the Academic Senate of the university and might be subject to change at the beginning of each academic year.

Upon arrival in Romania, the accepted applicant will have to register personally at the Bucharest University of Economic Studies, having the following documents:

1. The letter of acceptance;
2. Baccalaureate (high school) Diploma or equivalent endorsed by the Romanian Embassy in the country of origin with the Hague Apostille – original and translated into Romanian and officially endorsed;
3. Transcript of records for the high school years original and translated into Romanian and officially endorsed;
4. Language certificate for the language of instruction – if applicable – translated into Romanian and officially endorsed;
5. A copy of the birth certificate, translated into Romanian and officially endorsed;
6. Medical certificate (translated into Romanian) stating that the applicant is fit for university studies;
7. 2 photos  $\frac{3}{4}$ ;
8. The passport containing the study visa.

**Schedule for admission: receipt of application files: 04 April - 31 August 2022, student registration: 12 - 30 September 2022 (registration will be complete after the receipt of the original documents and the completion of a language test, when applicable, according to the law and regulations in force).**

For the candidates who would like to study in foreign languages, the Bucharest University of Economic Studies offers the following bachelor's programmes:

**Programmes taught in English:**

- Accounting and Management Information Systems
- Business Administration
- Business Administration in Trading, Tourism, Services, Commodity Science and Quality Management
- Economic Informatics
- Finance and Banking
- International Business and Economics
- Management
- Marketing

**Programmes taught in French:**

- Business Administration

**Programmes taught in German:**

- Business Administration

Further information:

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tel. +4021.319.19.84; fax +4021.319.20.23, e-mail: [international@ase.ro](mailto:international@ase.ro),  
**[internationaladmission@ase.ro](mailto:internationaladmission@ase.ro)**.