

ADMISSION PROCEDURE

(excerpt from the Methodology of admission to studies of the foreign citizens, for the academic year 2024- 2025)

Step 1: Preparing the application file

The application file of the foreign citizens who want to come to Petroleum - Gas University for the Preparatory year, for Bachelor's degree, Master's degree or Doctorate degree has to include the following documents in

pdf. format scanned and named exactly as in the list below: (Ionescu_Radu_baccalaureatediploma.pdf)

Step 2: List of the required documents

- a) consent of processing your personal data **Annex 1 (completed with all the fields and signed)**;
- b) birth certificate certified copy and translation;
- c) copy of the document certifying the permanent residence abroad;
- d) copy of the passport, valid six months after enrolling for studies;
- e) request for the issuing of the acceptance letter, **Annex 2 (completed with all the fields and signed)**
- f) authenticity statement, **Annex 3, (completed with all the fields and signed)**;
- g) for the admission to the Preparatory year, certified copy and the translation in an international language of the **baccalaureate diploma** or its equivalent, **authenticated by the competent authorities of the issuing country** (for residents of countries that have signed the Hague Convention, the Hague Apostille is requested – access the website: <https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>; for other candidates, the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy of the issuing country);
- h) for the admission to bachelor's program, certified copy and the translation in an international language of the **baccalaureate diploma** or its equivalent, **authenticated by the competent authorities of the issuing country** (for residents of countries that have signed the Hague Convention, the Hague Apostille is requested – access the website: <https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>; for other candidates, the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy of the issuing country);
- i) for the admission to master's programs, certified copy and the translation in an international language of the **baccalaureate diploma** or its equivalent, certified copy and the translation in an international language of the **bachelor's diploma** or its equivalent, **both diplomas authenticated by the competent authorities of the issuing country** (for residents of countries that have signed the Hague Convention, the Hague Apostille is requested – access the website: <https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>; for other candidates, the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy of the issuing country);
- j) for the admission to doctoral studies, certified copy and the translation in an international language of the **baccalaureate diploma** or its equivalent, certified copy

and the translation in an international language of the **bachelor's diploma** or its equivalent and certified copy and the translation in an international language of the **master's diploma** or its equivalent, **all diplomas authenticated by the competent authorities of the issuing country** (for residents of countries that have signed the Hague Convention, the Hague Apostille is requested – access the website: <https://cnred.edu.ro/lista-stator-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>; for other candidates, the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy of the issuing country);

k) transcripts of records related to the performed studies - certified and certified translations in an international language, **authenticated by the competent authorities of the issuing country** (the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy of the issuing country);

l) certificate of finalizing the preparatory year of the Romanian language or the certificate of linguistic competency, as the case;

m) the medical certificate (in a language of international circulation) attesting that the person to be enrolled in the studies does not suffer from contagious diseases or other diseases incompatible with the future profession.

Step 3: Upload the files for:

Preparatory year <https://forms.gle/2KsFW5aHJZv5T7mu9>

Bachelor's degree <https://forms.gle/nrAMUVgdjjJybYGg9>

Master's degree <https://forms.gle/C6Bk7KrgJRvjPe5R9>

Doctoral degree <https://forms.gle/Uaaqo8hVtuZJDW3M7>

Step 4: Confirmation of the received files. The incomplete files will be rejected!

Step 5: Receiving the Acceptance Letter from the Romanian Ministry of Education

Step 6: Pay the tuition fee: 2500 euros/year for the preparatory year (excluding bank fees!); 2500 euros/year for the bachelor's degree (excluding bank fees!); 2500 euros/year for the master's degree (excluding bank fees!); 3000 euros/year for doctoral studies (excluding bank fees!). The fee can be paid in the Petroleum – Gas Bank account: RO80BRDE300SV39543213000, SWIFT : BRDEROBU; the name of the bank is BRD Groupe Société Générale.

Step 7: Requesting and Receiving the Accommodation Letter from PGU

Step 8: Submit the Acceptance letter, the Accommodation Letter and the proof of payment the tuition fee to the Romanian Embassy/Romanian Consulate/or to the closest Romanian diplomatic mission in your country for visa.

Step 9: Come to Romania and start the Preparatory Year on 1st October 2024.

Step 10: The Enrollment

The Enrollement is possible at the Office of the Preparatory Year, (Bulevardul Bucuresti, no.39, ground floor, room HP2, Ploiesti, Prahova). The registration is possible only in person. Upon your arrival in Romania, for registration to the Petroleum and Gas University you need to present the originals **for all documents submitted online.**

Candidates are responsible for the authenticity of and correspondence between the scanned documents and the original documents which are submitted in candidate's file by signed formal declaration. **For registration the student visa and original certificates are mandatory without exception.**

ATTENTION:

The file processing fee is 100 euros (excluding bank fees!). This fee is not refundable in case that the file is rejected!

If you need more information or assistance, contact the admission office for the preparatory year study program.

ciridon@upg-ploiesti.ro

nicoleta.vasii@upg-ploiesti.ro