

For the admission process for **PhD program** you have to follow **four steps**:

Only university graduates with a Bachelor degree and a Master degree are entitled to enroll as doctoral students. The enrollment is possible after passing a preliminary examination.

### **Step 1: Obtaining the Letter of Acceptance**

As a rule, the request for admission to study at the University of Bucharest has to be sent to our University. Then we will send our approval to the Ministry of Education in Bucharest so that you would receive the Acceptance Letter.

The documents you must send for this first step are:

- [Application form](#)
- [Consent for processing personal data](#)
- candidate's contact data (correspondence address, phone number, e-mail address)
- **High school diploma** – certified copy (**for residents of countries that have signed the Hague Convention**, the Hague Apostille is requested – access the website: <https://www.gsccca.org/notary-and-apostilles/apostilles/hague-apostille-country-list>; **for all the others**, the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy in their homeland) in the original language and then translated in Romanian, English **or** French and legalized at a public notary. **If the original document is issued in one of these languages, the translation is not required anymore.**
- **Bachelor diploma** – certified copy (**for residents of countries that have signed the Hague Convention**, the Hague Apostille is requested – access the website: <https://www.gsccca.org/notary-and-apostilles/apostilles/hague-apostille-country-list>; **for all the others**, the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy in their homeland) in the original language and then translated in Romanian, English **or** French and legalized at a public notary. **If the original document is issued in one of these languages, the translation is not required anymore.**
- **Master diploma** – certified copy (**for residents of countries that have signed the Hague Convention**, the Hague Apostille is requested- access the website: <https://www.gsccca.org/notary-and-apostilles/apostilles/hague-apostille-country-list>; **for all the others**, the documents have to be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy in their homeland) in the original language and then translated in Romanian, English **or** French and legalized at a public notary. **If the original document is issued in one of these languages, the translation is not required anymore.**
- Transcript of records pertaining to previous studies – certified copy or certified translations at a public notary in Romanian, English or French if the original is not issued in one of these languages;
- For programs offered in English/French language, an international language proficiency certificate (TOEFL, IELTS, Cambridge) is needed with at least B2 level or equivalent (we do not offer these certificates here); Candidates who can prove that the official

language of their country is also English or French and that they have studied at least 4 years in this language are exempted from this requirement.

- For study programs taught in Romanian language, the candidates must submit a certificate attesting his/her knowledge of Romanian or to submit certificates proving that the candidate has had at least 4 consecutive years of studies in Romania. Contrary, a preparatory year of Romanian language course is mandatory (check the admission requirements on its dedicated section)
- Photocopy and authenticated translation of the birth certificate;
- Photocopy of the passport;
- Copy of the National Identity Card or any other document proving your permanent residence (home address);
- Medical certificate (translated in a language widely spoken internationally) attesting that the applicant does not suffer from any contagious diseases or any other affections that prevents them to study abroad.
- Marriage certificate, if available;
- One photo.
- **Approval of the prospective supervisor/coordinator of the thesis. The University of Bucharest is not involved in contacting the supervisor. The list with the potential coordinators can be found on the website at:**  
[https://www.bio.unibuc.ro/index.php?option=com\\_content&view=article&id=357:conductor-de-doctorat-in-domeniul-biologie-si-domenii-de-expertiz&catid=110&Itemid=223](https://www.bio.unibuc.ro/index.php?option=com_content&view=article&id=357:conductor-de-doctorat-in-domeniul-biologie-si-domenii-de-expertiz&catid=110&Itemid=223)

The application file has to be sent by post between **April 15 - July 26, 2019**, to the following address:

**University of Bucharest**

**Romania Office for International Relations and Foreign Students**

**36-46 Mihail Kogalniceanu Bdv.**

**district 5, 050107, Bucharest, Romania Office for International Relations and Foreign Students.**

Further information is available at the University of Bucharest, the **International Relations Office:**

**Tel:** +40-21-307.73.21;

**Fax:** +40-21-315.19.42.,

**e-mail:** [contact@externe.unibuc.ro](mailto:contact@externe.unibuc.ro)

The University of Bucharest will process your file and will send it to the Ministry of National Education for evaluation. It may take up to **30 working days** to receive an answer from the Ministry of National Education. Once the answer is received, the University of Bucharest will inform the student about the results. If the letter of acceptance was issued, we decide together the way through which the document will be sent to the candidate.

**NOTE:** Representatives of the future students must present upon submission of the file a power of attorney stating that he/she is empowered by the student to represent him/her in the admission process.

**NOTE:** The University of Bucharest does not take into consideration online applications (by e-mail) or applications received after the deadline. **The last day of receiving and processing the files is July 26, 2019, so please make sure the documents will reach our University before.**

## **Step 2: Obtaining the Student Visa**

Obtaining the Student Visa. Based on the Acceptance Letter (and payments where requested), applicants will receive the study visa from the Romanian Embassy in their country or the closest Romanian diplomatic mission. Please check the [visa instructions](#).

## **Step 3: The Register at the Doctoral School of Biology**

On your arrival in Romania, you present **in person** for **the admission examination and registration**, to Faculty of Biology, Splaiul Independenței 91-95, sector 5, București, the following documents:

- An envelope dossier;
- letter of acceptance (original);
- proof of payment (original) for the paying students;
- school certificate (mentioned above), in original;

- passport and student visa;
- a photo-copy of your birth certificate, translated and officially endorsed;
- health certificate (translation in Romanian, French or English);
- 3 photos 3/4 cm;
- **approval from the prospective supervisor / coordinator is mandatory.**
- Ph.D. research proposal;

#### **Guide for drafting Ph.D. research proposal**

- The title of the research project
- Relevance / Motivation of the research project
- Short and precise overview about the current state of research that is immediately connected with your own research project. Name the most important contributions of other scientists (not to exceed 2 pages)
- Aims and objectives of the research project
- The experimental design with some consideration of the methods/approach you might use (not to exceed 2 pages)
- Expected original results (not to exceed a half page)
- A list of relevant references (cited in the text)

**For registration the student visa and original study certificates are mandatory, without exception.**

#### **Step 4: Interview for Ph.D. Admission**

Interview for Ph.D. admission will be held on **16-20 September, 2019, 9:00 a.m.**, PCBE Conference Room, ground floor, Faculty of Biology, Spl. Independentei 91-95.

The interview will consist of a 10-15 minute Ph.D. research proposal PowerPoint presentation, followed by a question and answer session with examination committee members.

**The candidates who successfully passed the examination will be registered until September 30, 2019. The official opening date of the academic year is October 1<sup>st</sup> therefore all those who won't be able to register before October 1<sup>st</sup> will assume full responsibility for the missing lectures.**