

**METHODOLOGY**  
**for the 2017- 2018 academic year**

**Scholarships offered by the Romanian State to foreign citizens**  
**through the Ministry of Foreign Affairs**  
**in keeping with Government Decision No 288/1993**

***1. General conditions:***

**Number of scholarships:** 85 scholarships for under- and post-graduate studies in Romania, by means of selection of application files, organized by the Ministry of Foreign Affairs (MFA) and the Ministry of National Education and Scientific Research (hereafter, MNESR), in keeping with Romanian current legislation.

**Who can qualify:** citizens of non EU countries.

Foreign citizens of Romanian origin and those belonging to the neighboring historic Romanian communities benefit from other scholarship programs offered by the Romanian state. The candidate should not have a Romanian citizenship.

The scholarships are granted for three levels of study:

a) *for the first cycle (licenta)*: This scheme is dedicated to graduates of high schools or of equivalent pre-university studies, as well as to candidates who require the continuation of their studies in Romania. The complete cycle of university studies lasts for 3 to 6 years, according to the specific requirements of the chosen faculty, and ends with a final examination (*licenta*);

b) *for the 2nd cycle (master)*: This scheme is dedicated to graduates of university/post-graduate studies; it lasts for 1,5 to 2 years and ends with a dissertation;

c) *for the 3rd cycle (doctorate)* this scheme is dedicated to the graduates of university/postgraduate studies (i.e. *master*); it lasts for 3-4 years, in keeping with the specific requirements of the chosen faculty, and ends with a doctor's thesis. Admission to a PhD course is conditioned by an entrance examination.

For more information, please check ANNEX 3

**Fields of study:** political and administrative sciences, education studies, Romanian culture and civilization, journalism, technical studies, oil and gas, agricultural studies, veterinary medicine, architecture, visual arts.

For more information, please check ANNEX 4.

**Language of Study:** In order to promote Romanian language and culture, the Ministry of National Education Scientific Research has decided that the beneficiaries of the scholarships should study **only in the Romanian language**. The candidates who do not know Romanian are offered one supplementary preparatory year to study the language. The students who declare that they already know the Romanian language have to pass a language test organized by the competent higher education institutions or to present a certificate of linguistic competence, level B2 according to the Common European Framework of Reference for Languages.

**2. Application files must be submitted through diplomatic missions. Application files submitted by post or directly to the MFA or to the MNESR, as well as application files received after the announced deadline will not be taken into consideration.**

### **3. Enrolment Calendar**

The enrolment calendar starts with December 20, 2016. The candidate should enquire at the diplomatic mission where he intends to submit the application file about the enrolment calendar. The deadline for submitting the application files is established by each diplomatic mission.

Foreign diplomatic missions accredited to Bucharest must send the application files with a Verbal Note to Ministry of Foreign Affairs – Public, Cultural and Scientific Diplomacy Directorate by **20 March 2017**, at the latest.

**Incomplete files or files that do not comply with the fields of study and methodology are disqualified and are not taken into consideration by the Commission of the MFA. Rejected application files evaluated by MFA and MNESR are not returned. Application files submitted directly to the MFA or to the MNESR will not be taken into consideration.**

### ***4. List of documents necessary for the application file***

**4.1. Cover letter issued by the diplomatic mission** of the country of origin, accredited to Bucharest or of the Romanian Embassy in the respective country.

**4.2.** A duly filled in **MFA application form** (Annex 1) for a scholarship to study in Romania.

**4.3. MNESR application form** (Annex 2) for the issue of the *Letter of Acceptance to study in Romania*.

**4.4.** Authorized copies of **the study documents** (baccalaureate and university diplomas if necessary,) and their authorized translation in **Romanian, French or English** if necessary.

**4.5.** Authorized copies and authorized translation of **the diploma supplement - academic transcript** for the studies completed so far.

**4.6.** Authorized copy and authorized translation of **birth certificate**.

**4.7. Copy of passport (first 3 pages)**

**4.8. Medical certificate** attesting that the applicant is not affected by any transmissible disease or by other illnesses incompatible with future studies.

**4.9. The candidate's CV.**

**4.10. 2 recent passport-type photos.**

#### **5. Applications Evaluation and Selection**

The MFA checks the application files and submits the valid candidatures to the MFA Selection Board. The files selected by this Board will be sent to the Ministry of National Education and Scientific Research Selection Board. Boards will evaluate the dossiers taking into account the candidates' academic achievements in their selected fields of study.

The Boards will approve the list of accepted candidates.

#### **6. Announcement of results**

**The selection results will be announced by 30 June 2017, to each diplomatic mission that submitted application files. See Annex 3.**

ANEXA 1

MINISTERUL AFACERILOR EXTERNE – Direcția Diplomație Publică, Culturală și Științifică  
 MINISTÈRE DES AFFAIRES ETRANGERES – Direction Diplomatie Publique, Culturelle et Scientifique  
 MINISTRY OF FOREIGN AFFAIRS – Directorate Public Diplomacy, Cultural and Scientific

**CERERE DE BURSĂ PENTRU STUDII ÎN ROMÂNIA**  
**DEMANDE DE BOURSE D'ETUDES EN ROUMANIE**  
**APPLICATION FORM FOR SCHOLARSHIPS IN ROMANIA**

(a se completa cu majuscule/A compléter en majuscules/  
 to be filled in capital letters)

Photo

ANUL ACADEMIC/ ANNEE UNIVERSITAIRE / ACADEMIC YEAR

2017-2018

TIPUL DE BURSĂ/ TYPE DE BOURSE/ SCHOLARSHIP TYPE:

- studii universitare de licență / études universitaires de licence/ Bachelor's degree studies
- studii de specializare / stages de spécialisation / Spécialisation courses
- studii de masterat / études de master / Master studies
- studii de doctorat / thèse de doctorat / PhD studies

OPȚIUNI PENTRU INSTITUȚIA DE ÎNVĂȚĂMÂNT SUPERIOR (2 opțiuni)/  
 OPTIONS POUR L'ETABLISSEMENT D'ENSEIGNEMENT SUPÉRIEUR (2 options) /  
 OPTIONS FOR UNIVERSITIES (2 options) :

Orașul / la ville / city	Universitatea / l'université / university	Facultatea / la faculté / faculty	Specializarea/ la spécialisation / specialization profile

IDENTITATEA CANDIDATULUI / L'IDENTITE DU CANDIDAT / APPLICANT'S IDENTITY

Numele / Nom / Surname: .....

Nume înainte de căsătorie/ Nom de jeune fille / Maiden Name: .....

Prenume / Prénom / Name: .....

Sexul/ Sexe/ Gender: M  F

Starea civilă/ Etat civil / Marital status: celibatar (ă)/ célibataire/single

Căsătorit(ă) / marié (e)/ Married  divorțat(ă) / divorcé (e) / divorced

Naționalitate / Nationalité / Nationality .....

Data nașterii / Date de naissance / Date of birth .....

Locul nașterii (oraș, departament, țara) / Lieu de naissance ( ville, département, pays ) /

Place of birth (city, department, country) .....

Adresa personală – domiciliul permanent / Adresse permanente / Address: (permanent address):

.....

cod poștal / code postal / Postcode: ..... Localitate/ville / City: .....

țară/pays/ Country: .....

Telefon/Tél./ Telephone ..... Fax /Télécopie/ Fax: .....

E-mail/ Adresse électronique / E-mail: .....

Persoana de contact/Personne de contact / Contact person

Nume/nom/name

.....

Adresa/Adresse/ Address:

.....

Telefon/Tél./ Telephone: ..... Fax/Télécopie/ Fax: .....

Email/ Adresse électronique/E-mail:.....

Cunoștințe lingvistice/ Langues étrangères/ Foreign languages:

lb. română/ le roumain/ Romanian  nivel/niveau/ level.....

lb. engleză/ l'anglais/ English  nivel/niveau/ level .....

alte limbi/ d'autres/ Others  nivel/niveau/ level .....

Limba de predare pe perioada studiilor în România este româna/

Langue d'enseignement pour la période d'études en Roumanie este le roumain/

The working language while studying in Romania is Romanian.

Solicit curs pregătitor de limbă română/Je sollicite l'inscription à un cours préparatoire de roumain/

I would like to attend Romanian classes before the beginning of my study in Romania:

Da/oui/ Yes

nu/non/ No

**ETUDES EFFECTUÉES**

<b>Tipul de studii/ Type d'études/ Type of studies</b>	<b>Instituția de învățământ/ L'établissement/ Education Institution</b>	<b>Perioada de studii/ Période d'études/ Period</b>	<b>Diploma obținută / Diplômes/ Diplomas</b>	<b>Mediile obținute, pe ani de studiu/ Résultats obtenus par année d'étude/ Results, on academic years</b>
Studii preuniversitare/  Etudes pré universitaires/ Under graduate studies				
Studii universitare (detaliat, pe ani academici/ Etudes universitaires (à préciser pour chaque année)/ University studies (please, detail on academic years)				
Studii postuniversitare (detaliat, pe ani academici)/ 3-ème cycle (à préciser pour chaque année)/ Post university studies (please, detail on academic years)				

**Activitate profesională desfășurată până în prezent (loc de muncă, funcție, domeniu)/  
Activité professionnelle effectuée jusqu'à présent (lieu de travail, fonction détenue, domaine d'activité)/  
Professional experience until the present moment (jobs, position, field of work):**

.....

.....

.....

.....

.....

**Alte burse și stagii de specializare efectuate/  
Autres bourses et stages de spécialisation antérieurement effectués/  
Other scholarships and specialization trainings:**

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.....

**Motivația solicitării bursei de către candidat/  
Précisez la motivation de la demande de bourse/  
Applicant's motivation:**

.....

.....

.....

.....

.....

.....

**Descrierea proiectului de studiu (în cazul studiilor postuniversitare - masterat/ doctorat)/  
Présentez le projet d'études (pour les études du 3ème cycle – master/doctorat)/  
Project's description (only for those students who apply for a Master/ PhD programme) :**

.....

.....

.....

.....

.....

.....

**Activitatea științifică a solicitantului (proiecte de cercetare, lucrări publicate, relevante pentru domeniu)/  
Activité scientifique du candidat (projets de recherche, études publiées relevantes pour le domaine)/  
Scientific activity (research projects, publications – relevant for this field of study):**

.....

.....

.....

.....

### **III. Informații suplimentare/ Informations supplémentaires / Additional information:**

#### **Prin semnarea prezentului formular, solicitantul se obligă:**

- Să ofere coordonate de contact corecte și actualizate, necesare unei comunicări corespunzătoare;
- Să completeze, după caz, toate rubricile. Completarea incompletă sau incorectă determină statutul de „dosar incomplet” și neparticiparea acestuia la concurs;
- În cazul în care candidatul nu menționează două opțiuni pentru înscrierea la studii și solicitarea sa nu poate fi onorată de universitatea specificată, Ministerul Educației Naționale și Cercetării Științifice (MENCS) își rezervă dreptul de a propune candidatului o altă repartizare în același profil, conform disponibilităților instituțiilor de învățământ superior din România. La primirea scrisorii de acceptare la studii cu noua repartizare, candidatul este liber să accepte bursa sau să renunțe la ea, putându-se reorienta pentru continuarea studiilor în România pe cont propriu valutar;
- Dacă până la 11 iulie 2017, candidatul nu acceptă bursa sau, în cazul celor din ciclul secundar, nu își completează dosarul conform instrucțiunilor din metodologie până la 18 august 2017, MENCS va considera dosarul respins, iar bursa va fi repartizată, în mod automat, următorului candidat de pe lista de rezerve.

#### **En signant les formulaires, le candidat s'engage à:**

- offrir les données de contact correctes et valables, nécessaires pour une facile communication;
- compléter tous les champs des formulaires, selon le cas; le manque des informations entrainera la considération du dossier comme incomplet et son élimination du concours ;
- Si le candidat ne mentionne qu'une option et que celle-ci ne peut pas être honorée par l'université respective, le Ministère de l'Éducation Nationale, et de la Recherche Scientifique (MENCS en roumain) peut proposer au candidat une autre université, avec le même profile. À la réception de la lettre d'acceptation, le candidat est libre d'accepter la bourse ou d'en renoncer, ayant la possibilité de continuer ses études en Roumanie sur son propre compte ;
- Au cas où le candidat n'accepte pas la bourse jusqu'au 11 juillet 2017 ou, pour les étudiantes du cycle secondaire, qu'il ne complète pas le dossier avec la copie du diplôme ou de l'attestation de la fin des études, jusqu'au 18 août 2017, MENCS va considérer le dossier rejeté et la bourse refusée. Dans ce cas, la bourse sera distribuée au candidat suivant de la liste d'attente.

#### **Signing the present form, the applicant assumes the responsibility:**

- To provide correct and up to date contact details, necessary for a normal communication with the applicant;
- To fill in all the headings of the application form. Incomplete or incorrect data entitle the Commissions to consider that file as disqualified;
- If the applicant mentions only one instead of two options of Romanian universities, and this one is unavailable, the Ministry of National Education and Scientific Research



(MENCS in Romanian) would assign another possibility according to the requested profile and the available places within the Romanian higher education system. Upon the receipt of the letter of acceptance to studies with the new assignment, the applicant may accept or reject the scholarship, and can continue his/her studies in Romania on his/her own account;

- If until 11 July 2017 the selected applicant does not accept the scholarship or, in the case of the applicant in the last year of secondary studies, the candidate fails to present, until 18 August 2017, the authenticated copy of the diploma, or of the certificate/receipt of the level of the studies, MENCS is entitled to consider the file rejected and the scholarship will be offered to the next candidate on the waiting list.

## DECLARAȚIA CANDIDATULUI

Subsemnatul(a).....

declar pe propria răspundere că:

- informațiile furnizate sunt exacte și complete,
- pe perioada bursei voi respecta cu strictețe legislația românească în vigoare,
- voi respecta termenele și procedurile de aplicare, știind că nerespectarea acestora poate conduce la respingerea dosarului,
- am luat cunoștință de condițiile de obținere a unei burse de studiu în România și mă voi conforma acestora.

Data :

Semnătura

## DECLARATION DU CANDIDAT

Je, le (la) soussigné(e).....

J'atteste en pleine responsabilité que :

- Les informations fournies sont exactes et complètes ;
- Durant la période de bourse, je vais respecter rigoureusement la législation roumaine en vigueur ;
- Je vais respecter les délais et les procédures de candidature, en sachant que dans le cas contraire le dossier sera rejeté ;
- Je suis en connaissance des conditions d'obtenir une bourse d'études en Roumanie et je vais les respecter.

Signé à :

Signature du candidat

## APPLICANT'S DECLARATION

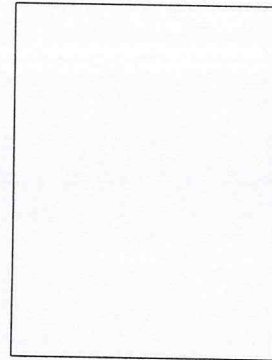
I, the undersigned,.....

Declare on my own responsibility that:

- the information in this file is correct and complete,
- during the scholarship period, I will observe the Romanian legislation in force,
- I will respect the deadlines and application procedures, knowing that their infringement may lead to the rejection of the file,
- I take note of the conditions for obtaining a scholarship in Romania and I will respect them.

Date:

Signature



**CERERE PENTRU ELIBERAREA SCRISORII DE ACCEPTARE LA STUDII**  
**(APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES)**  
( Se completeaza cu majuscule/ to be filled in with capital letters/ A completer en majuscules)

1. NUMELE \_\_\_\_\_ PRENUMELE \_\_\_\_\_  
(SURNAME/NOMS) (GIVEN NAMES/PRENOMS)

2. NUMELE PURTATE ANTERIOR \_\_\_\_\_  
(PREVIOUS SURNAMES/NOMS PORTE ANTERIEUREMENT)

3. LOCUL SI DATA NASTERII \_\_\_\_\_  
(DATE AND PLACE OF BIRTH/ DATE ET LIEU DE NAISSANCE) Tara \_\_\_\_\_ Localitatea \_\_\_\_\_ Data \_\_\_\_\_  
(COUNTRY/PAYS) (PLACE/LOCALITE) (DATE/DATE)

Z	Z	L	L	A	A	A	A
(D	D	M	M	Y	Y	Y	Y)

4. PRENUMELE PARINTILOR \_\_\_\_\_  
(PARENTS GIVEN NAMES/PRENOMS DES PARENTES)

5. SEXUL (SEX/SEXE) :  M  F

6. STAREA CIVILA :  CASATORIT(A)  NECASATORIT(A)  DIVORTAT (A)  VADUV(A)  
(MARRIED/MARIE) (SINGLE/CELIBATAIRE) (DIVORCED/DIVORCE) (WIDOW/ER)/VEUV(VEUF)

7. CETATENIA (CETATENIILE) ACTUALE \_\_\_\_\_ CETATENII ANTERIOARE \_\_\_\_\_  
(ACTUAL CITIZENSHIP(S)/NATIONALITE(S) ACTUEL(S)) (PREVIOUS CITIZENSHIPS/NATIONALITES ANTERIEURES)

8. DOCUMENT DE CALATORIE : \_\_\_\_\_ TIPUL \_\_\_\_\_ SERIE \_\_\_\_\_ NR. \_\_\_\_\_  
(TRAVEL DOCUMENT/DOCUMENT DE VOYAGE) (TYPE/TYPER) (SERIE/SERIE) (NO/NO)

ELIBERAT DE TARA: \_\_\_\_\_ LA DATA \_\_\_\_\_ VALABILITATE \_\_\_\_\_  
(COUNTRY ISSUED BY/ EMIS PAR PAYS) (DATE OF ISSUE/A) (VALADITY/EXPIRANT LE)

Z	Z	L	L	A	A	A	A
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9. DOMICILIUL PERMANENT ACTUAL : TARA \_\_\_\_\_ LOCALITATEA \_\_\_\_\_  
(ACTUAL PERMANENT RESIDENCE/DOMICILE PERMANENT ACTUEL) (COUNTRY/PAYS) (PLACE/LOCALITE)

10. PROFESIA \_\_\_\_\_ LOCUL DE MUNCA \_\_\_\_\_  
(PROFESSION/PROFESSION) (WORK PLACE/ LIEU DE TRAVAIL)

11. The complete address where the Ministry of Education can send you the Letter of Acceptance \_\_\_\_\_

12. MOTIVATIA DEPLASARII IN ROMANIA ( PURPOSE OF VISIT/BUT DE SEJOUR)

STUDII (STUDIES)

**I. Education Background**

**NOTE: All the fields are mandatory, must be completed and have to be accompanied by the documents mentioned in Section V, or else your request will not be processed.**

Name and Location of the Secondary School / University	Date of Admission / Date of Completion	Type of Certificate issued

## II. Studies applied in Romania

Studies applied in Romania	Branch /Speciality	High School/ University	Language of instruction	I apply for the Romanian language course (For YES you have to mention the University)	
				YES	NO
Secondary, in the grade					
Undergraduate					
Master					
Specialization					
Doctorate					

## III. Proficiency in other languages (please, fill in as appropriate: excellent, good, poor)

Language	Writing	Speaking	Institution that issued the certificate
Romanian			

## IV. Statement of the applicant

I oblige myself to observe the laws in force in Romania, the school and university rules, regulations and norms, as well as those for social life.

I have taken note of the fact that school fees may change during the years of study and must be payed, in free currency, in advance for a period of at least 9 months for full time courses and at least 3 months for part time courses.

I am aware that any untrue information will lead to my disqualification.

## V. Annex (authenticated translations of the respective documents in a language widely spread internationally)

1. Photocopy or authenticated copy of the certificate of studies;
2. Authenticated copy of the birth certificate;
3. Authenticated copy of the passport;
4. Medical certificate;
5. The list of results of the completed study years (Academic Transcripts) for postgraduate studies applicants and for those wishing to continue studies begun in other countries.

On my arrival in Romania I should submit the original documents.

Date .....

Signature .....

**REZERVATA AUTORITATILOR  
OBSERVATII  
(OBSERVATION)**

AUTHORITY ONLY

RESERVE AUTORITES

**NOTE: All the fields are mandatory, must be completed and have to be accompanied by the documents mentioned in Section V, or else your request will not be processed.**

## ANEXA 3

### **Calendar of financial support:**

#### ***The university year starts on October 1<sup>st</sup>.***

The grant is awarded monthly to students in the 1<sup>st</sup> (*licenta*) and 2<sup>nd</sup> (master) cycle throughout the whole academic year, the winter and spring vacation included, but not during the summer vacation.

For full-time students of the 3<sup>rd</sup> cycle (doctorate), the monthly grant is awarded throughout the whole calendar year.

**Important for all scholarship holders (under- and post-graduate):** *The scholarships will be suspended if the student in any education cycle repeats a year due to poor results. It may be resumed in the following academic year, after the student has successfully graduated the repeated year. The students who repeat an academic year must themselves pay for the full study fees and accommodation.*

#### **The scholarship consists of:**

- **Free-of-charge tuition,**
- **Free-of-charge accommodation** (depending on availability, accommodation will be offered free-of-charge in students halls of residence, in keeping with the higher education regulations and within the limits of the sums available for this purpose),
- **Financial support** - a monthly amount representing :
  - the equivalent in Romanian currency of 65 EURO per month, for under-graduate students (1<sup>st</sup> cycle),
  - the equivalent in Romanian currency of 75 EURO per month, for post-graduate students (master degrees and specialization) 2<sup>nd</sup> cycle,
  - the equivalent in Romanian currency of 85 EURO per month, for post graduate students (doctorate degree) 3<sup>rd</sup> cycle.

***These scholarships do not cover food, international and local transport. The candidates must be prepared to personally support any other additional expenses.***

2. To get all the necessary information about the scholarships (conditions, necessary documents, enrolment calendar) and to submit their application files, the candidates should apply directly to:

- **the Romanian diplomatic missions accredited to the candidate's country of origin, or of residence, or to**
- **the diplomatic mission of the candidate's state of origin accredited to Bucharest**

Applications files should contain documents in the English or French languages.

If the application files contain documents in foreign languages other than English or French, they must be accompanied by authorized translations in one of the following languages: Romanian, English or French. Generally, Romanian universities may require that all enrolment documents should be accompanied by authorized copies and authorized translations in Romanian.

**It is of utmost importance to fill in correctly all forms.**

A.1. In case the candidate is still studying in the last year of pre-university study, the file should contain a document (and its authorized translation) confirming the year of study and the fact that the candidate will graduate at the end of the 2016 – 2017 school year, specifying the date when the graduation diploma is issued. In case the candidate's application file is accepted, the candidate – graduate of high school or of equivalent studies – is obliged to send to the diplomatic mission, **by 18 August 2017**, an authorized copy of the graduation diploma and its authorized translation or, if the case may be, a copy of the document attesting that the candidate has graduated, specifying also the date when the graduation diploma is issued.

The candidates for post-graduates studies must submit all previous diplomas of studies with authorized copies of the diploma and its authorized translation.

The authorization of documents is made by public notaries in the countries of residence or by the sending diplomatic missions, as the case may be.

### **Compulsory Steps after Acceptance**

MNESR will issue a **Letter of Acceptance to Study in Romania** for the successful candidates. This letter will also mention the supplementary preparatory year, compulsory for learning the Romanian language (if applicable) and the academic institution/ institutions where the courses will take place.

In case the candidate does not specify two options in the application form and the chosen university cannot offer a place, the MNESR may make another offer of university (same faculty), according to the availabilities of the Romanian higher education institutions. If the letter of acceptance to study in Romania contains another equivalent offer, the candidate is free to reject it.

The candidate will receive the original *Letter of Acceptance* to study in Romania as soon as possible from the diplomatic mission that submitted the file to the MFA.

After receiving the Letter of Acceptance, the candidate will contact the Romanian embassy in his/her country of origin or of residence to apply for a long stay student visa (for Romanian diplomatic missions, see <http://www.mae.ro/en/romanian-missions>) The applications must be submitted until **July 11, 2017**.

The candidate has to complete by August 18, 2017 the dossier with all the necessary documents: the **copy of the diploma and the authorized translation of the diploma or of the certificate** attesting that the applicant has graduated high school, university or an equivalent institution, issued after the submission of the application file, mentioning the date when the diploma is issued.

**Between 1-15 October 2017, the successful candidates must come personally to register** at the Romanian Ministry of Education and Scientific Research, Department of International Relations and European Affairs (General Berthelot Street<sup>1</sup> nr. 28 -30, sector 1, Bucharest, tel. 0040 (0)21 405 62 12, fax 0040 (0)21 312 66 14 ).

- They will have to present a **file** containing:
  - **all original documents** contained in the initial application file,
  - **the Letter of Acceptance** to study,
  - **Passport** containing a valid study long stay SD visa.

<sup>1</sup> <http://www.123bucuresti.ro/strazi/strada/Henri%20Mathias%20Berthelot,%20General>

The scholarship holders will receive a Minister's Matriculation Order to be presented upon registration at the Secretariat of the university that accepted them, together with the above-mentioned documents.