

# RECOGNITION OF DIPLOMAS /DEGREES

## 1. What does *recognition of diploma/degree* means?

*Recognition* is the official acknowledgement of the authenticity of a diploma or other document issued by an education institution accredited in the country of issue. For recognition, the diploma is evaluated by comparison with the Romanian education system, with a view to establishing the level the document in question corresponds to in the Romanian education.

If the Romanian state accepts the diploma/degree or certificate as authentic, then you will be able to carry on your studies in Romania or to get employment according to your level of education.

### ***Attention!***

***The diploma or certificate shall only be recognized for the purpose you stated. Therefore, the recognized education diploma or certificate cannot be used for any purpose other than the one you requested recognition for. For instance, if you applied for recognition of your Bachelor diploma in order to get employed, you will not be able to use that diploma to get enrolled in a master program.***

## 2. Who can ask for recognition of diplomas?

You can ask for recognition of your diploma if you are a foreign citizen who has a diploma, certificate or other document issued by an accredited school, high school or university from abroad.

Who can apply for recognition of diploma?

- Yourself, as holder of that document, or any other person whom you've given power of attorney to for that purpose;
- A university you wish to enrol to;
- An employer you want to work for;

### ***Attention!***

***Romanian citizen, even if they have double citizenship, cannot ask for recognition of education diplomas or certificates issued abroad. In order to be able to use these documents in Romania, they must apply for equivalence. Equivalence means an evaluation of the curricula that the diploma/certificate is based on and its compatibility with the one used in the Romanian education system.***

## 3. What you should do before asking for diploma recognition

Before applying for recognition of an education diploma/certificate, that document must be superlegalized, get an apostille or be accompanied by an authenticity certificate issued by the competent authorities in the country of origin. Superlegalization is a procedure aimed at preventing the forgery of official documents issued by state authorities. It has three stages:

1. Certification proper, which is done in the country where the education program was attended by the applicant, by the competent authorities there, in keeping with that country's legal provisions;
2. Superlegalization of the document, endorsed by the competent authority in the state of issue;
3. Final superlegalization of the document by the Romanian Foreign Ministry;

**Apostillation** is a simplified procedure for documents issued by the authorities of the countries signatory to the *Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents*. The official documents issued by the authorities of these countries will only get an apostille (stamp) from the competent authority of that state (usually by the diplomatic mission of that state in Romania). You can find the list of signatories to the Hague Convention at: <http://www.cnred.edu.ro/#statele-parti-la-Conventia-de-la-Haga> .

Official documents issued by the authorities of the countries with which Romania has signed bilateral conventions providing for the exemption from superlegalization or any other similar formality (legal assistance agreement) **are exempt from superlegalization, apostillation or any other similar formality**. The list of countries with which Romania has signed such agreements can be found at : <http://www.uniuneanotarilor.ro/?p=4.6.2>

***Attention!***

***Check whether the country you got your study diploma in is a signatory to the Hague Convention (for apostille) or has signed a bilateral agreement with Romania for the exemption from superlegalisation. If the diploma was issued in another country, other than the signatory ones, you will have to go through the superlegalisation procedure, before asking for its recognition.***

#### **4. How can one ask for recognition of diploma?**

There are several competent authorities that analyse applications for recognition of diplomas/degrees, depending on the type of right of residence that you have.

1. If you are a member of a Romanian citizen's family or you have a right of long stay in Romania, the competent authority is **the National Centre for Diploma Recognition and Equivalence (CNRED)**, with the Ministry of Education;

**The National Centre for Diploma Recognition and Equivalence**

Address: 12, Spiru Haret Street, sector 1, 010176 Bucharest

Web page: [www.cnred.edu.ro](http://www.cnred.edu.ro)

2. If the holder of the diploma has got the right of temporary stay in Romania (no matter the purpose), the competent authority is the International Relations Directorate of the Romanian Education Ministry.

**Romanian Education Ministry**

Address: 28-30 General Berthelot Street, sector 1, 010168 Bucharest

For the recognition of PhD degrees, the files must be submitted to the National Council for Certification of University Degrees, Diplomas and Certificates (CNATDCU). Recognition follows the regular procedure provided by the national legislation.

Recognition of qualification diplomas issued by providers of vocational training abroad (which are not accredited schools or education institution) is not within the remit of either CNRED or the International Relations Directorate of the Romanian Education Ministry. If you have such a certificate, you must contact specialized institutions, called Centres for Evaluation and Certification of Professional Competences. Specialists with these centres will analyse the way in which you can carry out certain activities and will issue a certificate proving that you are able to work in that field.

### **5. What documents must accompany the application for education diploma recognition?**

Your file must contain all the documents required, in keeping with the list communicated by the competent authorities:

#### **A. *Pre-university education (grades 1 – 12 and /or post-high-schools)***

- A standard application form;
- The document, superlegalised/apostilled, which is to be recognized (photocopy);
- A legalized translation of the documents that are to be recognized;
- School documents/records for the study programs for which diplomas were not issued (scanned or photocopied);
- A power of attorney legalised by a notary public (if applicable);
- A photocopy of the residence permit/passport and, if applicable, of the birth certificate, translated and superlegalized/apostilled (if applicable);
- Proof of payment of the legal fees for diploma recognition.

#### **B. *Higher Education (bachelor, master, post-graduate/specialization studies):***

- A standard application form;
- The superlegalised/apostilled diploma/certificate that needs to be recognized (photocopy);
- A legalized translation of the documents that need recognition;
- The addition to the diploma/school record or its legalised copy and legalized translation;
- A photocopy of the high-school graduation diploma and its legalised translation;
- Power of attorney (if applicable);
- A photocopy of the residence permit/passport and, if applicable, the birth certificate, translated and superlegalized/apostilled;
- Proof of payment of the legal fees for diploma recognition.

#### **C. Doctorate**

- The PhD diploma that needs to be recognized, superlegalized/apostilled, in original and photocopy, and its legalised translation;
- Copy of the certificate proving the completion of the previous study program which gave access to doctoral studies;

- The PhD thesis, in PDF format (the scanned version is not accepted); audio and video materials as well as graphic illustration may be exempt from this requirement;
- A summary of the PhD thesis (15-20 pages, depending on the field of study), in PDF format (the scanned version is not accepted), in Romanian, English or French;
- Curriculum Vitae;
- Other superlegalized/apostilled and translated documents (except for those written in a world language);
- Power of attorney (if applicable);
- Residence permit/passport (photocopy) and, if the case may be, translated and superlegalized/apostilled birth certificate;
- Proof of payment of the required fees.

**(!)When this material was developed, the fee was 50 RON.**

This fee can be paid through OP (payment order) or post to:

Beneficiary: The Ministry of National Education

Fiscal Code: 13729380

Bank: Direcția de Trezorerie și Contabilitate Publică a Municipiului București - DTCPMB

IBAN: RO27TREZ7005003XXX000069

SWIFT: TREZROBU

BIC: TREZ

***Attention!***

***Documents issued in a world language do not have to be translated.*** These languages are: English, French, German, Spanish, Italian.

**5. Where shall I file the application for diploma recognition?**

You must submit an application addressed to the competent authority, together with all the substantiating documents, to the following institutions (depending on the type of diploma):

- A. For the recognition of high-school, university or post-university graduation diplomas, the application must be submitted to the Register Office of the National Education Ministry.

**Register Office – Ministry of Education, Research, Youth and Sport**

**Address: 10 Spiru Haret Street, Sector 1, 010176, Bucharest**

- B. For furthering pre-university studies (grades 1 to 12), the application must be submitted to the School Inspectorate that has jurisdiction over the school the foreign citizen wants to study at. Subsequently, the School Inspectorate will submit the application to the competent authority.

**6. What is the procedure and how long does it take to get a diploma recognized?**

The file will be analysed by CNRED or by the International Relations Directorate of the National Education Ministry.

If you studied in one of the EU member countries or if Romania has concluded with that state an international convention regarding the recognition of studies, the documents in question will be recognized without a prior analysis.

***Romania has concluded bilateral agreements with France (2012), Cyprus (2009), the Russian Federation (1999), Ukraine (1999), Bulgaria (1998), Slovakia (1998), the Republic of Moldova (1998) and Hungary (1997). All these treaties have been ratified (endorsed) by the Romanian Parliament.***

**A.** For pre-university studies (high-school graduation diploma):

Usually, high-school graduation diplomas are automatically recognized (without a prior detailed analysis), but when there are big differences between the education systems, the foreign citizen may have to take equivalence exams or to get enrolled in an education institution in Romania. The recognition procedure lasts up to 30 days since the application is filed.

**B.** For graduate and post graduate studies (bachelor, master, doctoral and post-doctoral studies):

- ◆ Your file will be analysed by a commission made up of specialists from the Education Ministry.
- ◆ Following the evaluation, a decision will be made whether the study program you attended resembles the Romanian one, with regard to:
  - The level of the higher education institutions where the education program was attended;
  - The level of the diploma;
  - The number of years of study/credits;
  - The field, profile, specialization;
  - The curricula / workload;
  - Professional qualification (addition to Diploma), for the professions regulated in Romania.
- ◆ If, following the evaluation of the file, the conclusion is that there are big differences between the study program abroad and the one in Romania, then you will have to take equivalence exams, study or do an internship at a certain institution for a certain period of time.

***If you want to enrol in graduate or post-graduate studies, the Romanian authorities will only recognize the diploma that allows you access to these studies. In order to have the study programs attended abroad recognized by the Romanian Education Ministry (for instance, if you want to continue the study program you started abroad), you must contact directly the university you wish to study at.***

- ◆ The procedure of recognizing graduate or post-graduate studies lasts up to 45 days since the application is filed. In case of automatic recognition, the procedure lasts 10 days at the most. In case of motivated emergency, proven by supporting documents, the procedure lasts 5 days.
- ◆ In case of recognition of PhD diplomas, the deadline is 90 days.

***CNRED and the International Relations Department of the Education Ministry are the bodies in charge of recognizing diplomas for physicians, pharmacists, dentists, nurses, midwives, veterinarians and architects. However, even if you have such a diploma, you cannot work unless you meet a number of special conditions. For that, you must contact the specialized institutions, namely the Physicians' Association, the Pharmacists' Association, the Dentists' Association, the Nurses and Midwives' Association and the Veterinarians' Association.***

Based on your file and information obtained from other sources (ENIC-NARIC, - IMI), CNRED/International Relations Department of the Education Ministry can:

- ◆ Recognize the education diploma or certificate;
- ◆ Recognize the education diploma or certificate plus compensatory measures (equivalence tests/exams, internships, additional classes);
- ◆ Refuse, with arguments, the recognition of the diploma or certificate.

***If you've got a diploma or certificate that allowed you to work in certain fields in the country of issue (but not as a doctor, pharmacist, dentist, midwife, vet or architect) CNRED or the International Relations Directorate of the Education Ministry have the competency to recognize that diploma or certificate without, however, having the right of say with regard to exercising the profession in question.***

***In order to verify whether you meet the requirements for exercising a profession regulated in Romania, you must contact the competent authority in the field. The competent authority is the institution that is particularly authorized by a state to issue or receive qualification titles or other documents and information, and to get applications and make decisions regarding the profession regulated within their remit. You can see the list of competent authorities at <http://www.cnred.edu.ro/#Autoritati-Competente>.***

***Even if you do not meet the requirements in force for a certain profession in Romania, the recognized diploma or certificate may give you the right to get enrolled in an education institution, with a view to furthering your education, or into a vocational training course, or even to get employed on a private position in the same field or in a different field.***

## **7. What shall I do if my diploma is not recognized?**

Attention! Study diplomas are not recognized if:

- ◆ The document in question was issued by an education institution that was not recognized in the country of issue;
- ◆ Verifications have shown that the document is not authentic;
- ◆ You do not meet the special requirements regarding the right of working in Romania as a physician, pharmacist, dentist, nurse, midwife, vet and architect.

The refusal can be challenged within 30 days, at the Register Office of the Education Ministry and shall be solved within 10 days since registration. If the appeal is rejected, the foreign citizen can

only challenge it again at the Bucharest Court of Appeal, within 15 days since the rejection was communicated.

### **8. What documents do I get if the diploma is recognized?**

If the application for diploma recognition is approved, the competent authority shall issue all the necessary documents:

- A. CNRED issues *recognition certificates*;
- B. The International Relations Directorate of the Education Ministry can only issue notifications of recognition or denial of recognition.