

# Guide for using the online admission platform at the West University of Timișoara (WUT)

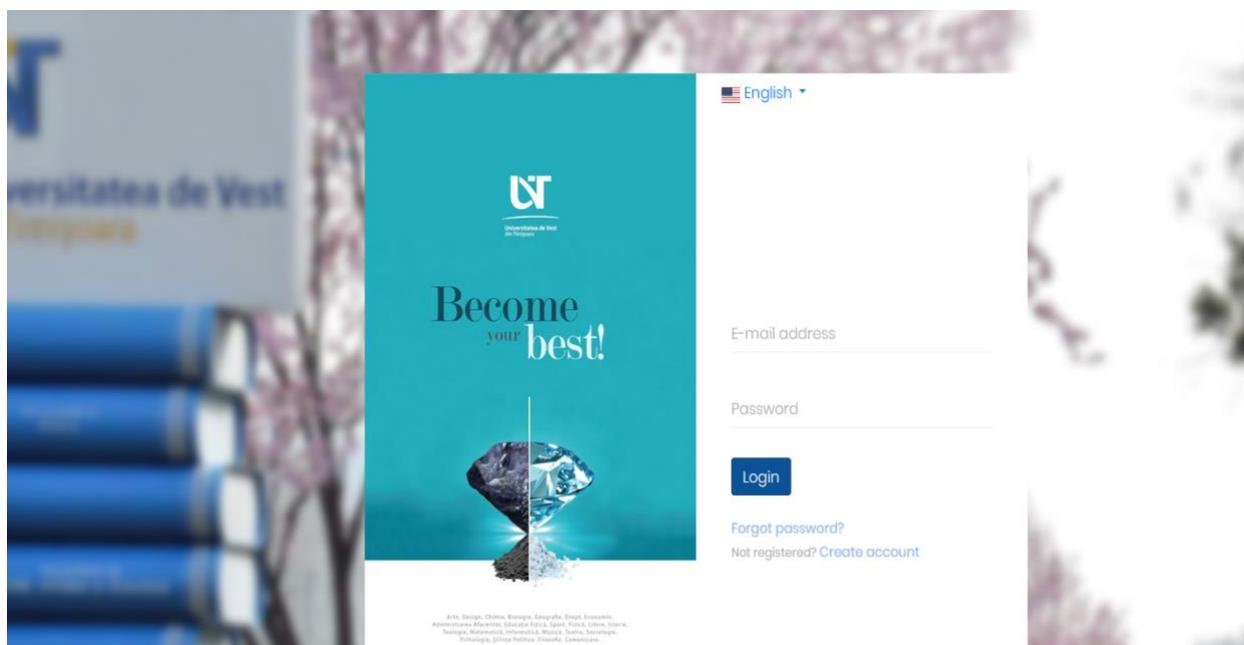
Do you want to apply for one of the university study programs offered by the **West University of Timișoara (WUT)**?

Through this document we explain to you how to use the online admission platform through which you can register for the admission process at UVT.

Here are the steps you need to follow in the WUT admissions process:

## Accessing the admissions platform

Click [HERE](#) or access the link <https://admitereonline.uvt.ro/> to open the online registration platform.



You can choose the language of use of the platform by selecting Romanian/English from the bar at the top of the page.

English

Romanian

English

E-mail address

Password

Login

## Registration/account creation on the admission platform

If you are not already registered on the platform, you must press the **"Create account"** button at the bottom of the page, which will redirect you to the page where you will enter your data to create a new account.

Not registered? [Create account](#)

You are going to fill in the fields for registration with your personal data: last name, first name, email address, date of birth, personal identification number and set a password.

**It is very important that the email address you use when creating your account on the admission platform is one that you constantly check, because it is through that address that we will communicate with you and send you notifications about the admissions process.**

**CAREFUL! A person can create only one account on the admission platform exclusively based on their own Personal Identification Number! There is no possibility to create more than one.**

Pay attention to the rules of writing the password!

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The password must be at least 8 characters long. The password must contain at least one large letter one digit and one special character. The special characters allowed in the password are: ~, !, @, \$, #, %, ^, &, \*

You will also need to upload a file containing your ID (it can be a scan or a picture, in .pdf or .jpg format, for example).

ID card

No file chosen

I'm not a robot

  
reCAPTCHA  
Privacy - Terms

To complete the creation of your account, you must tick the "I'm not a robot" box and press the  button.

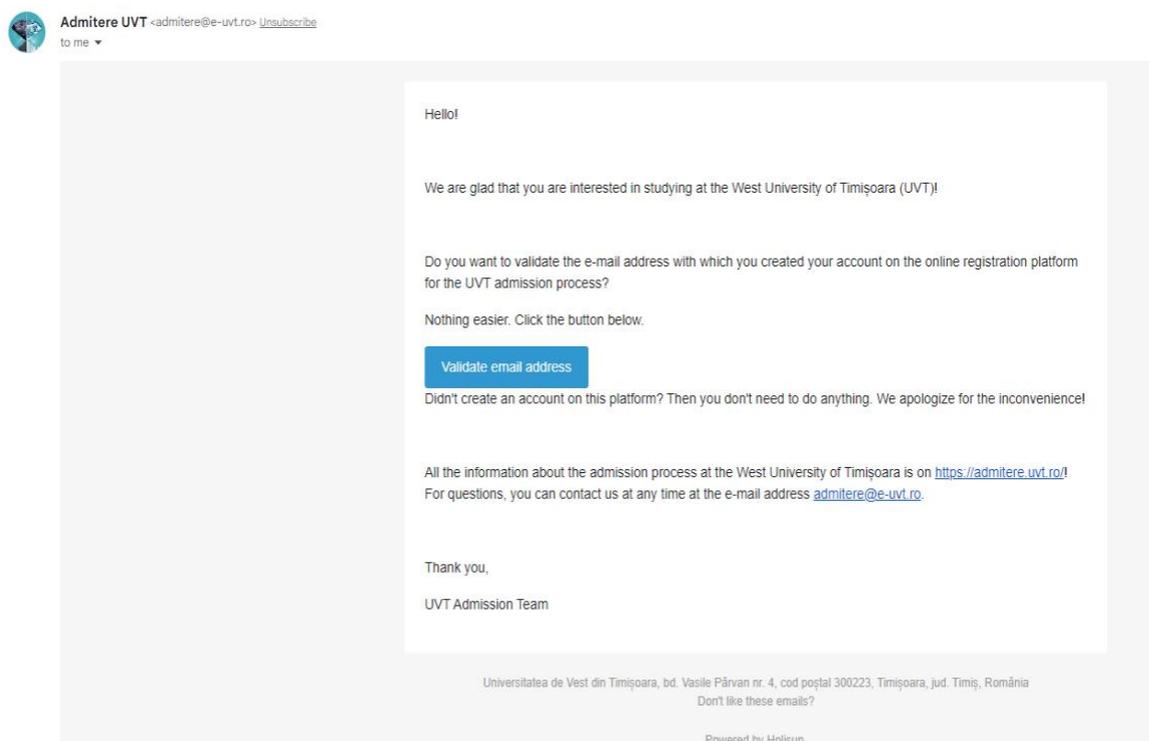
Next, the **INFORMATION NOTE REGARDING THE PROCESSING AND STORAGE OF PERSONAL DATA** will be displayed. All you must do is read the text of the information note and tick the box at the end  *I Agree!*, to give your consent to the processing and storage of your personal data by West University of Timisoara.

The following message will be displayed on the main page of the admission platform:

- Before you continue, check your email address for an account activation link. If you have not received the verification and confirmation email please contact us.

Thus, you need to access your email account address that you used to register on the admission platform and find the email you received from us. Also check in Spam/Junk or in folders like Offers/Updates if you don't see it directly in the Inbox. The email subject is "Validate e-mail address" and it is sent from the automatic address [sender@e-uvt.ro](mailto:sender@e-uvt.ro) (CAUTION! do not send e-mails to this address, because they will not reach anywhere). If you can't find the validation email or have problems creating the account, you can send us an email at: [admitere@e-uvt.ro](mailto:admitere@e-uvt.ro).

This is what the email you will receive looks like:



In the email received on the email address with which you created your account on

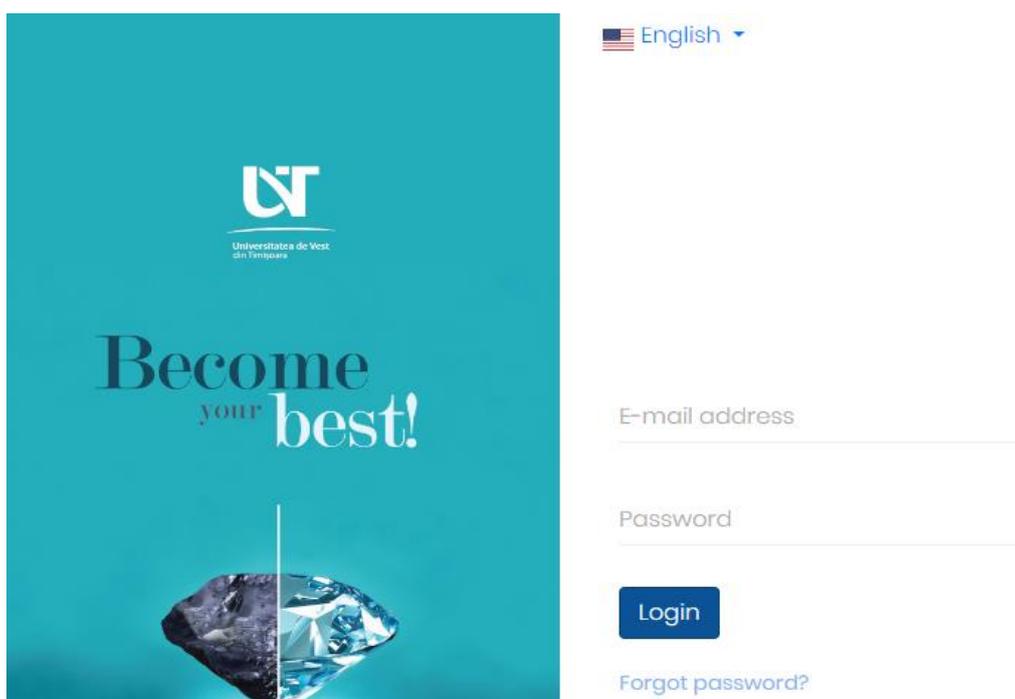
[Validate email address](#)

the admission platform you will find the button

**A simple click on this button will complete the registration process on the WUT online admission platform, and now you can create your first application file!**

Email address validation will automatically redirect you to your account page, where you can create application files for your desired university study programs.

From now on, whenever you want to access the admission platform, you will log in with the account details you created: the chosen email address and the password you set."



If you don't remember the password you chose, you can access the "Forgot password?" [Forgot password?](#) button, enter the email address used to create the account,

[Send password reset link](#)

then press the button and you will receive an email with the subject "Password Reset Notification". The email will contain a link which will be valid for 60 minutes and through which you can set a new password.

E-mail address

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Send password reset link

An email containing the password reset link was sent!

Admitere UVT <admitere@e-uvt.ro>  
to me ▼

4:29 PM (24 minutes ago)

Hello!

I sent you this email because I received a request to **reset your password** for your account on the online registration platform for the admission process to the West University of Timișoara.

Validate email address

No need to hurry. This password reset link will only expire in 60 minutes.

Didn't want to reset your password? Well, then ignore this message. You don't have to do anything. We apologize for the inconvenience!

Thank you,

UVT Admission Team

Universitatea de Vest din Timișoara, bd. Vasile Pârvan nr. 4, cod poștal 300223, Timișoara, jud. Timiș, România  
Don't like these emails?

Validate email address

Press the [Validate email address](#) button from the received email and you will be redirected to a page where you will again enter the email address and introduce 2 times the new password you want to set, then finally press the [Reset password](#) button.



Arte, Design, Chimie, Biologie, Geografie, Drept, Economie,  
Administrarea Afacerilor, Educație Fizică, Sport, Fizică, Literatură, Istorie,  
Teologie, Matematică, Informatică, Muzică, Teatru, Sociologie,  
Psihologie, Științe Politice, Filosofie, Comunicare.

 English ▾

E-mail address

Password

Confirm password

The password must be at least 8 characters long. The password must contain at least one large letter one digit and one special character. The special characters allowed in the password are: ~, !, @, \$, #, %, ^, &, \*

[Reset password](#)

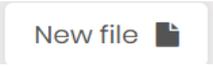
## Creation of the registration file

When accessing your account on the admission platform, in the top right section, you will find two buttons:

- **New file** - which you will use to create a new application file.
- **My files** - to view the application files you have already started creating/created or submitted.

The screenshot shows the user interface for creating a registration file. At the top, there is a navigation bar with the West University of Timișoara logo on the left and buttons for 'New file', 'My files', 'Logout', and 'English' on the right. Below this is a blue bar with the text 'Add file'. The main content area is titled 'Choose your candidate type' and contains two options:

- Romanian and EU citizens**: Romanian citizens and citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation.
- Overseas Romanian candidates**: Foreign citizens of Romanian ethnic origin from Albania, Bulgaria, Macedonia, the Republic of Moldova, Serbia, Ukraine and Hungary and the Diaspora, as well as Romanian citizens with permanent residence abroad, who do not hold a Romanian identity card.

After you press the  button, you need to select the type of candidate you belong into - *Romanian and EU citizens* or *Overseas Romanian candidates*.

ATTENTION! [Overseas Romanian candidates](#) are foreign citizens of Romanian ethnic origin from Albania, Bulgaria, Macedonia, the Republic of Moldova, Serbia, Ukraine and Hungary and the Diaspora, as well as Romanian citizens with permanent residence abroad, **who do not have a Romanian identity card.**

**Be very careful and make sure to apply in the admissions session dedicated to the candidate category you belong to!**

To start filling out an application file, after selecting the candidate category you belong to, you must:

- **choose the cycle of university studies for which you want to apply - Bachelor's degree/Master's degree.**

Choose study cycle



Bachelor's degree

Select



Master's Degree

Select

For **Overseas Romanian candidates**, at this step you will also be able to find the admission session for the **Romanian Language Preparatory Program for Foreign Citizens**.

ATTENTION! This session is dedicated to candidates who want to attend the West University of Timișoara's **Romanian Language Preparatory Program, not other bachelor's or master's university studies**. If you have already submitted a file for a place dedicated to the category *Overseas Romanian candidates* in one of the UVT faculties, for undergraduate or master's degree studies, and **you have selected the option expressing your desire to follow the Romanian Language Preparatory Program for Foreign Citizens** before enrolling to the university studies for which you have registered, it is no longer necessary to register a file in this session.

Choose study cycle



Bachelor's degree

Select



Master's Degree

Select



Preparatory year

Select

- **choose the faculty within which the study program for which you want to apply for is organized**

Under each faculty's name you will find a link that will redirect you to the faculty page on the website dedicated to the admission process, where you can find more details about the respective faculty and the study programs it offers, as well as the email address through which you can contact the admission committee responsible for the respective faculty.

## Choose faculty



Faculty of Arts and Design

Select

Extra info: <https://admitere.uvt.ro/program/facultatea-de-arte-si-design/>  
Faculty email address: [admitere.arte@e-uvt.ro](mailto:admitere.arte@e-uvt.ro)



Faculty of Chemistry, Biology, Geography

Select

Extra info: <https://admitere.uvt.ro/program/facultatea-de-chimie-biologie-geografie/>  
Faculty email address: [admitere.cbge@e-uvt.ro](mailto:admitere.cbge@e-uvt.ro)



Faculty of Law

Select

- **choose the admission session** related to the study program for which you want to apply

## Choose session



Admission Faculty of Chemistry, Biology, Geography - Bachelor's degree - July 2023 - Biology (session for Romanian and EU citizens)

Registration period: 14.06.2023 - 14.07.2023

Create file



Admission Faculty of Chemistry, Biology, Geography - Bachelor's degree - July 2023 - Chemistry (session for Romanian and EU citizens)

Registration period: 14.06.2023 - 14.07.2023

Create file



Admission Faculty of Chemistry, Biology, Geography - Bachelor's degree - July 2023 - Geography (session for Romanian and EU citizens)

Registration period: 14.06.2023 - 14.07.2023

Create file

For each university study cycle you will identify one or more admission sessions. From the name of the session, you will identify which fields or study programs are addressed.

[HERE](#) you can consult the list of all university study programs within the **11 faculties** of the **West University of Timișoara (WUT)**. On the left side of the page, you can apply different filters, which will guide you to the page of the study program suitable for you, about which you can find more information.

On the admissions platform, after selecting the category of candidates you belong to and the cycle of university studies for which you want to apply (bachelor's degree, master's degree or doctorate), you will see the list of UVT faculties and, within them (after clicking on the name of the faculty which you are interested in), you will find several admission sessions, dedicated to certain programs/fields of university studies. Each candidate will be able to submit electronic admission "files" in several open electronic admission sessions on the digital platform, depending on the degree programs in which they are interested. Within the same admissions session, a candidate will be able to submit one or two "files", depending on the settings established by the faculties for each session. It is necessary to submit two files within the same admission session only if you wish to follow two university study programs in parallel in the respective electronic session on the admission platform. Within a submitted file, you can select multiple options of university study programs you are interested in, offered *within the same faculty*, by establishing their priority order.

ATTENTION! A candidate can be admitted and pursue **only one state-funded university study program at the same university study cycle**, and can complete a maximum of **two parallel** university study programs.

After you have chosen the admission session corresponding to the study program(s)

you are interested in, press the  button to create an enrolment file.

You will see the sections of your application file, which you can fill out with the necessary data and documents for enrollment:



Within each section you must make sure you save the information entered. **To save the entered or edited data, press the „Save” button from the bottom of the page (except in the *My Options* and *Documents* sections, where there is no "Save" button and the information is saved automatically)! Moving directly to another step does not save your changes.**

The section **Personal data** contains sections titled:

- **Personal data**

**Personal data**

Family name (from your birth certificate): \*

Family name after marriage (if applicable):

First name/s (all first names, if applicable): \*

Date of birth: \*

Country of birth: \*

County of birth: \*

Place of birth: \*

Nationality: \*

Ethnicity: \*

Citizenship: \*

Sex: \*

Phone number: \*

Alternate phone number:

For candidates born in countries other than Romania, select 'OTHER OPTION' in the 'Native Country' field

The telephone number of a close person who can be contacted in case of emergency

For some fields you have the possibility to select "OTHER OPTION" (for example, if you select another country of birth besides Romania). After selecting "OTHER OPTION", another blank field will open under this field, where you must manually enter your own option, if it is not in the pre-defined option list in the platform.

Country of birth: \*

County of birth: \*

Place of birth: \*

For candidates born in countries other than Romania, select 'OTHER OPTION' in the 'Native Country' field

**Careful! All fields that have a red asterisk at the end must be completed/ticked!**

- **General information**

**General info**

Origin environment:

Marital status:

Distinct social situation:

Latest graduate studies:

After completing the origin background, marital status and distinct social situation (you can choose from several options, depending on your personal situation, there is also the option to specify that "it is not the case") and the last completed studies - pre-university /university, there follows a **series of questions** to which you must answer very carefully.

Do you hold any international awards earned during the highschool time (including olympics or any other international contests)?:  Yes  No

You have practiced performance sports before?:  Yes  No

Do you have a disability?:  Yes  No

Do you suffer from a chronic condition?:  Yes  No

Do you need advice / counselling in choosing the university program?:  Yes  No

Access the platform [www.ytm.ro](http://www.ytm.ro) for a vocational test and then contact one of our career counselors at [ccoc@e-uv.ro](mailto:ccoc@e-uv.ro)

If your answer is **"Yes"** to any of these questions, a **new blank field** will automatically open and you will need to provide **detailed information** about the appropriate context. You will also need to upload **supporting documents** for the question to which you answered Yes to in the *"Documents"* section.

Also in this section, you will have the opportunity to choose if you want to apply for one of the places especially allocated to the following specific categories of candidates, if you fit into any of them:

- **candidates of Roma ethnicity** (if, in the *Personal Data* section, you have selected "Roma" in the field dedicated to ethnicity);
- **candidates from placement centers** (if you selected in the *Distinct Social Situation* field that you come from a placement center or the social protection system);

- **candidates with disabilities / special educational requirements** (if you have selected in the related fields that you suffer from a disability / handicap or have special educational requirements and have detailed the situation).

Do you want to participate for a special place for people with disabilities?:\*  Yes  No

More details about the admission process for this category of candidates, [AICI](#)

Do you suffer from a chronic condition?:  Yes  No

Do you need advice / counselling in choosing the university program?:  Yes  No

Access the platform [www.ytm.ro](http://www.ytm.ro) for a vocational test and then contact one of our career counselors at [ccoc@e-uvtr.ro](mailto:ccoc@e-uvtr.ro)

Do you want to apply for a place specially allocated to Roma candidates?:  Yes  No

Upload the supporting documents of the category you fall into the section "Documents required - Other documents"  
More details about the admission process for this category of candidates, [HERE](#)

The advantage of obtaining a state-funded place specifically especially intended for these categories of candidates is that a student admitted to such a place **benefits from the tuition-free status for the entire normal duration of the studies** corresponding to the study program in which they are enrolled, without entering the process of reclassification into state-funded places or tuition-based places, provided they meet the annual conditions for advancing in the academic year as established by UVT regulations.

To apply for the aforementioned places, it is necessary to upload the supporting documents for your specific situation in the "*Documents*" section.

Do you need advice / counselling in choosing the university program?:  Yes  No

Access the platform [www.ytm.ro](http://www.ytm.ro) for a vocational test and then contact one of our career counselors at [ccoc@e-uvtr.ro](mailto:ccoc@e-uvtr.ro)

If you are still undecided about choosing a university study program, you can tick "Yes" to the question above to express your need for advice in choosing it. The YTM platform, especially created by the West University of Timișoara (WUT), can support you in the decision you are about to make. You can access the tests within the platform for free, [HERE](#).

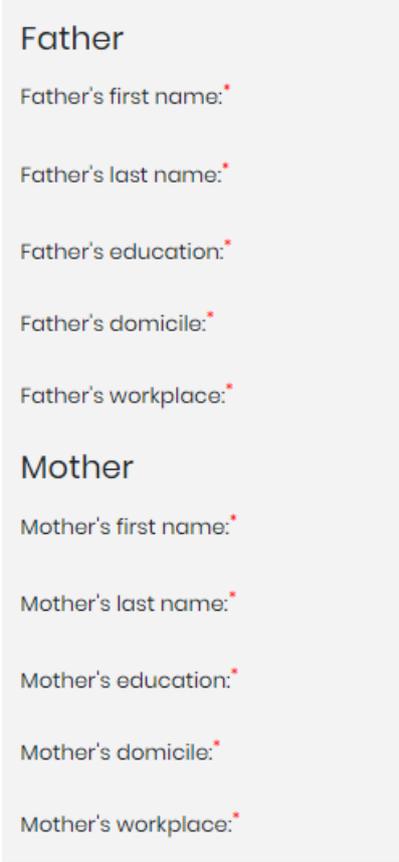
If you want clarifications about the results offered by the platform, the **CCOC-UVT advisors** are waiting for you for a discussion on this topic. For this, you can schedule an individual career counselling session by filling out [THIS FORM](#).

- **Address**
- **Identity document**

! The fields of this section are filled in according to the data in your identity document.

Before you move on to the next section, remember to press  !

The **Parent Data** section is automatically generated after completing and saving the personal data section, **but only for candidates who are under 26 years of age.**



The screenshot shows a form titled "Parent Data" with two main sections: "Father" and "Mother". Each section contains five input fields, each with a red asterisk indicating it is required. The fields are: "Father's first name:", "Father's last name:", "Father's education:", "Father's domicile:", and "Father's workplace:" for the father; and "Mother's first name:", "Mother's last name:", "Mother's education:", "Mother's domicile:", and "Mother's workplace:" for the mother.

After you also save the data in this section, you can move on!

The section **High school (for the undergraduate studies)/ Completed undergraduate university studies (for the master's studies)** contains fields where you must inform us about the latest completed studies and any uncompleted, ongoing, or interrupted university studies.

- **If you are applying for a bachelor's degree program**, you must fill in data about the completed high school studies and the **baccalaureate diploma** you obtained.

**Graduated high school**

Country: *	<input type="text"/>
County:	<input type="text"/>
	For candidates who graduated from high school in countries other than Romania, in the 'County' field, 'OTHER OPTION' will be selected
City: *	<input type="text"/>
Graduated High School: *	<input type="text"/>
	<input type="text"/>
Domain / profile:	<input type="text"/>
Specialization:	<input type="text"/>
Form of education:	<input type="text"/>
Studies duration: *	<input type="text"/>
Graduation year: *	<input type="text"/>
Year of passing the baccalaureate exam:	<input type="text"/>

Within each field, if the pre-established options do not correspond to your specific data, you have the option to select **"OTHER OPTION"**, which will automatically generate a new field where you can manually enter the information.

In the same section, you will also have the opportunity to choose whether you want to apply for one of the specially allocated places for the bachelor's degree cycle for **graduates of rural high schools**, in case you have graduated from one of the high schools in [THIS LIST](#).

Do you want to apply for a place specially allocated to rural candidates?:

Yes  
 No

More details about the admission process for this category of candidates, [HERE](#)

If you have successfully passed the high school graduation exam (baccalaureate) before the current year, you will need to indicate whether you have pursued or are currently pursuing other bachelor's degree programs, regardless of whether they are ongoing or interrupted, in this section:

You have completed other undergraduate degree programs (unfinished - ongoing or interrupted)?:

Yes  
 No

If you checked "Yes" to the question above, a new one called **Ongoing/Discontinued University Studies** will be added to the list of sections at the top of the page. The rules for filling in the fields remain the same, but in this section the most important question is about the form of financing of the studies you have already followed:

Financing from the state budget:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Semesters spent in a study cycle financed from the state budget:	<input type="checkbox"/> year I, semester I <input type="checkbox"/> year I, semester II <input type="checkbox"/> year II, semester I <input type="checkbox"/> year II, semester II <input type="checkbox"/> year III, semester I <input type="checkbox"/> year III, semester II <input type="checkbox"/> year IV, semester I <input type="checkbox"/> year IV, semester II <input type="checkbox"/> year V, semester I <input type="checkbox"/> year V, semester II <input type="checkbox"/> year VI, semester I <input type="checkbox"/> year VI, semester II

**Attention! Candidates who have already attended the first year on a place financed from the state budget at another study program within the same cycle of university studies (bachelor's/master's), regardless of whether they graduated from the respective study program and regardless of the university (from Romania), will only be able to apply for tax-based place.**

If you have previously benefited from a **state-funded place** for your bachelor's degree studies, in addition to selecting "Yes," you will also need to indicate **all the semesters** in which you were enrolled in such a place.

Through annual reclassifications, it is possible to transition from a tuition-based place to a state-funded place, but only in the academic years in which you have not already received state funding for another university study program within the same study cycle.

- **If you are applying for a program from the MASTER's cycle**, you must complete it with data about the undergraduate studies completed and the **diploma you obtained**.

**Attention!** For the graduates of the current year, the information about the *Certificate of Completion of University Studies* will be noted. **Graduates from bachelor's degree programs at the Western University of Timișoara, the promotion of the current year, do not have to fill in anything in the section related to the *Certificate of Completion of University Studies*, the data will be automatically taken into their file by the Student InfoCenter.**

Country: \*

County:

City: \*

Language of learning:

Form of education: \*

University:

Other option university: \*

Faculty: \*

Other option faculty: \*

University cycle:

Domain: \*

Other option domain: \*

Specialization: \*

Other option specialization: \*

Studies duration:

Year of graduation:

Financing from the state budget:

Semesters spent in a study cycle financed from the state budget:

For each field, if the pre-established options do not correspond to your specific data, you have the option to select **"OTHER OPTION"**, which will automatically generate a new field where you can **manually enter the information**.

Save everything and continue the process by choosing your options!

The section **My Options** contains one column with the university study programs available in the session you applied to and one with the options you select.

Admission Options
More options, more chances ?

AVAILABLE UNIVERSITY STUDIES

Faculty of Law

**Criminal Sciences**

Law

Apply to:

Tax seat

OPTIONS SELECTED IN ORDER OF PRIORITY

1

**Criminal Sciences - Seats financed from the state budget**

Law

Move Up ▲
Move down ▼
Delete

Previous step
Next step

**ATTENTION! Choosing options is perhaps the most important activity in the university admissions application process.**

An option refers to the choice of a study program together with a type of place. **The places can be financed from the state budget or they can be fee-based.**

We recommend **that you also choose the fee-based place options**, in addition to those financed from the state budget, to ensure that you will be assigned to one of the places.

**Choose your options carefully!**

Rankings will be created based on the order of your choices by study programs and seat types. If you will not also select options on places with a fee, you will not be allocated to these places in case you are not eligible for a place financed from the state budget, even if the admission average would allow you to occupy such a place. [HERE](#) you can find more information about the option selection.

The **Documents** section contains fields where you need to upload the required files for each admission session.

Limits	
Upload limit 100 MB	Allowed files  (*.jpg) Imagine.JPG  (*.jpeg) Imagine.JPEG  (*.png) Imagine.PNG  (*.pdf) Adobe PDF  (*.psd) Adobe PSD  (*.ai) Adobe Illustrator

For the **undergraduate** cycle of studies, the session intended for **Romanian and EU candidates**, the list of required documents contains:

**01. Identity card\***

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**02. Birth certificate\***

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**03. Marriage certificate**

Only if suitable.

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**04. Baccalaureate diploma or equivalent (front page)\***

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**05. Baccalaureate diploma or equivalent (back page)\***

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**06. Medical certificate\***

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## ATTENTION!

- All fields marked with a **red asterisk** at the end are **mandatory**!
- **The medical certificate** must be issued by the family doctor and should not be older than 90 days from the date of its presentation at the document collection office. The certificate should attest whether the candidate is fit to pursue university studies and, if applicable, mention any chronic conditions the candidate may have (neuropsychiatric, psychopathological, pulmonary, dermatological, venereal, disabilities (type, degree), etc.), specific learning disorders (dyslexia, dysgraphia, dyscalculia, etc.), or any special educational requirements, which should be certified through a diagnostic certificate.
- In case you upload the **high school graduation certificate**, and if the backside of the certificate is blank, the document will be uploaded in both fields (front and back).

### 07. Document certifying the completion of another undergraduate study program

If the candidate has pursued a bachelor's degree program, completed or unfinished at the time of submission of the file (this must contain the number of semesters completed on a seat with funding from the state budget or with tax).

### 08. Certifying documents of disabilities / handicap / special educational needs

Only if suitable.

### 09. Certifying documents of chronic condition

Only if suitable.

The documents in fields 07, 08 and 09 are to be uploaded **only if** you have checked in the previous sections that you have completed any undergraduate university study program, or if you have stated that you suffer from a disability and/or chronic condition and/or have requirements special education within the *Personal Data* section.

If you have previously studied in a bachelor's degree program at UVT, the certificate can be requested via [THIS FORM](#) or by sending an e-mail to [info@e-uvt.ro](mailto:info@e-uvt.ro).

## 10. Certificate of language proficiency (language of study program)

For study programs with teaching in a language of international circulation, candidates may upload supporting documents to certify the knowledge of the language of instruction, being relevant only those documents that certify the knowledge of that language of minimum level B2. In order to be admitted to the undergraduate program with teaching in Romanian, foreign citizens have the obligation to present a certificate of linguistic competence for the Romanian language issued by institutions authorized by the Ministry of Education.

## 11. Equivalence / Recognition of studies document issued by CNRED (for candidates with studies abroad)

For candidates with studies completed abroad.

## 12. FDL Supporting documents – outstanding results at national or international Olympics and competitions

Do you hold any international awards earned during the highschool time (including olympics or any other international contests)?

### Other documents

**ATTENTION!** The language proficiency certificate should be uploaded for programs taught in an internationally recognized language, to certify the knowledge of the language of instruction. Only documents that **prove a minimum B2 level of proficiency in the respective language are relevant.**

For admission to bachelor's degree programs taught in Romanian, foreign citizens are required to present a **certificate of linguistic competence for the Romanian language** issued by institutions authorized by the Ministry of Education.

In field number 11, you will upload **the document of equivalence/recognition** of your studies issued by CNRED only if you completed your **high school studies abroad.**

If in the *Personal Data* section, you have checked the fact that **you have won awards at national and/or international competitions**, in field number 12 you will upload the documents which prove the awards you received.

For the cycle of **undergraduate studies**, the session intended for **Overseas Romanian candidates**, the list of documents contains the following changes:

- In addition to the identity card, you must upload **RP02. Passport\*** in the field RP02;

- You must upload, in field number 11

**RP11. Transcript of records for grades IX (X) - XII (XIII)\***

- If you have completed an undergraduate degree program before, you must upload

RP15. Bachelor's degree and transcript of records or diploma supplement / Document certifying the completion of another undergraduate study program

- If the program was completed in a higher education institution in Romania, a certificate from the respective university must be uploaded, specifying the study regime (financed from the state budget/tax-based).
- RP 19, 20 and 21:

RP19. Self assumed statement for Romanian citizens living abroad

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RP20. Self assumed statement regarding the Romanian cultural identity

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RP21. Proof of studying the Romanian language / Certificate of Romanian language proficiency

You can find more details about the admission process for Overseas Romanian candidates [HERE](#).

For the **master's** degree cycle, the session intended for **Romanian and EU candidates**, the list of required documents is the same as for the bachelor's degree cycle, with the following mentions:

- Instead of the baccalaureate diploma or its equivalent, you must upload the **bachelor's degree or its equivalent**;
- In field number 12, you will have to upload, in the case of certain faculties, **the transcript or the diploma supplement**.

**Graduates of undergraduate programs at the West University of Timișoara, promotion related to the current year, do not have to upload the *Certificate of Completion of University Studies* and the related transcript. This data will be automatically taken into their file by the Student InfoCenter.** The other candidates (graduates of undergraduate studies at other universities or graduates of UVT who come from promotions prior to the current year) must upload also the **certificate / diploma of completion of undergraduate university studies and the transcript / diploma supplement** into the platform, even if they are not marked as mandatory.

For the **master's** study cycle, the session intended for **Overseas Romanian candidates**, the list of required documents contains the following particularities:

- In RP07, RP09 and RP11, you must upload the following mandatory files:

**RP07. Baccalureate diploma or equivalent (front page)\***

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RP08. Bachelor's degree or equivalent (front page) – authorized translation

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**RP09. Baccalaureate diploma or equivalent (back page)\***

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RP10. Baccalaureate or equivalent (back page) – authorized translate

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**RP11. Transcript of records for grades IX (X) – XII (XIII)\***

- In field RP15 you will upload

RP15. Bachelor's degree and transcript of records or diploma supplement / Document certifying the completion of another undergraduate study program

- If the program has been completed at a higher education institution in Romania, you must upload a certificate from the respective university, specifying the study regime (state-funded or tuition-based).
- **Graduates of undergraduate programs at the West University of Timișoara, in the promotion related to the current year, do not have to upload the *Certificate of Completion of University Studies* and the related transcript, the data will be automatically taken into their file by the Student InfoCenter.**

**ATTENTION!** In addition to the documents mentioned above, depending on the study program to which you wish to apply to and the admission tests associated with it, you may encounter special fields for uploading documents required according to the regulations regarding the organization and conduct of the admission process at the faculty that organizes the respective study program (e.g., medical certificate - Faculty of Physical Education and Sport, motivational essay/letter of intent, etc.).

For the specific list of required documents for the admission process for a certain university study program, we invite you to consult the [page of the faculty](#) that offers the respective study program or the [study program page](#).

Candidates will have to present all the documents necessary for the admission process, in accordance with the provisions of the regulations regarding the organization and conduct of the admission process developed by the UVT faculties, in original or legalized copies, until at least one day before the date of displaying the lists of admitted candidates , according to the calendar established by the regulations of the UVT faculties regarding the organization and conduct of the admission process, at the collection points of the admission documents from the UVT headquarters or from the county admission centers organized by UVT, for their scanning and certification according to the original by the UVT operators. Candidates who do not fulfill this provision will not be included in the ranking of the admission process.

The documents of **Overseas Romanian candidates** required for the admission process will be uploaded by them on the online admission platform before the deadline for registration set by the faculties' own regulations regarding the organization and conduct of the admission process. These documents must be presented in original at the UVT headquarters until the beginning of the academic year (October 2, 2023) for scanning and certification by UVT operators, ensuring conformity with the original documents. If the original documents are not presented at the relevant UVT offices within the aforementioned timeframe, or if discrepancies are found between the data recorded in these documents and the data/documents uploaded by the candidates on the online admission platform, the candidates will lose their confirmed place at UVT.

The **Results** section is not to be completed by the candidate. In this section you will be able to view your results only after taking the admission test and after the admission committee's members enter in your grades.

The **Verification** section allows you to view the information entered in the sections of the registration form and the documents uploaded in each field separately. If you notice any inaccuracies in this section, you have the opportunity to review your data.

After filling out the information in the registration form and uploading the requested documents, the **Payment** (of the registration fee) section follows.

**Paying the registration fee** (200 lei) or **uploading the supporting documents for fee exemption** is the last step in the admission process, having the possibility of **submitting the file** afterwards.

1	Tax type: <b>Registration fee</b>	Amount: <b>200.00</b>
Payment type: -		Document: -
Status: <b>Not paid!</b>	This fee can be payied until 20.07.2023 23:59	<b>Pay</b>

In this section, also the deadline for paying the registration fee is mentioned, so that you can submit the file within the deadline provided by the regulation on the organization and conduct of the admission process of the faculty to which you are applying.

Attention! If you submit several enrolment files within the same faculty, the registration fee is to be **paid only once**, the fee for the other files being automatically collected and considered as paid.

If the candidate has applied to study programs from different faculties, then they will need to pay the registration fee for each faculty. If the candidate registers and wants to simultaneously follow two study programs at WUT, they will submit an application on the admission platform for each of these programs and pay the registration fee for each one of them.

You can find more details about the amount and method of paying the fees [here](#).



To begin the payment process, select the  button.

In the message that appears, you must **select one of the options** and click "Pay" again.

#### Payment

Warning! Please submit the file after making the payment. Making the payment does not involve the consideration of the file by the commission.

Payment type

- Online payment by card
- Payment by bank transfer
- Tax exemption

Pay

Close

#### **Admission fees are paid exclusively by online card payment.**

Payment can be made from anyone's card; it is not mandatory that it be the candidate's.

After selecting "**Online payment by card**" you will be automatically redirected to the the online payment processor page within the platform, where you need to enter the card details for making the payment.

If everything goes smoothly, the payment is completed when it has the status "Processed."

If you have a document exempting you from paying the registration fee (see the categories of candidates exempt from the registration fee [HERE](#)), you will choose the "Tax exemption" option and upload the supporting documents in the corresponding field.

**Overseas Romanian candidates** will not have the option to select the "Pay" button, as this category of candidates is exempt from paying the application fee.

You are very close to completing the registration process on the WUT online admission platform!

All you need to do is to go to the **Deposit** section, check the boxes here to confirm that all the information entered in the UVT online admission platform is true and that you agree to read the notifications received through the email address you used to create your account in a timely manner:

The screenshot shows a dark blue header with the text "File submission" and a question mark icon. Below the header, there are two consent sections. The first section has a checkbox and the text: "Hereby, I certify that the information provided and the documents uploaded on the admission platform are true and in accordance with the original ones." The second section has a checkbox and the text: "I understand that I will periodically receive various communications from the admission committee and UVT representatives by e-mail, to the address through which I created this account, during the admission process, which I undertake to read in due time." Below these sections is a large green button with the text "Finish and submit file".

and click on the button .

For sessions dedicated to **Overseas Romanian candidates**, before consenting, the following question will appear:

Do you want to go through the one-year Romanian language preparatory program for foreign citizens at the West University of Timișoara (UVT) before pursuing the university studies for which you enrolled?

No  
 Yes

Overseas Romanian candidates who do not know the Romanian language and want to follow the *Romanian Language Preparatory Program for Foreign Citizens* for a year before their bachelor's or master's university studies, will tick "Yes" to this question.

**Now check your email address with which you registered on the admission platform, because you received an email with the file confirming the registration of your file in the WUT admission process!**

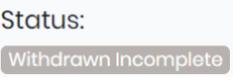
At this point the status of your file should change from "Unregistered" to "Registered".

For the same admission session, you cannot register or have concurrently open more than one or two unregistered application files, depending on the session settings. Once you reach this limit, if you wish to open another application file for the same faculty, you need to

My files 

go to the section and make sure to withdraw the previously created files or send an email to the email address of the faculty you are applying to.

To withdraw an unregistered file, press , scroll down the page and press the  button from the right corner. After following these steps, you will see on the

right-hand side of the file the following:  and that file will no longer be editable.

## File validation

After the admissions committee of the faculty to which you applied reviews your file, if certain aspects are not in compliance, they will send you a notification by email to fix the problems. **Therefore, we recommend that you constantly check your e-mail during this period!** You will receive a deadline by which to edit the non-compliant aspects of your application file.

If everything is alright with your file, the commission will validate it, its status will change to **Validated non-certified** or **Validated**. The **Validated** status will only appear if in the meantime you have also certified in accordance with the original all the documents uploaded in your file, required by the regulation regarding the organization and conduct of the admission process of the faculty to which you applied.

<input type="checkbox"/>	FADM	2	Validat ne-certificat	1. Admitere Facultatea de Arte...	Studii universitare de masterat
<input type="checkbox"/>	FEFSLa	1	Validat	1a. Admitere Facultatea de Edu...	Studii universitare de licență

**Candidates whose files have the status *Validated non-certified* or *Validated* will be able to participate in the study programs' corresponding admission tests.**

**Only files with the *Validated* status will enter the ranking related to the admission process.**

## Confirmation of the place obtained

After the admissions process' rankings are generated, the status of your file may change to **Admitted, Pending or Rejected**.

The **Admitted** status means that you have been admitted to one of the options selected in your file and you can confirm the place.

Confirmation of the student place is done online, from the file that has been declared Admitted on the admission platform, **within the term specified by the calendar established by the regulation for the organization and conduct of the admission process to university studies related to each faculty, by selecting the "Pay" button on the right registration fee and paying this fee online, by card.**

**Candidates exempt** from paying the registration fee (confirmation), after selecting the "Pay" button next to the registration fee, must select the "Fee Exemption" option and upload the **supporting documents** for the category they belong to. Details about the candidates exempted from paying the registration fee can be found [HERE](#).

**Overseas Romanian candidates** are also exempt from paying the registration (confirmation) fee. To confirm the place, they should select the "Tax Exemption" option and upload in the Documents section [THIS DECLARATION](#), completed and signed.

Candidates who **do NOT confirm** the place obtained by **paying the registration fee** (confirmation) within the term established by the regulation for the organization and conduct of the admission process to university studies related to each faculty will be declared as **rejected**.

If, following the admission process, the candidate occupies a place **funded by the state budget**, they will have to submit, at latest during the place confirmation period provided for in the calendar established by the regulation for the organization and conduct of the admission process to university studies related to each faculty, **the baccalaureate diploma, respectively the diploma of completion of undergraduate university studies** (or the equivalent certificate, if the diploma has not been issued) in original, at the WUT headquarters or at one of the admission centers in the country.

Candidates admitted to a place **funded by the state budget** who **do NOT submit the original diploma/baccalaureate/bachelor's degree certificate** to WUT until the end of the confirmation period, according to the deadline established by the regulation of organization and conduct of the admission process to university studies related to each faculty **will be transferred to a fee-based place**.

If, following the admission process, the candidate occupies a **fee-based place**, they will pay, in addition to the registration fee, **30% of the value of the annual study fee** by **August 2, 2023** at the latest, for the admission session from July, respectively until **September 19, 2023** at the latest (**bachelor's studies**) and **September 21 (master's studies)**, for the September admission session, by online card payment on the online admission platform.

Candidates admitted to a **fee-based** place who **do NOT pay** within the established term and **30%** of the value of the annual study fee will be declared **rejected**.

The ***Pending status*** means that you have not yet been admitted to any of the options selected in your file, but that you still have a chance, in one of the following stages of place confirmation, if there are remaining vacant places in the study programs you selected that have not been confirmed by initially accepted candidates. After the completion of certain confirmation stages, this status may change to "Admitted" if there are enough available places in one of the study programs you opted for, and you can confirm the place obtained following the procedure described above.

The ***Rejected status*** means that you have not been admitted to any of the options selected in your application file and have been declared rejected following the admissions competition.