

User's guide for non-EU online admission platform at the West University of Timisoara (UVT)

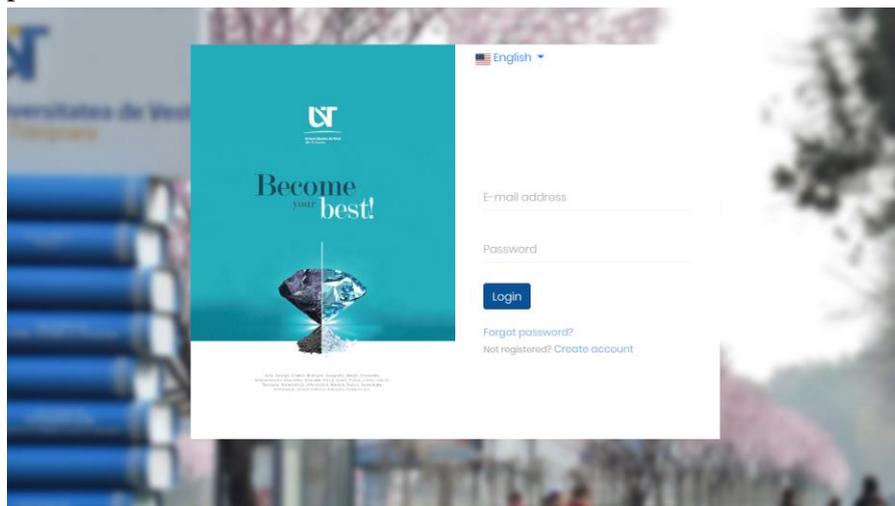
Do you want to apply for one of the university study programs offered by the **West University of Timisoara (UVT)**?

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

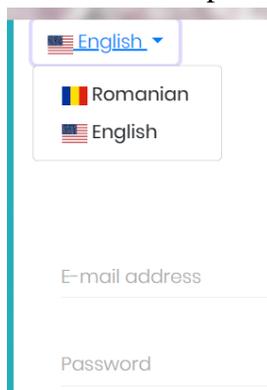
Here are the steps you need to follow during the UVT admission process:

Accessing the admission platform

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



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



Registration / creation of the account on the admission platform

If you are not already registered on the platform, you must click on 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're going to fill in the registration fields with your first name, last name, email address, date of birth and set a password.

It is very important that the e-mail address you use when creating the account on the admission platform is one that you constantly check, because through that address we will communicate with you and send you notifications about the admission process.

Pay attention to the rules of writing your 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: ~, !, @, \$, #, %, ^, &, *

To complete the creation of your account, you need to check "I'm not a robot" and press the **Create account** button.

Next, **the information note on the processing and storage of personal data** will be displayed. All you must do is read the text of the information note and tick, at the end, the box

I Agree!, to give your consent to the processing and storage by UVT of your personal data.

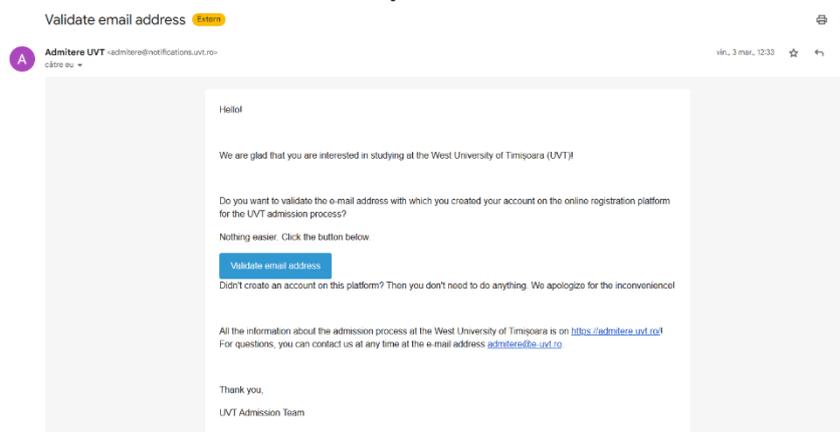
The following message will be displayed on the main page of the admissions platform:

 [English](#) ▾

- 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 must access your email account whose address you used to register on the admissions platform and find the email received from us. Also check spam/junk or in folders like Offers/Updates if you don't view it directly in your Inbox. The e-mail has as its subject "*Validate the e-mail address*" and is transmitted from the automatic address admitere@notifications.uvt.ro (WARNING! do not send e-mails to this address, because they will not go anywhere). If you can't find the validation email or you're having trouble creating your account, you can send us an email to admitere@e-uvt.ro.

This is what the email you'll receive looks like:

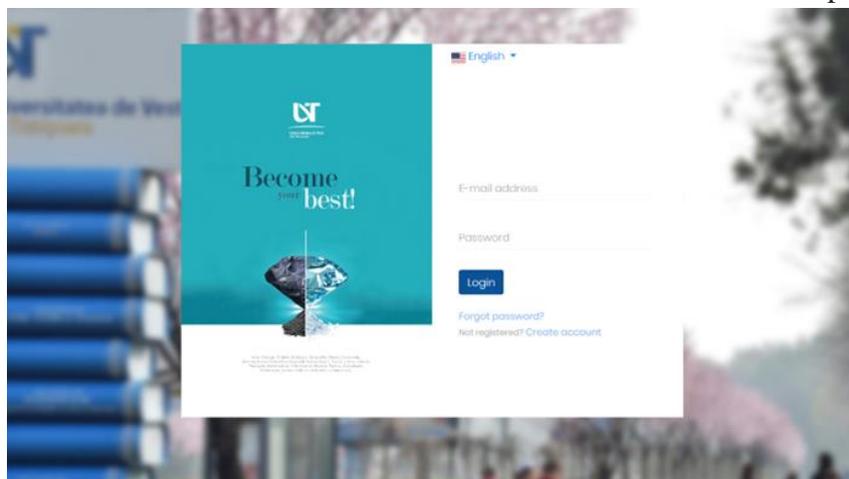


In the e-mail received on the e-mail address with which you created your account on the admission platform you will find the button [Validate email address](#)

A simple click on this button completes the registration process on the online admission platform at UVT, and now you can create your first registration file!

Validating your e-mail address 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 enter the admissions platform, you will log in with the account data created now: the chosen email address and the password created by you.



In case you no longer remember the created password, you can access the "*Forgot password?*" button, enter the e-mail address used to create the account, press the button

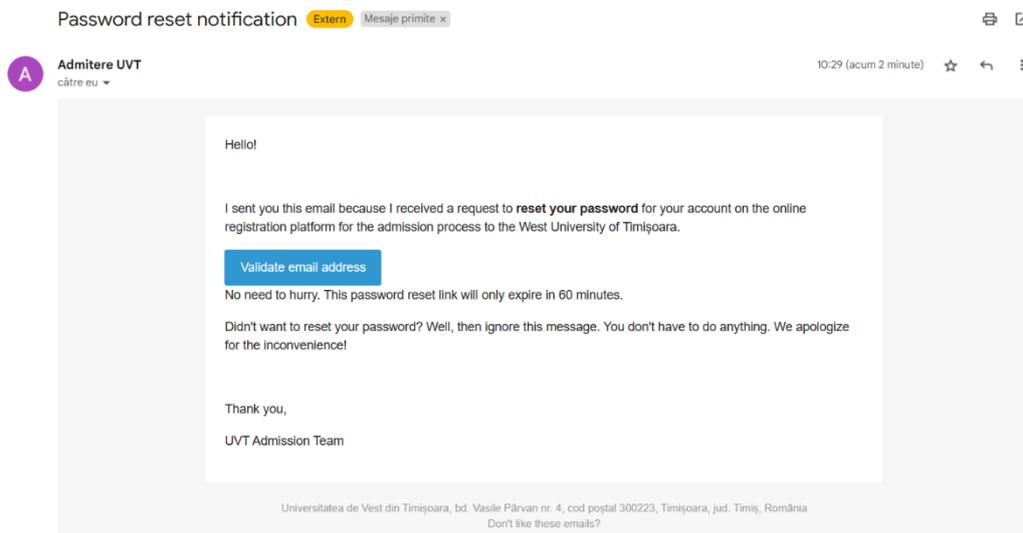
Send password reset link

and you will receive on this address an email with the subject "*Password reset notification*", with a link valid for 60 minutes, through which you will be able to set a new password.

An email containing the password reset link was sent!

E-mail address

Send password reset link



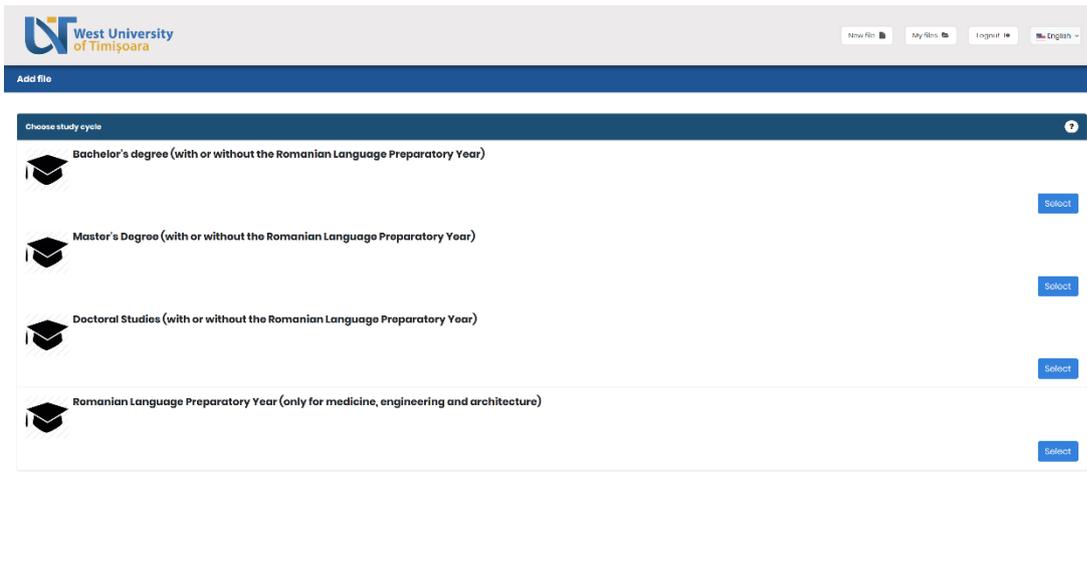
Validate email address

You press the button and you will be redirected to a page where you will enter the email address again and 2 times the new password you want to set, then press the button '**Reset password**'.

Creating the application file

By accessing your account from the admissions platform, at the top right, you have two sections:

1. **New file** - which you will use to create a new application file;
 - **My files** - for viewing the files that you have already started to create/that you have already created or submitted.



The screenshot shows the 'Add file' page on the West University of Timisoara admissions platform. At the top, there is a navigation bar with the university logo, 'West University of Timisoara', and links for 'New file', 'My files', 'Logout', and 'English'. Below the navigation bar, the page title is 'Add file'. The main content area is titled 'Choose study cycle' and contains four options, each with a graduation cap icon and a 'Select' button:

- Bachelor's degree (with or without the Romanian Language Preparatory Year)
- Master's Degree (with or without the Romanian Language Preparatory Year)
- Doctoral Studies (with or without the Romanian Language Preparatory Year)
- Romanian Language Preparatory Year (only for medicine, engineering and architecture)

After you press the button  , you are going to choose the study cycle.

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

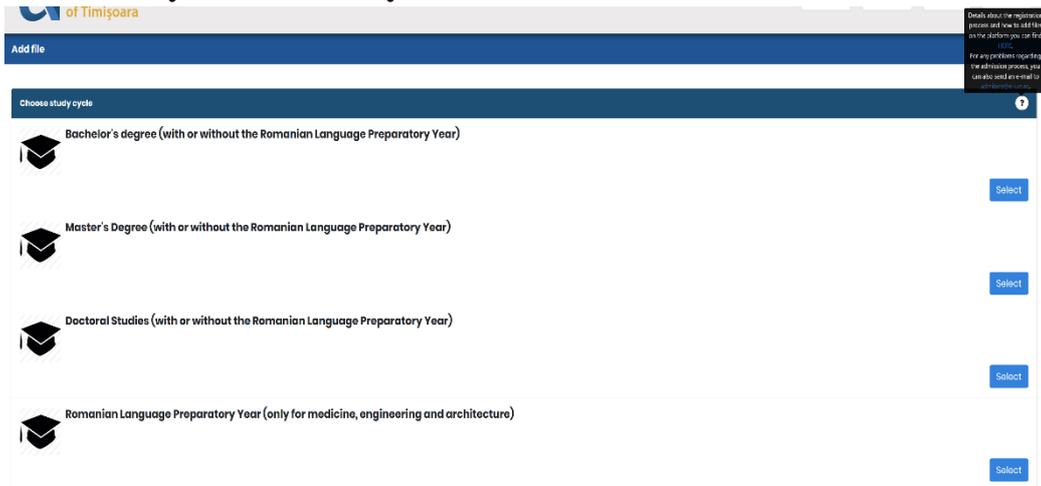
On the admission platform you will see the list of UVT faculties and, within them (after clicking on the name of the faculty you are interested in), choosing the cycle of university studies you want to opt for (by clicking on the name of the study cycle - bachelor, master, doctorate), you will find several admission sessions, dedicated to certain programs / fields of university studies or to certain categories of Candidates. Each candidate will be able to submit **one** electronic admission "file" within several electronic admission sessions opened on the digital platform, depending on the university study programs he is interested in. Within the same admissions complaint, a candidate will be able to submit at most **one** "file", Within a submitted file, you can select **one** option of university study programs that you are interested in.

Attention!

A candidate can register only one file for the whole university!

In order to start completing an application file, you must first:

- **choose the cycle of university studies - bachelor / master / doctorate**



of Timișoara

Add file

Choose study cycle

Bachelor's degree (with or without the Romanian Language Preparatory Year)

Master's Degree (with or without the Romanian Language Preparatory Year)

Doctoral Studies (with or without the Romanian Language Preparatory Year)

Romanian Language Preparatory Year (only for medicine, engineering and architecture)

Select

Select

Select

Select

Select

Details about the registration process and how to add files on the platform you can find [here](#).
For any problems regarding the admission process, you can also send an email to [admitere@e-uvt.ro](#).

*At this step, you will also be able to find the admission session for the **Romanian Language Preparatory Year for Foreign Citizens**.



Choose session

Preparatory year for medicine and engineering - 2023
Registration period: 06.03.2023 - 01.08.2023

LIT

Create file

Attention! This session is dedicated to candidates who want to attend at the West University of Timisoara (UVT) **only the preparatory program of Romanian language, not other bachelor's or master's degree studies**. If you have already submitted a file for a place dedicated to the category foreigners who want to go through specializations in Romanian language, at one of the faculties of the UVT, for bachelor's or master's degree studies, and **you have ticked the option by which you express your desire to follow the preparatory program of Romanian language for citizens to live** before going through the university studies for which you have enrolled, **it is no longer necessary to register a dossier in this session**.

- **choose the faculty.**

- **choose the admission session**

After you have chosen the admission session corresponding to the university study program(s) that you were interested in, you must press the button  to create an application file.

You will see the sections of your file, where you can fill in with the data and documents necessary for registration:



Within each page you need to make sure that you save the information you enter. **To save your entered or changed data, you need to press the "Save" button at the bottom of the page! Going to a different step doesn't save your changes.**

The **Personal Data** section contains headings entitled:

- **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: *

Place of birth: *

Citizenship: *

Sex: *

Phone number: *

In some fields you have the possibility to select "OTHER OPTION" (for example, if you select a different home country besides Romania). After selecting "OTHER OPTION", a blank one will open under this field, where you need to manually enter your own option, if it was not in the lists of default options in the platform.

Country: *	Syrian Arab Republic
City: *	OTHER OPTION

Attention! All fields that have a red asterisk at their end are mandatory to fill in / check!

- **General information**

General info

Marital status:

Do you have a disability?: *

Do you suffer from a chronic condition?: *

After completing the background environment, the civil status, the distinct social situation (you can choose from several variants, depending on the personal situation, there is also the option to specify that "this is not the case", **follow a series of questions** that you must answer very carefully.

Marital status:

Do you have a disability?: *
 Yes
 No

Details about disability and what are its type and degree: *

Upload supporting documents to your health condition in the "Documents needed" section

Do you suffer from a chronic condition?: *
 Yes
 No

Details about the ailment(s) and what type and degree they are: *

Upload supporting documents to your health condition in the "Documents needed" section

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

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

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

Before you move on to the next one, don't forget to press

Save

!

Parents Data

Father

Father's first name: *

Father's last name: *

Mother

Mother's first name: *

Mother's last name: *

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

Section Previous education contains fields where you need to inform us about the last graduated studies and any unfinished, ongoing or interrupted studies.

- **If you are applying for a program from the bachelor study cycle**, you must fill in with data about the graduated high school studies and the **baccalaureate diploma obtained**.
- **If you are applying for a program from the master's degree cycle**, you must fill in with data about the graduated high school studies + your graduated bachelor's degree and **your diplomas**.
- **If you are applying for a program from the doctoral's degree cycle**, you must fill in with data about the graduated high school studies + your graduated bachelor's and master's degree and **your diplomas**.



Once you've opened this section, you must press .

Save everything and continue the process by choosing options!

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

AVAILABLE UNIVERSITY STUDIES

OPTIONS SELECTED IN ORDER OF PRIORITY

Attention!

This choice is perhaps the most important activity within the registration process for admission to university studies.

By an option we mean the choice of a university study program along with a type of place, **the places are attached with a fee.**

Select your option carefully!

More information about the option selection process, [HERE](#)

Documents section contains fields where you need to upload the required files within each session, in .PDF or .JPG format.

The candidate who has decided that wants to apply for a study programme at West University of Timișoara has the responsibility to send his/her (complete) file which has to include all the documents that are mentioned on this website in order to be evaluated by the responsible person from DIR.

Here is a list of the required documents for the admission process:

- Application Form
- The study documents – legally certified copies and translations of High School Diploma (and of Bachelor Diploma if the candidate applies for Master studies); The Master Diploma as well for candidates who want to follow a PhD study programme).
- Copy and translation of the certificate – attesting the promotion of the Baccalaureat/Bachelor/Master examinations for graduates of the current academic year which do not possess the original Diploma for the time being (if the case); The document is to be authenticated by the responsible authorities in the issuer country
- Academic records - legally certified copies and translations – for the completed studies (High School and Bachelor) and the analytical curriculum in case of candidates that request equivalence for certain periods of studies
- Birth certificate - copy and legally certified translation
- .Copy of the passport – valid at least 6 months after the date when the Letter of Acceptance to studies is issued
- Medical certificate (in a widely spread international language) to prove that the person to be registered for studies does not suffer from infectious diseases incompatible with the future profession
- Marriage license – if necessary (to prove the name change)
- Copy of the document attesting the residency abroad (if the case)

- Copy of the certificate attesting the graduation of the Preparatory Year in Romanian language or the linguistic competences (English, French, German) (according to language of the study programme which will be followed) (if the case)
- Complete contact data: postal address, e-mail address, phone number.
- GDPR Form
- Copy of receipt for 75 EURO, nonrefundable Application Fee for file processing, that must be paid into the following account:

Beneficiary: Universitatea de Vest din Timișoara (West University of Timisoara)

University address: Bv. Vasile Pârvan, No.4

Bank name: Banca Comercială Română (Romanian Commercial Bank)

Bank address: Sucursala Timișoara (Timisoara Branch), No.11, Calea Aradului St.

IBAN Code: RO 56 RNCB 0249 0492 9471 0008

SWIFT: RNCB RO BU

Payment: 75 EURO, Application Fee.

* The payment order / receipt will specify at the payer section the name of the candidate and as a payment reference 'application fee' in order for the payment to be valid.

01. Application for the issuance of the Letter of Acceptance*

02. Passport*

Copy of the passport – valid at least 6 months after the date when the Letter of Acceptance to studies is issued

03. Birth certificate*

Copy and legally certified translation

04. Copy of the document attesting the residency abroad

Copy of the document attesting the residency abroad

05. High School Diploma*

Legally certified copies and translations of High School Diploma (and of Bachelor Diploma if the candidate applies for Master studies); The Master Diploma as well for candidates who want to follow a PHD study programme).

06. Academic records – High School*

Legally certified copies and translations – for the completed studies (High School and Bachelor) and the analytical curriculum in case of candidates that request equivalence for certain periods of studies

12. Copy of the certificate attesting the graduation of the Preparatory Year in Romanian language or the linguistic competences

(English, French, German) (according to language of the study programme which will be followed) (if the case)

13. Medical certificate*

Medical certificate (in a widely spread international language) to prove that the person to be registered for studies does not suffer from infectious diseases incompatible with the future profession

Other documents

Attention!

- All fields that have a **red asterisk** at their end are **mandatory!**

The candidate who intends on applying for a study programme at one of the faculties from West University of Timișoara, has the responsibility of informing themselves about the admission process, following the instructions found on the DIR website or contacting the responsible person from the Department of International Relations either by phone (+ 40 256 592 227) or by e-mail at the following e-mail address: international-admissions@e-uvt.ro

Attention!

In addition to the documents listed above, depending on the university study program to which you want to apply and according to its admission tests, you may encounter special fields for uploading documents that are submitted according to the admission methodology of the corresponding faculty. (e.g. medical record - FEFS, motivational essay/cover letter, etc.).

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

Candidates will have to submit all the documents necessary for the admission process, in accordance with the provisions of the regulations on the organization and conduct of the admission process elaborated by the faculties of the UVT, in original or in certified copy, 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 points of taking over the admission documents from the UVT headquarters or from the county admission centers organized by the UVT, for their selection and certification according to the original by the UVT operators. Candidates who do not meet this provision will not be included in the ranking of the admission process.

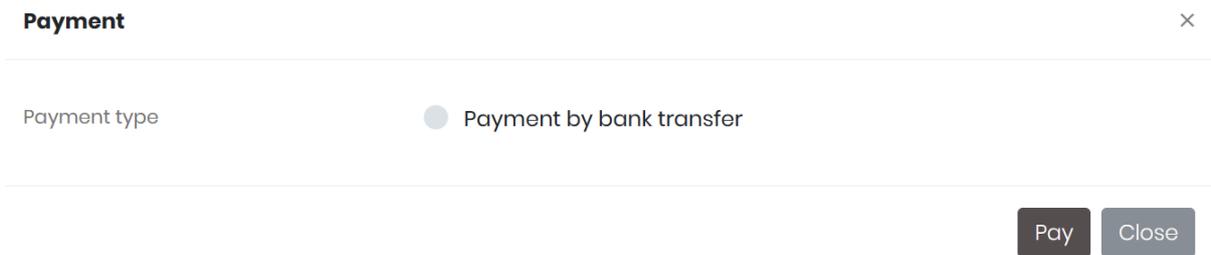
Verification section allows you to view the information entered in the sections of the registration form and the documents uploaded in each section separately. If you notice inaccuracies in this section, you can still revert to your data.

After completing the full information in the registration form and after uploading the requested documents, the *payment of the* registration fee follows up.

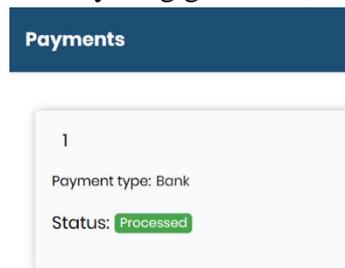
By **paying the registration fee (75 EUR)**, you complete the registration for the admission process, and you can participate in the admission tests.



To start making the payment you must select the button .
In the message that appears you must select **one of the variants** and click on "Pay" again.

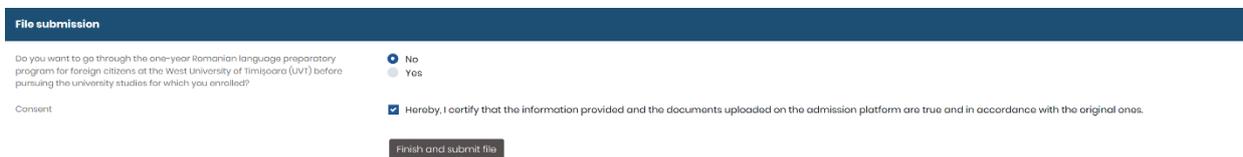


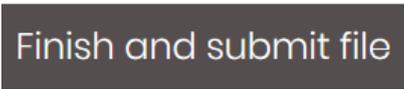
Here you need to attach a payment proof and the payment receipt number.
If everything goes well, the payment is **completed** when it has the status "Processed".



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

All you have to do is to go to the **Deposit** section, and check yes or no if 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, read and check the consent box



and click on the button .

Candidates who do not know Romanian language want to attend for one year the Romanian language *preparatory program* before their bachelor's or master's degree studies, will be Yes to this question.

Now check your e-mail address with which you made the registration, as you have just received an email with the file confirming the registration of your file in the framework of the admission process to UVT!

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

You can check your file by clicking

My files 

To retract a folder, you must press , scroll down the page that opens to you and press the button in  the right corner. After following these steps, it will appear

Status:



File validation

After the admission committee of the faculty where you applied will check your file, if certain aspects are not compliant, it will send you a notification, by e-mail, to remedy the problems. **Thus, we recommend that you constantly check your email during this time!** You will receive a deadline in which to edit the non-compliant aspects in your file.

If everything is fine with your file, the commission will validate the file, its status changing to **Validat un-certificat** or **Validated**. The **Validated** status will appear only if in the meantime you have a certificate according to the original all the documents uploaded in your file, required by the regulation on the organization and conduct of the admission process of the faculty for which you applied.

<input type="checkbox"/>	NonUEFLITL	8	Validat ne-certificat
<input type="checkbox"/>	NonUEFSPL	4	Validat

Confirmation of the place obtained

After receiving the letter of acceptance from the minister, the file becomes **admitted** or **rejected**.