

## ADMISSION 2017

### INSTRUCTIONS FOR CANDIDATES

The activities related to the process of admission to the study programs of the University of Pitesti are taking place in the Headquarters of the University, from Târgul din Vale Street, no. 1, in specially organized spaces.

#### The registration and registration process in the computer system

At the main entrance of the Headquarters from Târgul din Vale no.1, the candidates will be able to consult the educational offer of all the Faculties of the University of Pitesti, which is displayed on the Information Panels at the entrance and in the central lobby.

STEP 1 will be made by the candidate in the central lobby, where the reception stands are located and where he will meet the Reception Commission consisting of 6 employees of the University of Pitesti who will ensure the following:

- welcome candidates;
- inform the candidates about the registration process, at their request;
- guide the candidates to the points of payment of the admission fee;
- distribute the registration dossiers;
- guide the candidates to the places where they can fill in their applications.

STEP 2 will consist in the payment, by the applicant, of the registration fee for the admission contest, which is 100 Lei. This is paid at any point of payment arranged in the Cashier Hall or at the Central Cash Desk in the Rectorship's premises.

STEP 3 will consist in the effective implementation of the candidate's enrollment process in the IT system. Thus, the candidate will go to one of the 6 Rooms distributed to the Faculties within the University of Pitesti, where he/she will meet the Admission Committee of the respective Faculty, who will perform the following tasks:

- receive the candidate;
- provide the candidate with the information material regarding the study programs of his/her interest;
- verify the existence of all documents in the candidate's file;

THE CANDIDATE DOSSIER, for license studies, must include the following documents:

- map file type;
- 2 ID photos;
- Baccalaureate Diploma **in original and copy** or its equivalent Diploma (except for the graduates of the 2017 promotion who can present the replacement certificate in **original and copy**);
- License/Bachelor's Degree Diploma in the **original and copy** or its equivalent Diploma (except for the 2017 graduates who may present the replacement certificate, if the average final grade of the completed studies is mentioned);
- Matricol sheet / Supplement to the diploma, in original and copy;
- Birth certificate **in original and copy**;
- Receipt of payment of the registration fee of 100 lei;
- Supporting documents for exemption from the registration fee (if applicable);

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| <ul style="list-style-type: none"><li>• candidates in the field of Theology will also present the Blessing of the Hierarch according to the law;</li><li>• Candidates who have conducted studies outside Romania have the obligation to present, upon registration to the contest, certificate of recognition of these studies issued by the specialized department within the Ministry of National Education.</li></ul> |
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- support the candidate in understanding how to complete the competition documents;
- supervise how the candidate fills in the registration document in the IT system;
- print the filled-in application form and insert it into the candidate's contest file;
- notes down the candidate's file in the Faculty's 2017 admission Register;
- inform the candidate in reference to the Knowledge and Cognitive Skills Testing
- inform the applicant about the enrollment process.

**Other useful information:**

- Each Faculty Admission Committee designated a person with responsibilities to check the **compliance with the original** of the documents to be copied for submission. For the candidate who will submit several files (will enroll in several Faculties), the documents (Baccalaureate Diploma or Certificate, for the candidate who Graduated in 2017, receipt of payment of the registration fee) in the original will be submitted at the first Faculty where the candidate enrolls, and the next Faculty will be given **certified to the original copies** after.

- The candidate who wishes to submit his study papers (Baccalaureate Diploma and Matricol Sheet) in original to another higher education institution, will submit to the candidate's file **certified copies of original documents**.

- The Committee for the Testing of Knowledge and Cognitive Skills meets on the date that has been established in the admission timetable to test the candidates according to the methodologies of each Faculty. The evaluation of the contest is done in the designated rooms from the Faculties' premises.

- The results are displayed at the place of the admission contest, according to the Admission Calendar.