## Guide for enrollment to Doctoral Studies

Use the link from the admission page: <u>http://doctorat.ase.ro/admitere</u>

If you don't have an account, click Cont nou.

Admitere Doctora	at ASE
R Email address	
(Username - email address)	
🖏 Password	
(Password)	
Remember username	
(Remember username)	
Autentificare	
C	

## It will bring up this screen:

Doctorat	
,	,
Prenume	Nume
(Given name)	(Family Name)
Nationalize V	Bnail
(Nitorah)	
Parola	Reintrodu parola
Passord	(Retype personnel)
CVP	Suders straki Those a CNP
(Remarker 520)	(Foreign students)
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If you are not a Romanian citizen, select I don't have a CNP and enter your birthday and gender in the fields that will open.



After you fill in the fields, to create the account, click *Creaza cont* and you'll receive a message that the account has been created. You will also receive a confirmation by email after a few minutes.

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Click *Inapoi la autentificare*. You will now login with the email address and the password:

Admitere Doctorat ASE	
♀ geemurem89@inboxsecure.info	
(Username - email address)	
٩	
(Password)	
Remember username	
(Remember username)	
Autentificare	
Cont nou	

You'll get to your account main page.

	Plata online	Introducere date	e Fisiere
Master ASE 202	0 Plata On	ine/Online payment	Fisiere/Files
NUL			0

You can use *Plata online* to pay by card the registration fee (500 lei). For registration fees in euros (non-EU candidates), please use bank transfer.

After the payment is successful it will bring you back to the main page. If it doesn't, you can re-access the link and reconnect. It's advisable to upload the payment confirmation mail as a PDF in Fisiere (Files) at Dovada plății/Proof of payment.

You click *Introducere Date* to enter your personal information. After you fill in the information you save by clicking Salveaza.

Program Master Informatică economică	Nr ani master 2	~	An Absolvire Master 2020	~
(Graduate Master Program)	(Graduate university no of years)		(Graduation year)	
Scoala doctorala	~	Conducator		~
(Doctoral School)		(PhD Supervisor)		
Terna				~
(PhD Theme)				
Preferinta 1	~	Preferinta 2		~
(Option 1)		(Option 2)		
Preferinta 3	~	Preferinta 4		~
(Option 3)		(Option 4)		
Limba straina 1 V	Echivalare limba straina cu diplor Da	ma sau certificat	Limba straina 2	~
(Known foreign language)	O Nu		(Known foreign language)	
	(Foreign language equivalence w	vith certificate/diploma)		
Studii doctorale anterioare la buget Da		Altele informatii (e.g., nr	si serie pasaport, unde e cazul)	
O Nu		(Other informations e.g. passoo	urt no)	//
(Previous doctoral studies)		(Other Informations, e.g., passpo		
Cancel			Sal	veaza

To upload the required documents, you click *Fisiere*:

First you select the document type, then you choose the file from your drive and then you click *Adauga* to upload the file. The uploaded files will appear in the right part of the screen. Only one document of each type can be uploaded. Please keep your files under 12.5 MB.

## Fisiere

Candidati \ Fisiere

Fisier/File	Q ~ Go Actions ~
	$\bigcirc$
Diploma (fata-verso) + supliment masterat /Master Diploma + supplement	$\sim$
Diploma (fata-verso) + supliment licenta/Bachelor's diploma + supplement	
Diploma bacalaureat (fata-verso)/Baccalaureate (Highschool) diploma	
Poza/Picture	
<ul> <li>Dovada plata (e.g. OP, mail confirmare plata card) /Proof of payment (e.g. bank transfer receipt, card payment confirmation email)</li> </ul>	
<ul> <li>Anexa 3, Certificat de competenta lingvistica recunoscute de ASE/ Recognized language certificate</li> </ul>	
Anexa 5, Formularul de înscriere doctorat/filled out application form	
Anexa 6, Scrisoare de recomandare/ Letter of recommendation	
🔵 Anexa 7, CV	
<ul> <li>Anexa 8, Propunere pentru proiectul de cercetare doctorala/Doctoral research project</li> </ul>	
<ul> <li>Anexa 9, Declaratie de nefinantare din fonduri publice/no double finance declaration</li> </ul>	
<ul> <li>Anexa 10, Declaratie de luare la cunostina asupra prelucrarii datelor cu caracter personal/Agreement on the processing of personal data</li> </ul>	
<ul> <li>Anexa 11, Declaratie pe propria raspundere privind autenticitatea documentelor/affidavit on the authenticity of the uploaded documents</li> </ul>	
Certificat de nastere/birth certificate	
Act de identitate/ID card or passport	
<ul> <li>Certificat de casatorie sau schimbare nume/marriage certificate or any other document that attests the change of name,</li> </ul>	
Certificat medical/Medical certificate	
<ul> <li>Letter of acceptance to studies, issued by the Ministry of National Education of Romania, to be obtained in accordance with Annex 2 (non-EU citizens)</li> </ul>	
Certificate of equivalence of education documents issued by CNRED	
Alte documente (e.g., declaratie documente pierdute)/Other Documents	
(Category)	
Fisier/File *	
Choose File	
Adauga	
Close	

After all the documents have been uploaded you can close the files page and, on the main page click *Finalizeaza* to send your application. The platform will check that the minimum required files have been uploaded. After the application is finished, you can still see your data and files but you can't modify anything. You might be asked to send further documents by email, so please check regularly your email account.

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