

RECOGNITION/EQUIVALENCY OF STUDY DOCUMENTS ISSUED BY ACCREDITED HIGHER EDUCATION INSTITUTIONS ABROAD

Pursuant to Order of the Minister (O.M.) No. 5508 of 10 July 2024, approving the *Methodology for the Recognition and Equivalence of Short-Cycle Higher Education, Bachelor's, Master's, or Postgraduate Study Documents Issued by Accredited Higher Education Institutions Abroad*.

The recognition of study documents obtained abroad by citizens who wish to continue their studies in Romania is carried out by the National Center for the Recognition and Equivalence of Diplomas (C.N.R.E.D.).

This procedure concerns study documents certifying the completion of secondary (high school) education, as well as bachelor's, master's, and doctoral studies completed at an accredited higher education institution abroad.

This procedure applies to the following categories of citizens who wish to study at the National University of Political Studies and Public Administration (SNSPA) in Bucharest, in bachelor's, master's, or doctoral programs:

- a) Romanian citizens;
- b) Citizens of other Member States of the European Union, the European Economic Area, and the Swiss Confederation;
- c) Citizens of third countries who benefit from equal treatment with Romanian citizens and persons benefiting from a form of international protection on the territory of Romania, in accordance with the law.

Applications for the recognition of studies completed abroad may be submitted to C.N.R.E.D. either individually or through higher education institutions.

For additional information, the C.N.R.E.D. website may be consulted as follows:

- Recognition and equivalency of pre-university studies:
[CNRED – Pre-University Studies](#)
- Recognition and equivalency of bachelor's, master's, and doctoral studies:
[CNRED – University Studies](#)

The procedure is published on the SNSPA website in Romanian and English.

Procedure Description

1. Submission of Documents to SNSPA

The applicant shall send the following documents by email to SNSPA at:
study.recognition@snspa.ro

- An application requesting the equivalency of studies by SNSPA for the purpose of registration for the admission examination, according to the standard form (Annex 1);

- A declaration acknowledging that the applicant cannot be enrolled if C.N.R.E.D. does not recognize/equate their studies (Annex 2);
- The application file for the recognition of study documents.

2. The Recognition File Must Include the Following Documents

a) A standard application form (downloadable from the C.N.R.E.D. website):

[CNRED Official Website](#)

b) The study document for equivalency/recognition:

- A copy, if the document is drafted in Romanian, English, French, Spanish, or Italian;
- A copy and a notarized Romanian translation for documents in any other foreign language.

c) The diploma supplement/transcript of records or any other educational document indicating the academic pathway, if recognition of the specialization is requested or if the field of study is not stated on the diploma:

- A copy, if the document is drafted in Romanian, English, French, Spanish, or Italian;
- A copy and a notarized Romanian translation for documents in any other foreign language.

d) Other relevant documents, if applicable;

e) Personal identification documents, submitted as copies:

- A valid passport;
- A valid identity card;
- Proof of name change (if applicable), submitted as a copy (for Romanian, English, French, Spanish, or Italian documents), and a notarized Romanian translation for documents in other foreign languages.

f) Proof of payment of the file evaluation fee, submitted as a copy (fees may also be paid in euros) for citizens of other European Union Member States, the European Economic Area, and the Swiss Confederation. Additional information is available on the C.N.R.E.D. website:

[Recognition of Studies for European Citizens – Bachelor Admission in Romania](#)

or

[Recognition of Studies for European Citizens – Master’s/Doctoral Admission](#)

For updated details regarding the application file content, the C.N.R.E.D. website may also be consulted:

- Pre-university studies recognition and equivalency:
[CNRED – Pre-University Studies](#)
- Bachelor’s, master’s, and doctoral studies recognition and equivalency:
[CNRED – University Studies](#)

3. Verification of Documents

The SNSPA Recognition and Equivalency Committee/Admissions Committee shall verify the existence of all required documents. If the committee determines that the file is incomplete, the application shall be rejected, and the candidate shall be informed.

4. Submission Deadline

Complete application files for candidates applying to bachelor's, master's, or doctoral studies are accepted **until 30 June of the current year**.

5. Submission to C.N.R.E.D.

Designated SNSPA personnel shall forward complete application files, accompanied by a forwarding note, to C.N.R.E.D. through the Electronic Single Point of Contact / Romania's Single Digital Gateway Portal (PCUe/ROePAS), according to the procedure established by C.N.R.E.D.

6. Review by C.N.R.E.D.

C.N.R.E.D. shall verify the documents and communicate to the university either:

- approval,
- a request for additional information, or
- a resolution invalidating the application file.

The evaluation of documents and issuance of the C.N.R.E.D. decision shall be completed within a maximum of 30 working days from the date of registration of the complete file. This period may be extended if additional verifications or consultations with external experts are required.

7. Incomplete Files

If C.N.R.E.D. determines that the file is incomplete, it shall inform the institution regarding the need to complete the file within three months from the date of notification.

8. Failure to Complete the File

If the applicant fails to complete the file within the specified period, C.N.R.E.D. shall close the file. The procedure may only be resumed through the submission of a new application file.

9. Appeals

A C.N.R.E.D. decision may be appealed only once, within 30 working days from the date the applicant becomes aware of the decision, by means of a reasoned request.

C.N.R.E.D. shall issue a decision on the appeal within 60 working days. This period may be extended in justified cases, and the applicant shall be informed accordingly.

10. Issuance of Recognition Certificate

For validated files, C.N.R.E.D. shall issue either a Certificate of Recognition of Studies or a Provisional Certificate (electronic format) and transmit it to the university through the Electronic Single Point of Contact / Romania's Single Digital Gateway Portal (PCUe/ROePAS).

Attention!

The Romanian Ministry of Education and Research (CNRED) may request additional documents if deemed necessary.

The evaluation of documents and issuance of the CNRED decision are completed within a maximum of 30 working days from the submission of the complete file. This period may be extended where additional verifications or consultations with external experts are required.

Applications shall not be processed if the file is incomplete or if the application form has not been completed in all sections.

Equivalency of Grades and Academic Averages

Following the recognition of studies completed abroad, candidates shall request the equivalency of the academic average(s) and/or grades required for admission to bachelor's, master's, or doctoral programs (depending on the admission criteria of the relevant academic unit).

Requests for the equivalency of academic average(s) and/or grades shall be submitted through the Directorate for Academic Records Management within SNSPA and may be sent to: study.recognition@snspa.ro

Online Admission

After obtaining the certificate of recognition of studies and the document regarding the equivalency of academic average(s) and/or grades, candidates shall register online through the admission platform available on the university website, in accordance with the SNSPA admission calendar: [SNSPA Admission Platform](#)

All documents (notarized translations and simple copies) submitted for recognition shall remain in the archives of the Ministry of Education and Research (CNRED). For admission to university studies, candidates shall prepare a separate set of documents, in accordance with the SNSPA admission procedure.

To:

The National University of Political Studies and Public Administration (SNSPA)

Request for the Equivalency/Recognition of Studies by SNSPA

I, the undersigned,

- Romanian citizen;
- Citizen of another Member State of the European Union, the European Economic Area, or the Swiss Confederation;
- Citizen of a third country benefiting from equal treatment with Romanian citizens and/or a person benefiting from a form of international protection on the territory of Romania, in accordance with the law,

residing at, holder of Identity Card/Passport series, no., hereby kindly request that my application file be forwarded to **CNRED** for the purpose of the recognition/equivalency of studies completed at **[name of the educational institution and country]**:

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This recognition/equivalency is required for registration in the admission competition organized by the National University of Political Studies and Public Administration in Bucharest, for the academic year, to the following faculty/program:

Faculty of:

Study Program:

.....

I hereby attach the necessary documents in accordance with the requirements of SNSPA and CNRED.

Thank you.

Date: _____

Signature: _____

Declaration

I, the undersigned, _____, citizen of _____, candidate for admission to bachelor's , master's , or doctoral university studies, hereby declare that I acknowledge **that I will not be enrolled** at the National University of Political Studies and Public Administration (SNSPA), Bucharest, if the National Center for the Recognition and Equivalence of Diplomas (**CNRED**) does not recognize my studies completed outside Romania, through the issuance of a Provisional Certificate or a Certificate of Equivalency/Recognition.

Date: _____

Candidate's signature: _____