



LUMINA-THE UNIVERSITY OF SOUTH-EAST EUROPE

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Admission to Lumina- The University of South-East Europe

Information for international applicants

The educational offer for the 2016-2017 academic year:

Study program	Duration of studies	Number of ECTS credits	Language of instruction
Business Administration	3 years	180	En
Business Administration	3 years	180	Ro
International Relations and European Studies	3 years	180	En
International Relations and European Studies	3 years	180	Ro
Applied Modern Languages English - Turkish	3 years	180	En - Tr
Applied Modern Languages English - French	3 years	180	En – Fr
Pedagogy	3 years	180	Ro
Information Technology	4 Years	240	Ro
Finance and Banking	3 Years	180	En
Accounting and Management Information System	3 Years	180	En
Applied Computer Sciences	3 Years	180	En

1. Who is eligible for application?

Citizens of Romania, the EU, and non-EU countries are eligible for application. The minimum application requirement is a high school diploma from an accredited high school in the applicant's country of origin. This diploma must be recognized by the Romanian Ministry of Education.

2. Can I apply if there is no school leaving examination in my country?

Yes. Copies certified by a public notary of the official document proving high school graduation and of the high school transcript should be attached to your application.

The original high school diploma or official document proving high school graduation, for candidates from countries without a baccalaureate, must be presented at the time of enrolment. If at the time of enrolment you do not hold a high school diploma or an official document stating that you graduated from high school, or if any fraud is detected, you will automatically lose the place obtained following the selection process and will not be reimbursed any fees that you may have already paid.

3. How can applicants demonstrate their language proficiency?

3.1. If your native language is not English, you must submit standardized language test scores:

- Cambridge English: FCE, CAE, CPE, BEC Vantage, BEC Higher;
- IELTS (minimum result: band 5);
- TOEFL (minimum result: Internet-based: 80 points; computer-based: 213 points; paper-based: 550 points);
- Valid English language certificates issued by other Romanian or international accredited universities (minimum result: level B2 according to the Common European Framework of Reference for Languages).

3.2. If all of your high school/secondary school education was completed in English, do not need to satisfy this requirement.

3.3. A language certificate obtained from our university following the successful completion of a language test at the Modern Languages Department (minimum result: 60 points). For this option the applicants are kindly asked to apply for a pre-appointment.

The Language Certificate is mandatory to submit in your application file.

3.4. For the candidates not satisfying any of the language requirements above, it is necessary to have a preparatory year. Language proficiency certificate is not necessary for these candidates

4. How many places are available?

The University Senate decides upon how many places we offer in each academic year. This number, which is to be approved by the Ministry of Education, is announced on our university website www.lumina.org

5. How are candidates evaluated for admission?

The evaluation of application files is made by considering a variety of factors. We follow a committee-based approach; no candidate is admitted to Lumina – The University of South-East Europe without discussion and examination of the application by multiple officers:

- a. by a committee appointed by each faculty;
- b. according to a timetable approved each year by the Board of Directors;
- c. by analyzing the documents included in the application files;
- d. by applying general selection criteria as well as criteria specific to each faculty.

The results of the selection process cannot be contested. Applicants can only benefit from places with tuition fee.

6. Can students admitted in the first year transfer from one faculty to another?

Students admitted in the first year at a certain faculty cannot change their option for another study program within the University.

7. What are the tuition fees and the costs of the application process?

If you are an EU or non-EU student undertaking one of our programs, the tuition fee for the 2016-2017 academic year will be EUR 3100. All candidates must pay a EUR 100 non-refundable fee for application processing.

8. How can I apply?

Each candidate hands in, or sends by post or intermediaries, their application file prepared according to the instructions in the methodology.

9. Admission application methodology:

All applicants must comply with the legal requirements concerning the minimum criteria for attending university studies, and with the legislation concerning temporary residency in Romania for the duration of studies. In order to be evaluated for enrolment, please take the following steps:

- print and fill in all the fields using block (capital) letters the application form (Appendix 1 and 2) ;
- please check all the necessary documents required for your application file (Point A or B);
- fill in a Europass CV in the desired study language and enclose it in your file;

Photocopies of identity cards are not accepted.

Pay the non-refundable 100 EURO fee for file processing. Send the money to the following account:

Account holder: **FUNDATIA LUMINA INSTITUTII DE INVATAMANT**
RO70BTRLEURCRT0255372501 – Euro

Bank checks are not accepted.

Envelopes containing papers may be sent by mail at the following address:

Sos. Colentina no. 64B, sector 2 postal code: 021178 Bucharest / ROMANIA

Please refer to the list of documents required for your application file!

10. What is the deadline for the submission of the application files and when are the results announced? The deadline for the submission of the application files is **25 August 2016, 15:00 PM**. The results will be posted on the university website no later than **28 August 2016**.

11. Do I need a visa for studying in Romania?

If you are a national of one of the European states you do not need an entry visa. This also applies if as a non-

EU national you live in an EU member state and have a long – term residence permit to live there.

Before entering from other non - EU states, however, a visa for the purpose of university studies must be applied for in good time at the Romanian Embassy in the country of origin. The visa is issued based on the Letter of Acceptance to Studies from the General Direction of International Relations. EU citizens do not need a study visa. However, they must notify the Ministry of Administration and Internal Affairs about their stay in Romania. The Department for Foreign Students will provide counseling in this respect.

Visa and any other charges are the responsibility of the candidate.

12. Where can I find further information?

The Office for Foreign Students processes the enrolment applications.

Contact details: Head of Student Affairs

Dr. Ahmet Dokuyucu, E-mail: ahmet.dokuyucu@lumina.org Phone: 004-0749.199.262

Phone: 004-021.240.30.22; Fax: 004-021-24.30.33

Site: www.lumina.org

13. What are the student selection criteria?

General evaluation criteria. Candidates shall be accepted for enrolment, based on their fulfillment of the following evaluation criteria:

- a. graduation diploma from an accredited high school in the country of origin, which issues a degree recognized by the Romanian Ministry of National Education. The high school diploma must allow the candidate access to higher education in the country of origin or;
- b. holder of an International Baccalaureate (IB) who obtained at least mark 5 in any 2 courses or;
- c. holder of a General Certificate of Education (GCE) with grade A or A+.

Important notes:

On-line enrolment is not possible;

Incomplete files are processed, but are not eligible for evaluation;

Files which contain proving documents that are not translated or authenticated by a public notary are considered incomplete; they are processed, but are not eligible for evaluation;

Appendixes 1 and 2 must be dated and signed in order for the file to be evaluated;

The document proving payment must not be authenticated by a public notary, but must be translated into English according to the situation;

Application files cannot be completed or modified after submission. The results of the selection process cannot be contested. The university has no responsibility for the promptness of postal traffic.

Any correspondence delivered to the university after the deadline and the completion of the selection process will not be taken into consideration.

By selecting you, the University takes no responsibility for your enrolment as a student. Admission followed by enrolment requires the following:

- a. submission of all original documents required by the application regulations;
- b. complying with legal enrolment requirements, including recognition and equivalence of high school education by the Romanian state authorities;
- c. complying with legal conditions for temporary Romanian residency for the duration of the studies;
- d. paying the tuition fee in order to receive letter of acceptance for NON-EU candidates;
- e. signing the study contract and payment of required fees;

If you were selected on the basis on a fraudulent application (you provided information that is not in compliance with actual facts), the University will decline your enrolment.

14. How are high school studies recognized by Romanian authorities?

14.1. For EU, EEA and Swiss Confederation citizens, the studies are recognized by the National Centre for Recognition and Equivalence of Diplomas, a body of the Romanian Ministry of Education. All the documents required for the recognition of high school studies are also included in the application file.

If you are considered eligible and your file is complete, the University will submit your documents for recognition to the National Centre for Recognition and Equivalence of Diplomas.

Upon evaluation of your file, the National Centre for Recognition and Equivalence of Diplomas will issue a certificate granting you the right to pursue higher education studies in Romania.

Enrolment in the study programs of our university is dependent upon recognition of your studies by the National Centre for Recognition and Equivalence of Diplomas.

Failure to receive recognition from the National Centre for Recognition and Equivalence of Diplomas prevents us from enrolling you.

14.2. For citizens of non-EU citizens, high school studies are recognized by the General Department for International Relations within the Romanian Ministry of Education. All the documents required for the recognition of high school studies are also included in the application file.

If you are considered eligible and your file is complete, the General Department for International Relations issues a Letter of acceptance to studies. This letter is indispensable for obtaining the study visa.

Enrolment in the study programs of our university is dependent upon recognition of your studies by the General Department for International Relations.

Failure to receive recognition of your studies from the General Department for International Relations prevents us from enrolling you.

If studies are not recognized by the National Centre for Recognition and Equivalence of Diplomas and the General Department for International Relations, the study contract concluded between the student and Lumina-The University of South-East Europe is terminated on the day when the certificate of non-recognition of studies is issued.

Note!

DO NOT send original documents; send copies authenticated by a public notary;

Enclose a document describing the marking system used in the schools that you attended (the equivalent marks of grades ranging between fail and excellent).

A. Contents of the application file for citizens of EU countries:

1. Application form (dated and signed) – 1 copy (see Appendix 1 and 2) - http://admission.lumina.org/docs/Application_Form.doc
2. Study diplomas*:
 - 2.1. Copies authenticated by a notary public of the **Baccalaureate diploma and the transcript of Baccalaureate (whenever required) or of the document certifying high school graduation**, if the documents are written in English – **2 copies**;
Notarized translations into Romanian and photocopies of original documents authenticated by a public notary, if the original is written in a language other than English – **2 copies**;
 - 2.2. Copies authenticated by a public notary of the **high school transcripts** if the documents are written in English – **1 copy**;
Notarized translations into Romanian and photocopies of high school transcripts authenticated by a notary public, if the original is written in a language other than English – **1 copy**;
3. Birth certificate
 - 3.1. Copy authenticated by a public notary if the original is written in English – **1 copy**;
 - 3.2. Non-notarized copy and translation into Romanian authenticated by a notary public, if the original is written in a language other than English – **1 copy**;
4. Photocopies of passport – pages 1, 2, 3, 4 (Photocopies of identity cards are not accepted) – **2 copies**;
The passport must be valid for a minimum of 9 months after the application submission date.
5. Medical certificate in English, containing results of general physical examination, as well as ophthalmological, ENT, neurological, psychiatric and psychological examinations – **1 copy**. The medical certificate must also include information regarding the candidate's possible chronic diseases, must be signed and sealed by the family doctor/specialist who examined the candidate and must bear the official stamp of the medical institution that issued it.
6. Language proficiency certificate (except for applicants a. from countries where the official language is the language of university instruction b. will have preparatory year c. will take language test at the Modern Languages Department).
7. Application form for the recognition of high school studies in order to be accepted into university studies – **2 copies**;
The form can be downloaded from: <http://admission.lumina.org>
8. 6 passport size photographs (3/4 cm);
9. Photocopy of the payment document for the non-refundable application processing fee;

* Diplomas issued in countries which are not party to the Hague Convention must be authenticated by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country and the Embassy of Romania in that country.

The study documents of citizens of Greece, Italy, Spain, Portugal and Cyprus must be authenticated with the

Hague Apostille.

The authentication of study documents with the Hague Apostille shall be done as follows:

- The ORIGINAL document is apostilled (high school diploma, baccalaureate transcript)
- 1 legalize copy of the original document with the apostille.

Note!

DO NOT send original documents; send copies authenticated by a public notary;

B. Contents of the application file for citizens of non-EU countries:

1. Application form (signed and dated): Appendix 1 and 2 (http://admission.lumina.org/docs/Application_Form.doc);
2. Request form for the issuance of the letter of acceptance (signed and dated) – 2 copies; (<http://admission.lumina.org/docs/Application form-Non EU for issuing of letter of acceptance.docx>)
3. a. High school diploma* (baccalaureate or equivalent) , translated into English and notarized – 2 copies;
b. Academic record* (transcript), translated into English and notarized – 2 copies;
4. Birth certificate*, translated into English and notarized – 2 copies;
5. Notarized copy of passport, pages 1, 2, 3, 4 – 2 copies. The passport must be valid for a minimum of 9 months after the application submission date;
6. Medical certificate, translated into English and notarized – 2 copies;
7. English language proficiency certificate (except for applicants
a. from countries where the official language is English; or
b. who will attend a preparatory year or pass the language test at the Applied Modern Languages Department of Lumina University;
8. 6 passport photographs (3x4 cm);
9. Copy of the payment document for the non-refundable application processing fee.

* High school diploma, academic record and birth certificate must be authenticated by the Hague Apostille or the Ministry of Foreign Affairs and Romanian Embassy in the issuing country.

APPENDIX 1

Application to be evaluated in order to enroll on a course of study

Academic year 2016 - 2017

1. Dear candidate, please select the Faculty and the intended language of instruction that you wish to apply for:

Name of the Faculty	Study program	Duration of studies	Language of instruction	Select your program
Economic and Political Sciences	Business Administration	3 years	En	
Economic and Political Sciences	Business Administration	3 years	Ro	
Economic and Political Sciences	International Relations and European Studies	3 years	En	
Economic and Political Sciences	International Relations and European Studies	3 years	Ro	
Educational Sciences and Foreign Languages	Applied Modern Languages English - Turkish	3 years	En - Tr	
Educational Sciences and Foreign Languages	Applied Modern Languages English - French	3 years	En – Fr	
Educational Sciences and Foreign Languages	Pedagogy	3 years	Ro	
Engineering Sciences	Information Technology	4 Years	Ro	
Economic and Political Sciences	Finance and Banking	3 Years	En	
Economic and Political Sciences	Accounting and Management Information System	3 Years	En	
Engineering Sciences	Applied Computer Sciences	3 Years	En	

2. Dear candidate, please fill in the form below with your personal information using CAPITAL LETTERS:

Surname _____ First name _____ Gender M ☐ F ☐

Date of birth _____ Citizenship: Country _____ EU / non-EU

Address (street, no, town, postal code, country, telephone number) _____

E-mail address: _____

Date _____

Signature _____

APPENDIX 2

Declaration

I hereby declare under my own liability that:

1. The information entered in the application form, CV and the application file attached is in compliance with actual facts;
2. I acknowledge and agree that in case of being selected as a result of fraud (i.e. I provided Information that is not in compliance with actual facts), the University shall refuse my enrolment and that all previously paid fees are non-refundable;
3. I acknowledge and agree that the fee for the application processing is non-refundable;
4. I read and acknowledged the information for international applicants regarding admission to the Lumina-The University of South-East Europe, in the 2016–2017 academic year.
5. I acknowledge that firm enrolment in your University is only granted after the Letter of Acceptance on a Course of Study is issued by the Romanian Ministry of Education.

The University reserves its right to apply to Ministry of Education for all accepted applicants.

In case the National Centre for Equivalence and Recognition of Diplomas and the General Directorate for International Relations does not grant official recognition of my studies, the study contract signed between myself and Lumina-The University of South-East Europe ends on the date the document stating that my studies are not officially recognized is issued.

All fees paid by me during the provisional enrolment period are non-refundable.

6. If I am accepted but do not confirm my place or withdraw, the university will not keep my place for the following year.

Date_____

Signature_____

