

Incoming Procedure at FAC&C

- Step 1. Send us a formal application including the following documents:
- Personal identification form with your names, affiliation, country, some effective E-mail address and the FAC&C tuition program you want to be accepted in.
 - Europass CV signed by yourself.
 - Formal transcript of records showing your proficiency (the marks) as student or graduate.
 - Two recommendations (in English or French) from the professors you were working with.
 - Formal proof of English or French proficiency (such as TOEFL, Cambridge, ESOL, etc.).
- Step 2. Provide a formal proof of your financial support and plan, entirely covering the stage in Romania. Please note that:
- In Romania, a minimum support of **4800 EURO/year** (about **400 EURO/month**) is necessary. This amount does not include the taxes below, which have to be paid separately.
 - In case of **Master studies**, a tax of **2430 EURO** has to be paid for each tuition period of **9 months** long. This tax can be paid as follows: the first half in the beginning and the second half after 4-5 months.
 - In case of **Ph.D. studies**, a tax of **290 EURO** has to be paid for **each month** of doctoral stage.
- Please note that **applicants cannot be accepted if their financial support (a+b or a+c) is insufficient.**
- Step 3. Wait for an answer from FAC&C.
- Step 4. If accepted into the program, provide a list of necessary documents to apply for your visa (if necessary). Indicate on that list what FAC&C should send you as formal documents (invitation, proof of acceptance in the tuition program, etc.). You should inquire the Romanian Embassy or Consulate in your country on this matter.
- Step 5. After obtaining the visa, solve the accommodation problem. Usually, we are offering rooms in Student Campus, with fair conditions, for a low monthly rate (of about 100 EUROS). If such an offer is not suitable, feel free to find the most convenient accommodation for you, by your own means. In that case, please provide us a formal proof of your arrangement. It is not wise to arrive in Bucharest without knowing in advance what your accommodation is (at least for the first few days).
- Step 6. Get your medical insurance before arriving in Romania, as insurances here could be extremely expensive for the foreigners. Do not take unnecessary risks and stay insured all the stage long.
- Step 7. Arrival in Bucharest. Please inform us about your first arrival in Bucharest, so that we can welcome you and set a meeting at FAC&C in the following days.

Good luck!