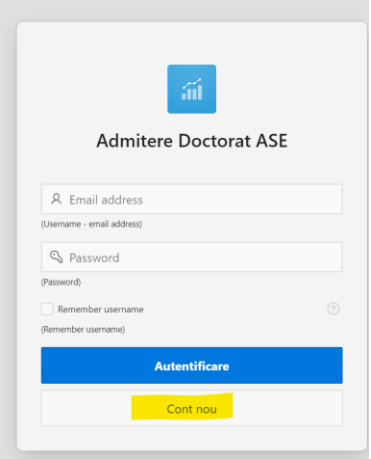
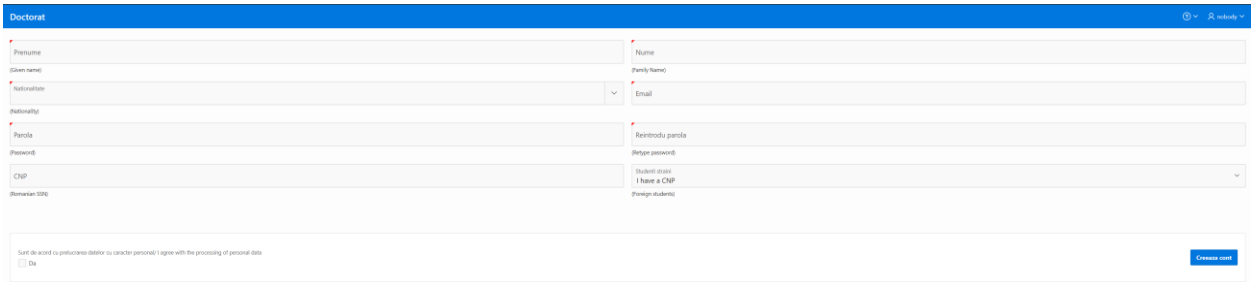
Guide for enrollment to Doctoral Studies

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

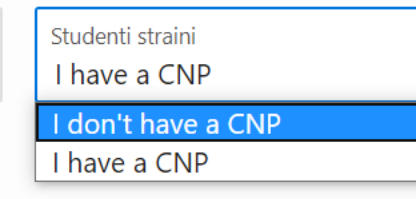
If you don't have an account, click *Cont nou*.



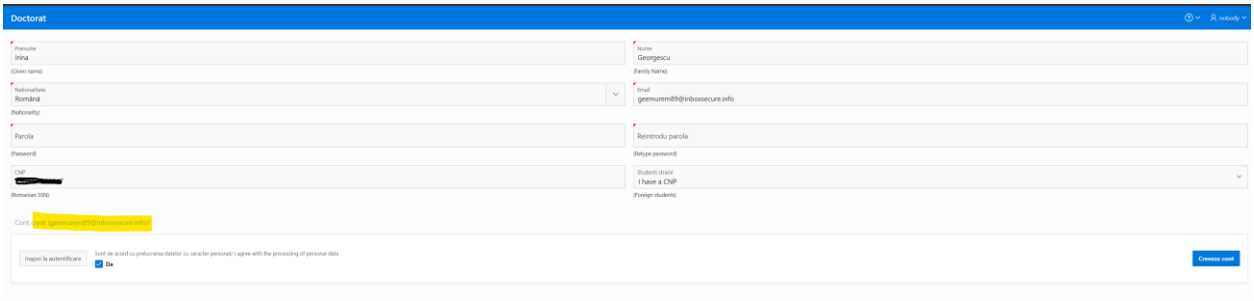
It will bring up this screen:



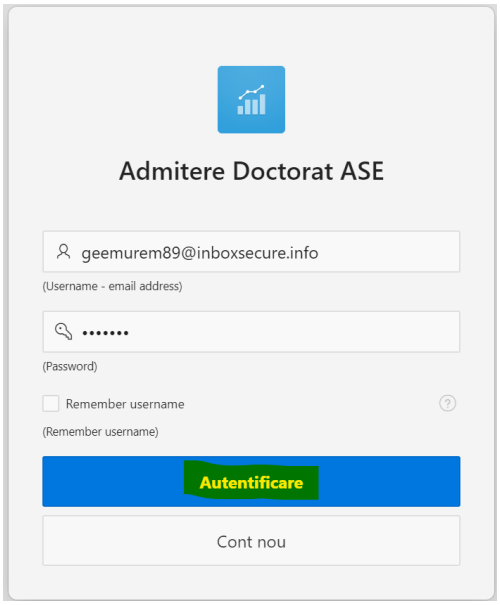
If you are not a Romanian citizen, select I don't have a CNP and enter your birthday and gender in the fields that will open.



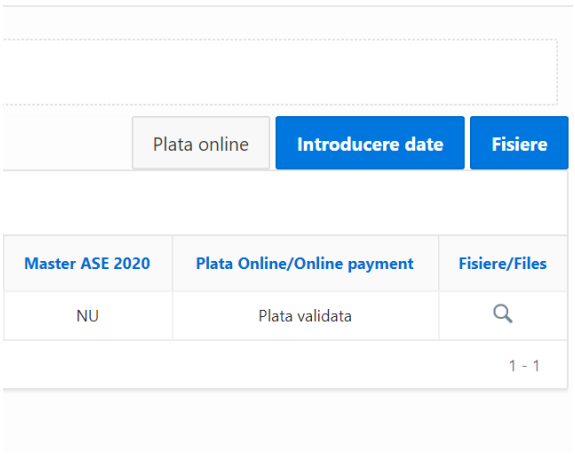
After you fill in the fields, to create the account, click *Creaza cont* and you'll receive a message that the account has been created. You will also receive a confirmation by email after a few minutes.



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



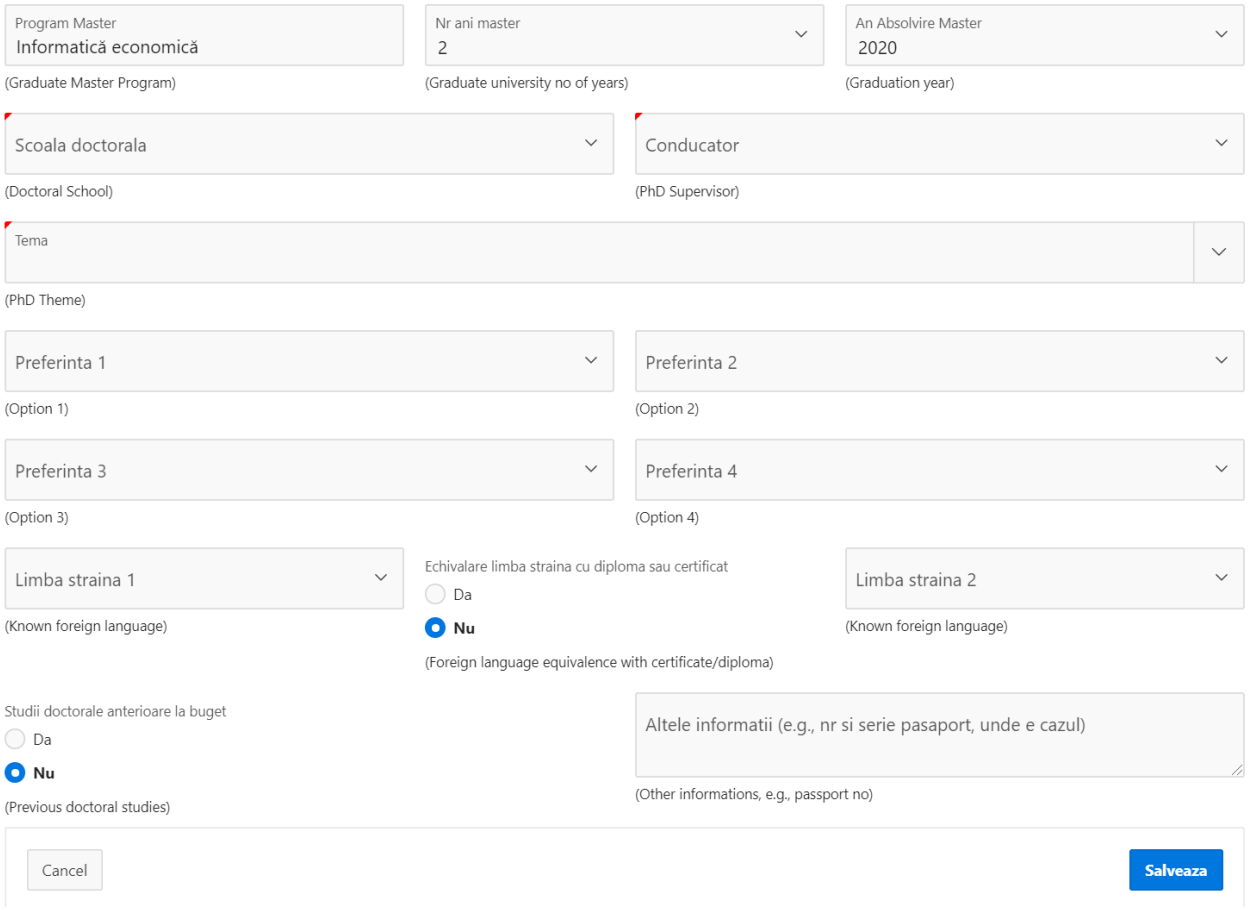
You'll get to your account main page.



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.

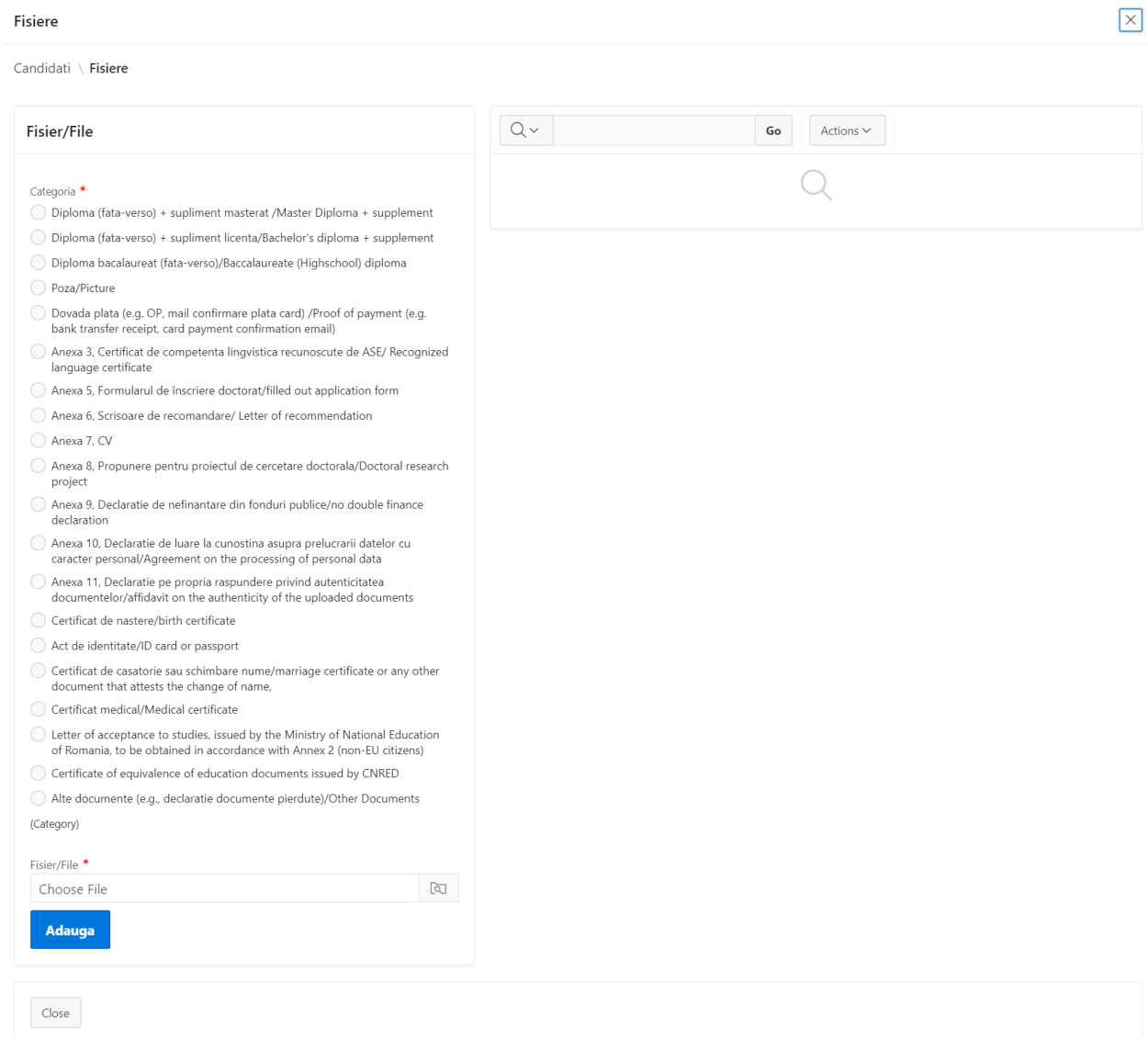
After the payment is successful it will bring you back to the main page. If it doesn't, you can re-access the link and reconnect. It's advisable to upload the payment confirmation mail as a PDF in Fisiere (Files) at Dovada plății/Proof of payment.

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

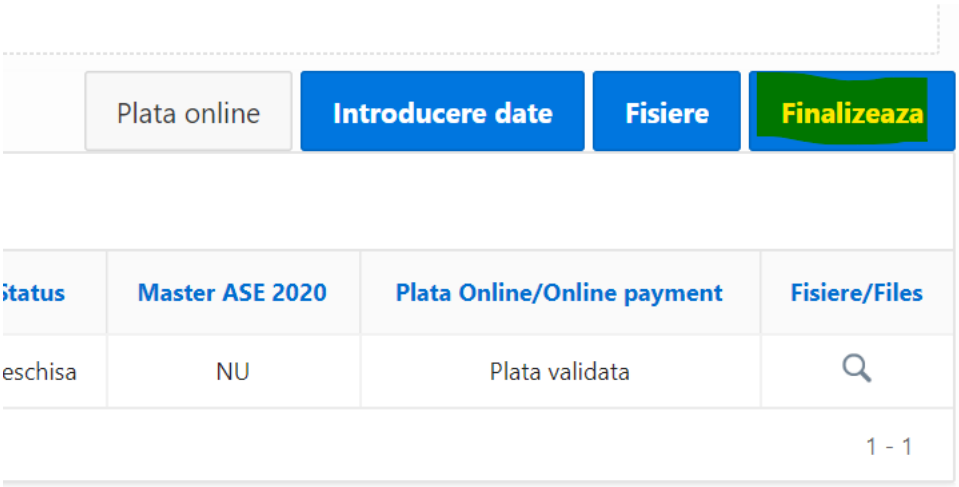


To upload the required documents, you click *Fisiere*:

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.



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.


Plata online
Introducere date
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