

# Guide for enrollment to Post-Doctoral Studies

Use the link from the admission page: <http://www.doctorat.ase.ro/scoala-postdoctorala>

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

**Admitere Post-Doctorat ASE**

Email address  
(Username - email address)

Password  
(Password)

Remember username

Daca aveti deja un cont dintr-o sesiune precedenta de admitere, va trebui sa va creati un cont nou folosind o ALTA ADRESA DE EMAIL.

If you have an account from a previous admission session you will have to create a new one using ANOTHER EMAIL ADDRESS.

**Autentificare**

Cont nou

It will bring up this screen:

**Doctorat**

Prenom (Given name)

Nume (Family name)

Nationalitate (Nationality)

Parola (Password)

CNP (Romanian ID)

Name

Family Name

Email

Reintrodu parola (Repeat password)

Student strain (I have a CNP / Foreign student)

Daca aveti deja un cont dintr-o sesiune precedenta de admitere

**Creaza cont**

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.

Studenti straini

I have a CNP

**I don't have a CNP**

I have a CNP

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.

The registration form is titled "Doctorat" and contains the following fields:

- Prenume (First name):** Georghescu
- Nume (Last name):** Georghescu
- Clasa (Class):** (Empty)
- Nivelul de studii (Level of study):** (Empty)
- Parola (Password):** (Empty)
- Reintroduceti parola (Repeat password):** (Empty)
- Adresa de e-mail (Email):** geemurem89@inboxsecure.info
- Student (Student):** (Empty)
- Tip (Type):** (Empty)
- Student strain (Foreign student):** (Empty)

At the bottom, there is a checkbox for "Intraci la autentificare" (Log in to authentication) which is checked, and a "Creaza cont" (Create account) button.

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

The login form contains the following fields and buttons:

- Username (email address):** geemurem89@inboxsecure.info
- Password:** (Masked with dots)
- Remember username:** (Checked checkbox)
- Autentificare (Login):** (Blue button)
- Cont nou (New account):** (White button)

You'll get to your account main page.

The account main page features a navigation bar with the following buttons:

- Plata online
- Introducere date
- Fisiere

Below the navigation bar is a search table:

Master ASE 2020	Plata Online/Online payment	Fisiere/Files
NU		🔍

At the bottom right, there is a page indicator: "1 - 1".

You can use *Plata online* to pay by card the registration fee (300 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*.

Add Edit Candidat ✕

Candidati \ Candidat

Nume Ionescu <small>(Family Name)</small>	Initiala  <small>(Initial)</small>	Prenume Ion <small>(Given name)</small>	Sex M
Nume Tata <small>(Father name)</small>	Nume Mama <small>(Mother name)</small>	Data nasterii 8/3/1997 <small>(Date of birth)</small>	
Tara Resedinta România <small>(Country of residence)</small>	Judet București <small>(County)</small>	Localitate SECTORUL 1 <small>(City) - If you can't find your city, please input it in the Address field</small>	
Adresa: strada, nr, ap <small>(Address: no, street, apartment)</small>		Numar Telefon 079878545 <small>(Telephone number)</small>	
Tara universitate absolvita licenta România <small>(Country of undergraduate university)</small>	Universitate absolvita licenta Academia de Studii Economice din București <small>(Undergraduate University)</small>	Facultate Licenta Facultatea de Cibernetică, Statistică și Informatică Economică <small>(Undergraduate Faculty)</small>	
Specializare Licenta <small>(Undergraduate Program)</small>	Nr de ani de studiu <small>(No of study years)</small>	An Absolvire Licenta <small>(Graduation year)</small>	
Medie licenta 9 <small>(Licence degree average grade)</small>	Medie ani de studiu (media simpla, nu cea ponderata) 9 <small>(Licence degree average grade during study years)</small>		
Tara universitate master <small>(Graduate universitv Country)</small>	Universitate absolvita (master) <small>(Graduate university-Master)</small>	Facultate Master <small>(Graduate Faculty)</small>	

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.



Fisier/File

Categoria \*

- Diploma (fata-verso) doctor/PhD Diploma
- Dovada plata (e.g. OP, mail confirmare plata card) /Proof of payment (e.g. bank transfer receipt, card payment confirmation email)
- Formularul de înscriere completat (Anexa 3)
- curriculum vitae (Anexa 4 - Formularul Curriculum Vitae post-doctorat 2021-2022), semnat
- proiectul de cercetare postdoctorală (PCPD) aferent temei de cercetare pentru care candidează, semnat și datat (Anexa 5)
- declarația de luare la cunoștință asupra prelucrării de date cu caracter personal (Anexa 7)
- declarație pe propria răspundere privind autenticitatea documentelor încărcate pe platforma doctorat.ase.ro (Anexa 8)
- Certificat de naștere/birth certificate
- Act de identitate/ID card or passport
- Certificat de casătorie sau schimbare nume/marriage certificate or any other document that attests the change of name,
- Alte documente (e.g., alte diplome, premii, brevete)/Other Documents

(Category)

Fisier/File \*

Adauga

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.

Introducere date

Fisiere

Finalizeaza

0	Plata Online/Online payment	Fisiere/Files
		<input type="text" value=""/>
1 - 1		