

# INFORMATION ON THE ISSUING OF STUDY DOCUMENTS IN UPT

## WHAT IS A STUDY DOCUMENT?

According to the Regulations regarding study documents in the higher education system, No. 4156/2020, a study document is of the **diploma or certificate type**.

## TO WHOM MAY DOCUMENTS OF STUDY BE RELEASED?

### According to the Regulations regarding study documents in the higher education system, No. 4156/2020:

- A study document relating to completed or partially completed studies shall be issued to the holder on the basis of the presentation of the identity document (valid identity card or passport), in original.
- If the holder cannot present himself or herself, the study document can be issued to his or her authorized person, based on a power of attorney authenticated at the notary / attorney's office in certified copy according to the original, in which it is expressly mentioned that the authorized person can collect study documents. If the notarial power of attorney was drawn up on the territory of another state, it shall be submitted in original, accompanied by a certified translation thereof. The power of attorney must be apostilled or superlegalized by the competent authorities of the state on the territory of which it was drawn up, except those drawn up in states which have concluded conventions, treaties or agreements with Romania on legal assistance in civil matters, which provide for exemption from any legalization. Powers of attorney drawn up at Romanian embassies or consulates in various states will be accepted. Powers of attorney bearing the signature of the ambassador/consul must not be translated or apostilled/superlegalized.\*

\* *The power of attorney will be submitted in original to the Study Documents Office. The authorized person will also present the original identity document (identity card or passport).*

## RELEASE OF STUDY DOCUMENTS?

The requested study document	The office to receive the request and forms required from the applicant	The office to issue the requested study document , issuing terms, fees
<b>Diploma</b> of Engineer / College Engineer / Master / Architect / licence, with annexes (transcript of records, results of the graduation examination), requested by the holder / the authorized person <b>more than two years after graduation</b> .	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a> <b>Online appointment at</b> <a href="http://actestudii.upt.ro/">http://actestudii.upt.ro/</a> <a href="#">Form AS1</a> to be uploaded online upon appointment	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a> ➤ Normal release: <b>4-10</b> working days; ➤ Expedited release: <b>1-3</b> working days. <a href="#">Fees for the release of study documents</a>
<b>Diploma</b> of Engineer / Master / Architect / licence, accompanied by the diploma supplement, for graduates not having participated in the organized meetings for the release of diplomas, <b>less than 2 years after graduation</b> .	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a> <b>Online appointment at</b> <a href="http://actestudii.upt.ro/">http://actestudii.upt.ro/</a> <a href="#">Form AS1</a> (for emergency term) <a href="#">Questionnaire of UPT graduate</a>	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a> ➤ Normal release, no fees, first available date ➤ Expedited release, with a fee (1-3 working days). <i>Fees apply only for expedited release.</i> <a href="#">Fees for the release of study documents</a>

The requested study document	The office to receive the request and forms required from the applicant	The office to issue the requested study document , issuing terms, fees
<p><b>Diploma</b> of Engineer /Master / Architect / licence, with the diploma supplement, for the latest class of graduates.</p> <p><b>EXPEDITED EXECUTION AND RELEASE</b></p> <p><b>Note:</b> The diploma will be executed and released on the condition of the existence of pre-printed forms.</p>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a>  <a href="#">Cerere tip AS7</a> (Form AS1 only for expedited release)</p> <ul style="list-style-type: none"> <li>➤ Payment evidence, from the Cashier's Office at the Rectorate.</li> </ul> <p><a href="#">Questionnaire of UPT graduate</a></p>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ <b>10</b> working days</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>
<p><b>Diploma duplicate</b></p>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Information regarding the release of diploma duplicates</a></li> </ul>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ Normal release: <b>30</b> working days;</li> <li>➤ Expedited release: <b>15</b> working days.</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>
<p><b>Transcript of Records</b> for students, transferring students of recent graduates (without the diploma)</p>	<p><b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Form AS4</a></li> </ul>	<p><b>Faculty Secretary's Offices</b> - <a href="#">Contact general</a> (General contacts)</p> <ul style="list-style-type: none"> <li>➤ <b>3</b> working days)</li> </ul>
<p><b>Transcript of Records</b> for former students (incomplete studies - expelling, drop-out)</p>	<p><b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Form AS4</a></li> </ul>	<p><b>Study Documents Office (Rectorate)</b> - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ Normal release: <b>5</b> working days;</li> <li>➤ Expedited release: <b>3</b> working days.</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>
<p><b>Transcript of Records</b> on request, for classes that did not have such a diploma annex (the name of the annex will be adapted to the diploma itself).</p>	<p><b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Form AS2</a></li> </ul>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ Normal release: <b>5</b> working days;</li> <li>➤ Expedited release: <b>3</b> working days.</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>
<p><b>DUPLICATE OF a Diploma Annex</b>, for classes that were released such annexes to the diploma.</p>	<p><b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Form AS2</a></li> </ul>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ Normal release: <b>5</b> working days;</li> <li>➤ Expedited release: <b>3</b> working days.</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>
<p><b>Syllabus</b>, complete (for graduates)</p>	<p><b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Form AS3</a></li> <li>➤ Payment evidence, from the Cashier's Office at the Rectorate.</li> </ul>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ Normal release: <b>15</b> working days;</li> <li>➤ Expedited release: <b>10</b> working days.</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>
<p><b>Syllabus</b>, partial (for students or former students, incomplete studies). The partial syllabus will comprise subject matters attended and graduated by the applicant.</p>	<p><b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Form AS3</a></li> <li>➤ Payment evidence, from the Cashier's Office at the Rectorate.</li> </ul>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ Normal release: <b>15</b> working days;</li> <li>➤ Expedited release: <b>10</b> working days.</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>
<p><b>Certificate</b> for the confirmation of the authenticity of the diploma, in view to the application of the apostille, to employment abroad, and for other purposes (except for the retirement dossier)</p>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Form AS5-a</a></li> <li>➤ Copy of the diploma</li> <li>➤ Copy of the diploma annex</li> </ul>	<p><b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a></p> <ul style="list-style-type: none"> <li>➤ <b>3</b> working days</li> </ul> <p><a href="#">Fees for the release of study documents</a></p>

The requested study document	The office to receive the request and forms required from the applicant	The office to issue the requested study document , issuing terms, fees
<b>Certificate</b> for the Publication of the loss /damage of graduation document in the Official Gazette, and for other purposes (except for the retirement dossier)	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a> > <a href="#">Form AS5-b</a> > Copy of the diploma > Copy of the diploma annex	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a> > <b>3</b> working days  <a href="#">Fees for the release of study documents</a>
<b>Certificate of studies</b> (for the latest class, before the release of the diploma)	<b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a> > Closing sheet	<b>Faculty Secretary's Offices</b> - <a href="#">General Contacts</a> > By appointment
<b>Pedagogical module certificate</b> , with transcript of records (graduate studies)	<b>Pedagogical Training Department</b> - <a href="#">Contact</a>	<b>Pedagogical Training Department</b> - <a href="#">Contact</a> > <i>By appointment</i>
<b>Professional conversion certificate</b> (with transcript of records)	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a>	<b>Study Documents Office</b> (Rectorate) - <a href="#">Contact</a> > <i>By appointment</i>
<b>Didactic certificate (level 1 and level 2)</b>	<b>Pedagogical Training Department</b> - <a href="#">Contact</a> > Payment evidence from the Cashier's Office, for level 1	<b>Pedagogical Training Department</b> <i>By appointment</i> <a href="#">Fees for the release of study documents</a>
<b>PhD Diploma</b>	<b>Doctoral School (Rectorate)</b> - <a href="#">General Contacts</a>	<b>Doctoral School (Rectorate)</b> - <a href="#">General Contacts</a> <i>By appointment</i>
<b>Diplomas and certificates for various graduate studies</b>	<b>Lifelong Learning Centre</b>	<b>Lifelong Learning Centre</b>