

INFORMATION REGARDING THE ISSUING AND RELEASE OF A DUPLICATE

- In case of loss, complete destruction or partial deterioration of a study document, a duplicate of it may be issued if the archive of the institution contains the stub of the respective act and/or other legal documents that may show the situation of the holder's studies.
- In order to be released a duplicate of a study document, the applicant (the holder of the document or their legal assignee) shall file the following:
 - [Application for the release of a diploma duplicate – AS6](#) to the board of the University; the application shall contain contact data of the applicant (phone number, e-mail address);
 - [Statement](#) (recommended model) given by the holder of the document, with all the elements necessary for the document to be identified (series and number) and the current situation of the document;
 - Ordinary copy of the birth certificate along with the original – in order for the registrar to certify the copy;
 - Two recent photographs of the document holder, on photographic paper (matte if possible), in colours, in decent outfit (sports outfit excluded), size 3 cm x 4 cm;
 - Proof of the announcement published in the Romanian Official Gazette, part 3, regarding the loss, destruction or damaging of the study document;
 - Receipt of the fee paid for the release of the duplicate (from the Rectorate cashier, on the ground floor);
 - Ordinary copy of the lost document (if possible) and of the transcript of records, or copies of documents that contain references to the series and number of the lost document (e.g. the labour records);
 - Ordinary copy of the identity card of the holder;
 - Copy (ordinary) of the document that certifies the name change - marriage certificate or other proof of name change (if applicable)
- The duplicate may be applied for at the institution by the holder or by their legal assignee. The envelope containing the listed elements is to be verified at the *Department of Study Documents* (UPT Rectorate, first floor, Room 113) and then left with the *Record Office (Registratura)* of the Rectorate. The duplicate may be released to the holder of the diploma (identified with identity card) or to their legal assignee (based on a power of attorney – original copy - and identity card).

For the announcement regarding the loss of a study document, the holder shall apply to the Autonomous Administration The Official Gazette (Monitorul Oficial), and the announcement shall comprise the following data:

- Name of the original study document;
 - Family name of the holder and the initials of the father's name (or mother);
 - Given name of the holder;
 - Year of the completion of studies;
 - Series and number of the document of study;
 - Number and date of the registration in the records of study documents;
 - Name of the issuing institution.
- The diploma duplicate will be released together with a transcript of records.

Note:

- For terms of release and fees, please see [Fees for the release of study documents](#).