Candidate's guide

- Application for the admission contest -

ONLINE ADMISSION

Everything is easier now!

- SET UP AN ACCOUNT
- ACCESS THE PLATFORM
- SELECT THE SESSION
- SELECT THE FACULTY AND THE CONTEST
- FILL IN THE ONLINE APPLICATION FORM
- SEND THE FILE FOR VALIDATION

UNITY

*A **unity** that respects diversity can be the key to success.*

HONOUR

*We have decided that our path is one of true **honesty.***

EXPERTISE

*We value and reward **expertise***

INFO

How will I be able to access the online admission platform?

You will be able to access the online admission platform from any computer/laptop/tablet/smartphone-type device that has access to an internet network and to an updated navigation browser (recommendation: Google Chrome).

What is the application's website?

The application is available online at the following website ***http://admitere.usamv.ro***

The website connection is secure?

Yes. The website ***http://admitere.usamv.ro*** uses an SSL encryption system of 128 bytes.

How can I benefit from extended security?

To benefit from extended security, we recommend:

- to use safer internet connections, avoiding the type of public wireless connections;
- to use an up-to-date Antivirus program;
- to use a licensed operating system;
- to use only licensed software programs;
- to write the platform's address directly in the searching field of the browser, without accessing other pages from the search engine of the browser;
- to immediately check the existence of the .https" part after you enter the website: ***http://admitere.usamv.ro.***

What you will see at the address http://admitere.usamv.ro?

At ***http://admitere.usamv.ro*** you will firstly have access to information available in the public area of the platform, like "How do i sign up online?" or the "Admission calendar" etc.

STAGES OF ONLINE REGISTRATION FOR ADMISSION

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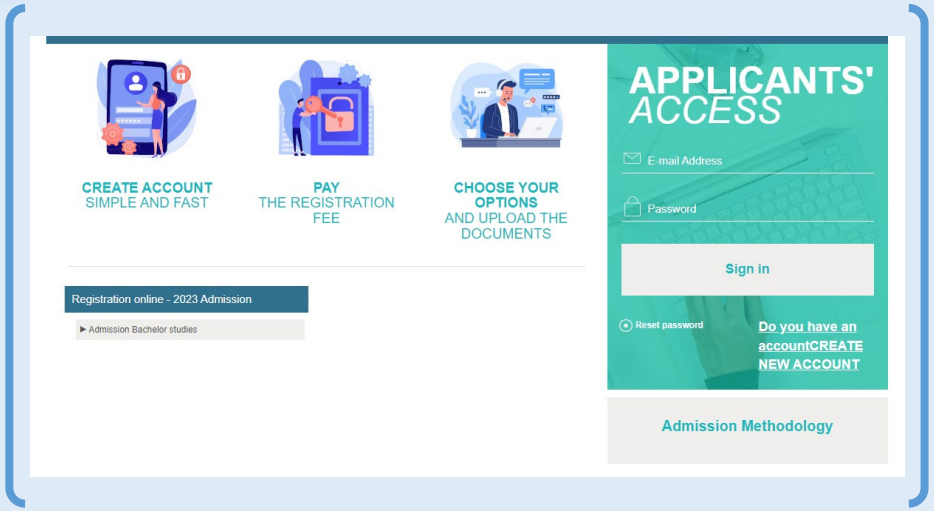
SET UP AN ACCOUNT

You access the website: *http://admitere.usamv.ro*

Create an access account in the application.

Only the users that created an account in the online admission platform will be able to access and submit files online.



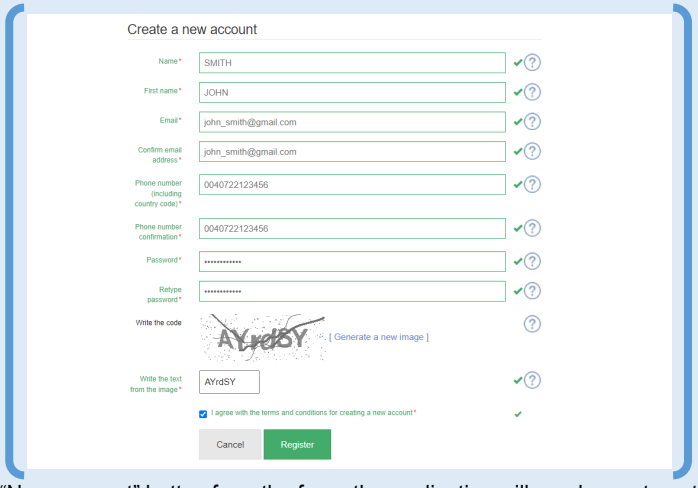
Click on the "Create new account" button and fill in the requested personal information, like name, surname and a valid email address.

Don't forget to write down the Captcha code from the image.

The Captcha code is a simple code of letters and numbers that prevents automated account creation for malicious purposes.

In other words, we make sure that the one who creates the account is a candidate.

The form for creating the account



After clicking the “New account” button from the form, the application will send an automated message to the declared email address.
All you have to do is enter your email account, read the message that you received through the application and click on the link that validates the account access.

> John,
> We have received your application to register your account on the University admission portal.
> **To activate your account, please click on this link below.**
> Thank you!
> Best wishes,
> University admission team

This method of activation is aimed at checking the candidate’s email address, where, subsequently, he will receive information from the admission commission regarding the file(s) submitted.

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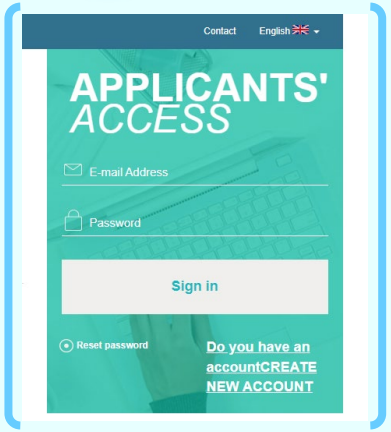
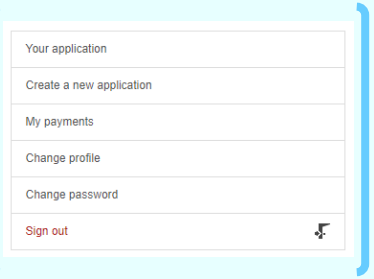
ACCESS THE PLATFORM

After activating the account, the online admission platform is accessed for submitting the contest files, filling in the credentials declared at the time of creating the account (email address and declared password).



With access to the platform, you can now start signing up directly, using the "**Create a new application**" for admission button, from the menu located on the right side of the page.



When accessing the **"Your application"** option, the system will display the files created by the candidate on the online registration platform for admission.

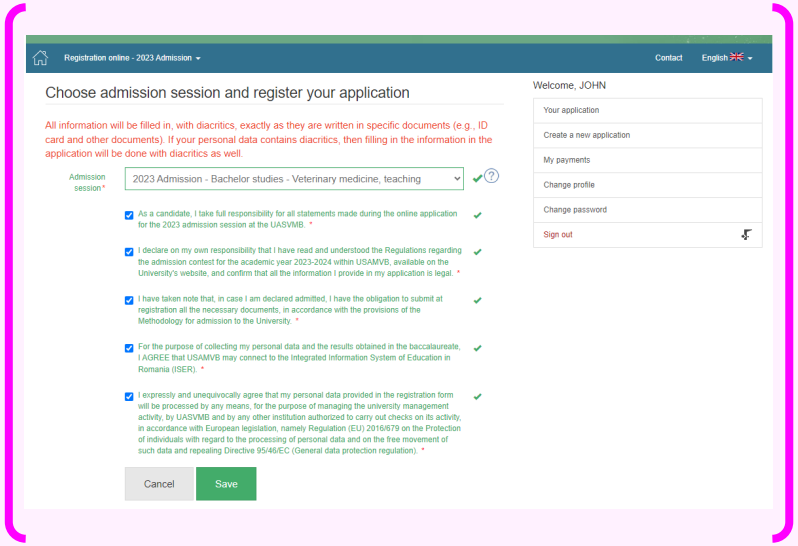
Initially, if the candidate has no folder created, the system will display this message: "**Attention! You do not have files registered in your account.**", with the possibility of creating a first file, by calling the button: "**Add your file**", or by calling the second option from the main menu, "**Sign up for a new contest**".

SELECT THE SESSION

You choose from the list the **Bachelor**, **Master** or **PhD session** you want to enroll in and you assume your own statements regarding the data completed on the platform.

Visualize and check the **initial statements** by which you assume the fairness, completeness and compliance of the information that you will declare online on the platform, plus the conditions imposed in the admission regulations. This is a mandatory step, without which you cannot continue to register for admission on the online platform. The declarations must be checked, otherwise the system displays a **warning message that the registration cannot continue**.

These statements will be associated with the candidate account.



After checking and saving self-declarations, the system will open the window for selecting the faculties that enter the contest for which you wish to register.

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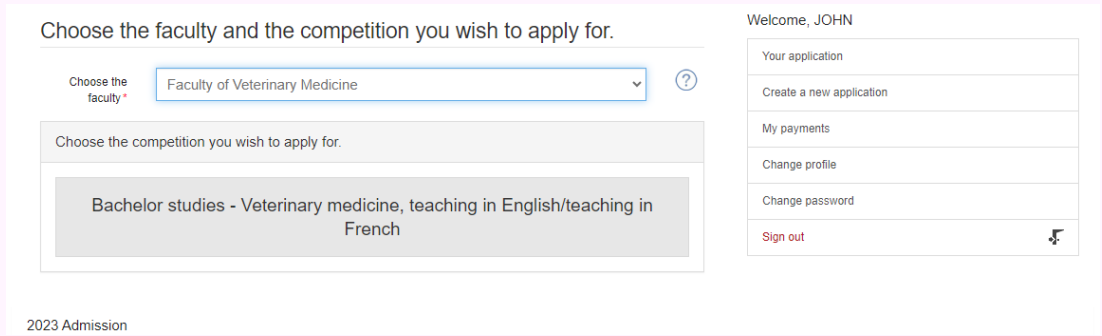
SELECT THE FACULTY AND THE CONTEST

You choose the Faculty and the Contest you want to apply for.



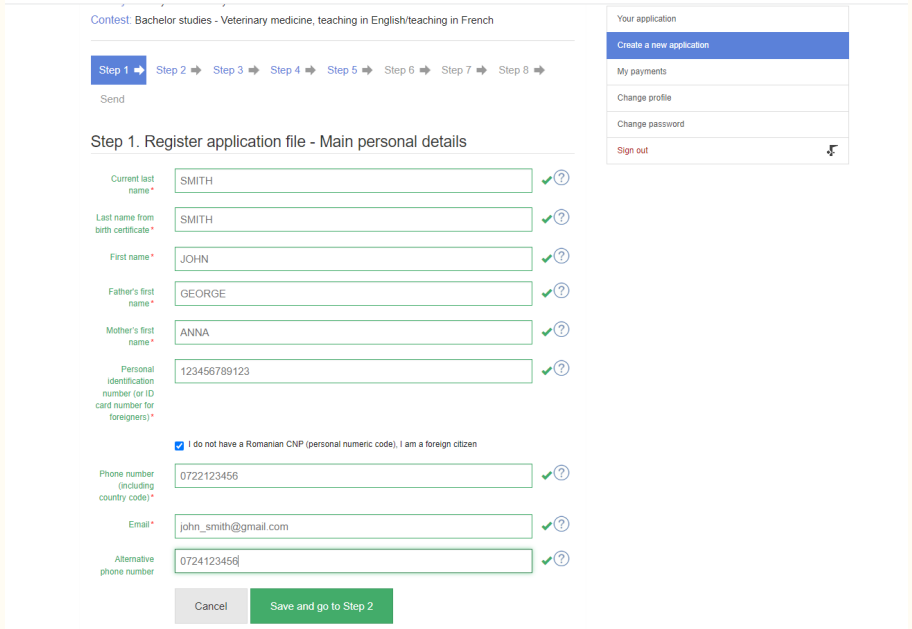
Attention!
You can only apply once to the faculty for which you have made your first choice, you cannot submit more than one application.

FILL IN THE ONLINE APPLICATION FORM

After selecting the admission competition, you have access to the **Online Application Form** which allows you to complete the registration in several steps.

1

You will complete initial personal details: candidate's first name, surname, father's / mother's first name, National ID number (if applicable), telephone number, e-mail address.



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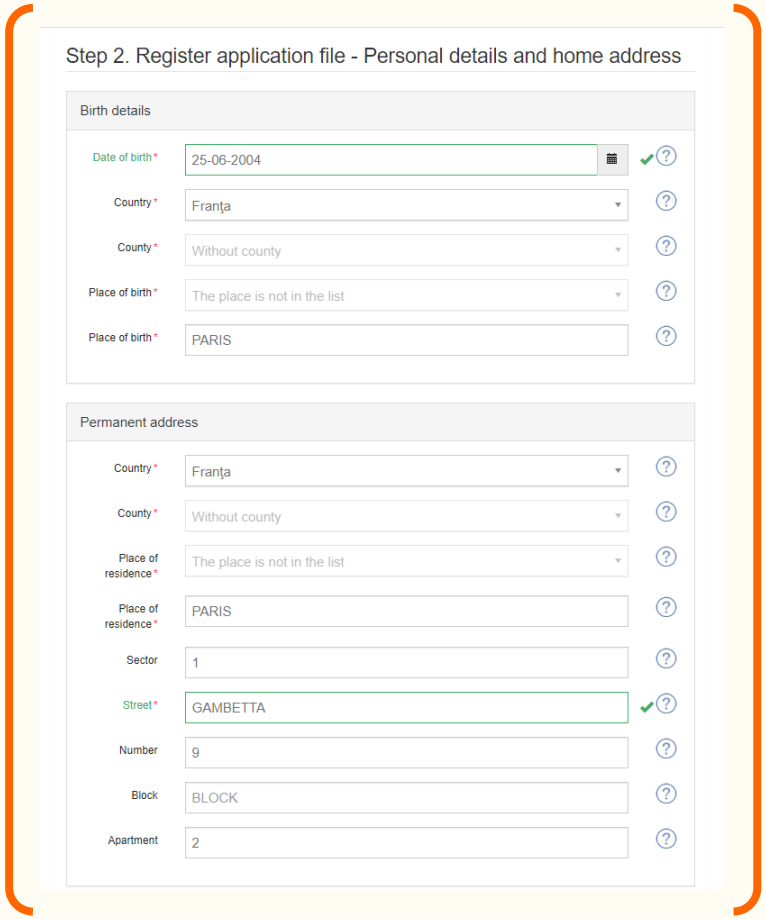
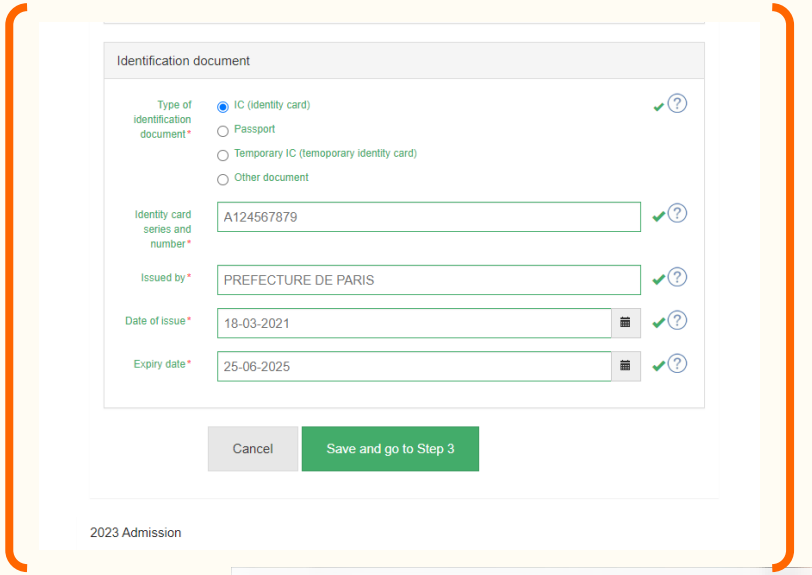
2

Here you will complete other **personal details**: address of permanent residence; information about the place of birth; information about the date of birth; information about the ID (type of ID, date of issue/expiry date, series, number).





Important!
The application will not allow you to continue your registration if the declared ID is not within the validity period.

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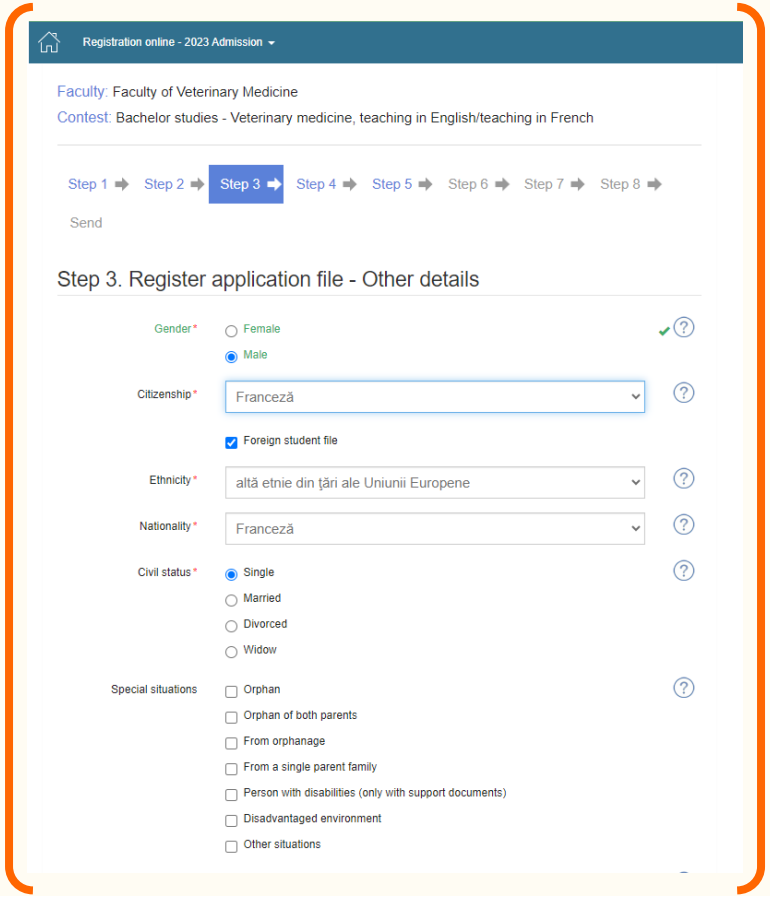
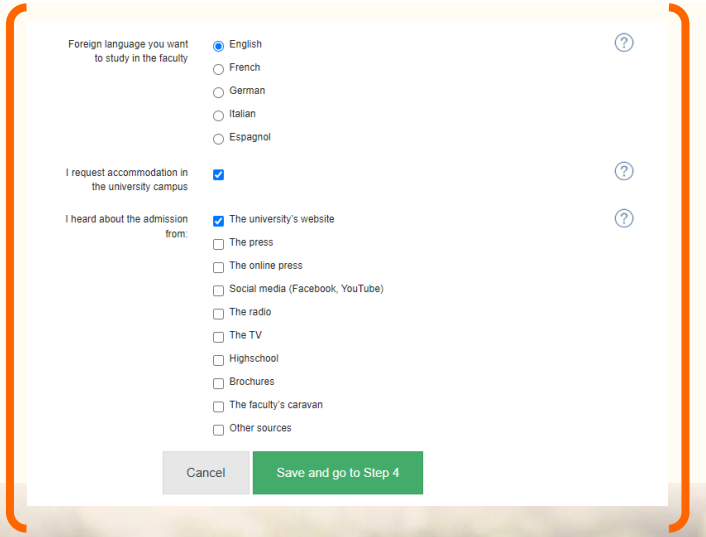
3

At this point you will provide **personal details** about your marital status, information about special situations / social cases (one parent orphan, both parent orphan, orphanage, single parent, disabled person) etc.





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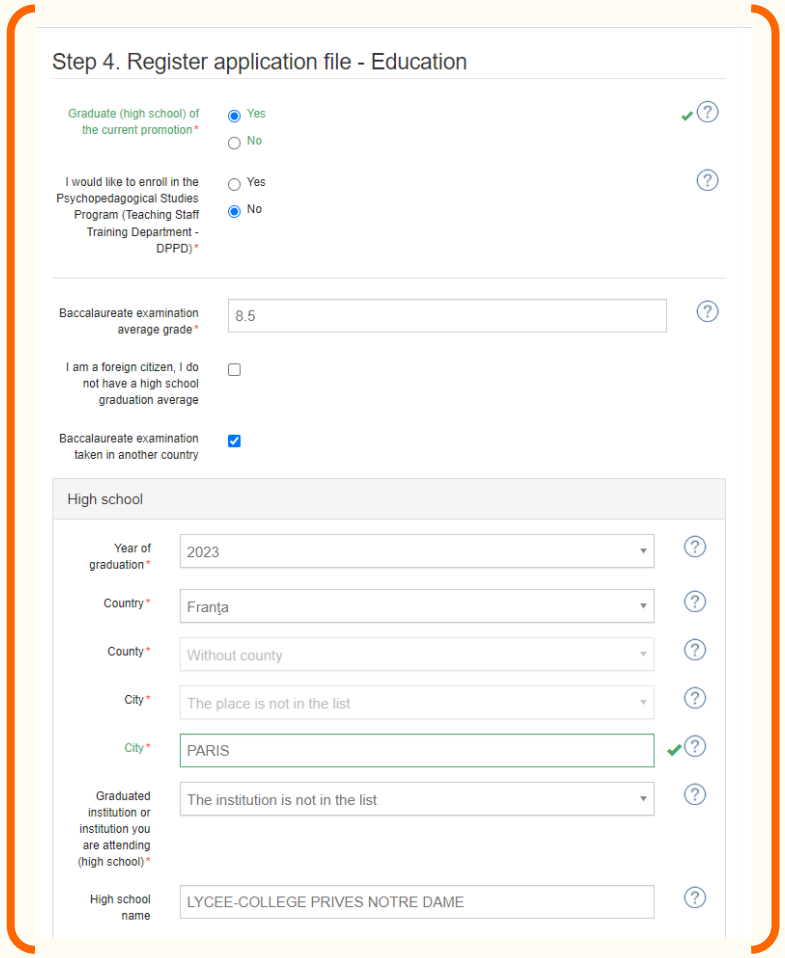
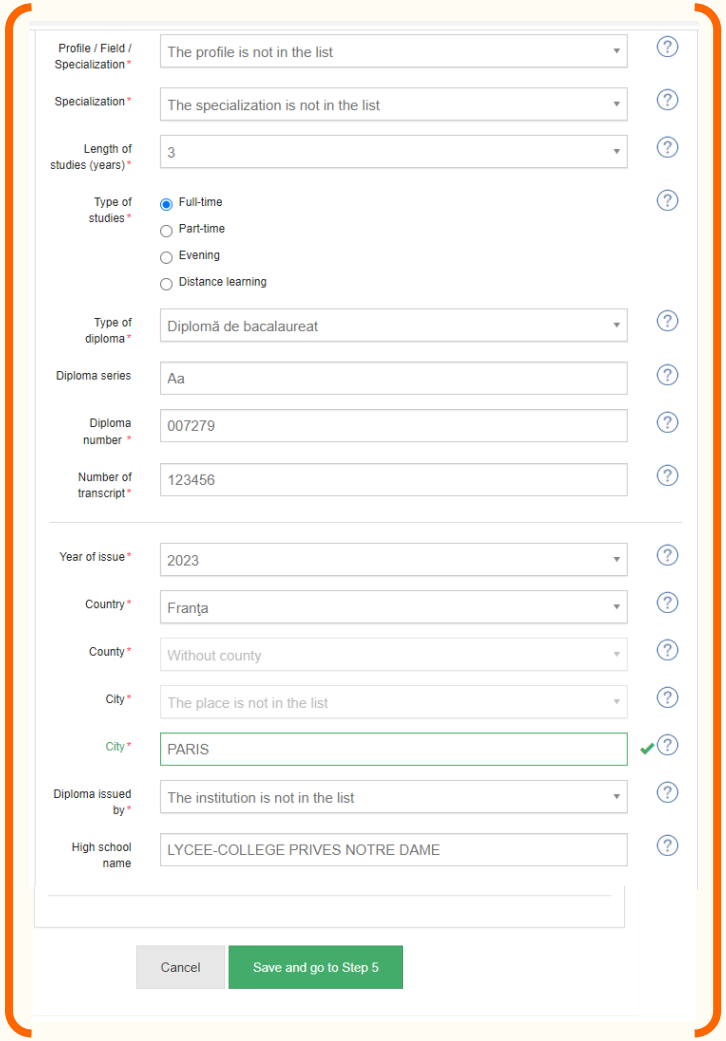
4

Here you will add **information about your studies**:





If the educational institution that issued the degree is not listed, you must select the option "not listed" and you will be able to complete the name of the educational institution.

If in the **3rd step**, you selected " Student at the University... "/"Student at another University"/" University graduate" then you will need to complete the details of your current or completed university studies.

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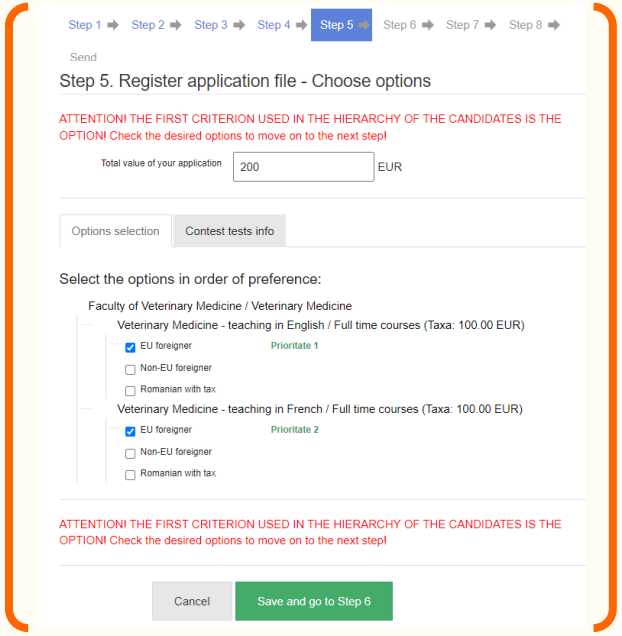
5

Once you have finished completing your personal details, you are about to select your options. Depending on the type of admission, you will need to select the field/programme of study you wish to apply for, the competition test (if applicable) and the type admission you are applying for.



If more than one field or programme of study is applied for in the competition, you will have the possibility to declare your choices for more than one field or programme of study.

Important!

The first criterion, used in the ranking of the candidates, in the option, the candidates registered with the second and following options can be declared accepted in the respective field/programme of study only if the number of places is not filled by the candidates registered with the first option.

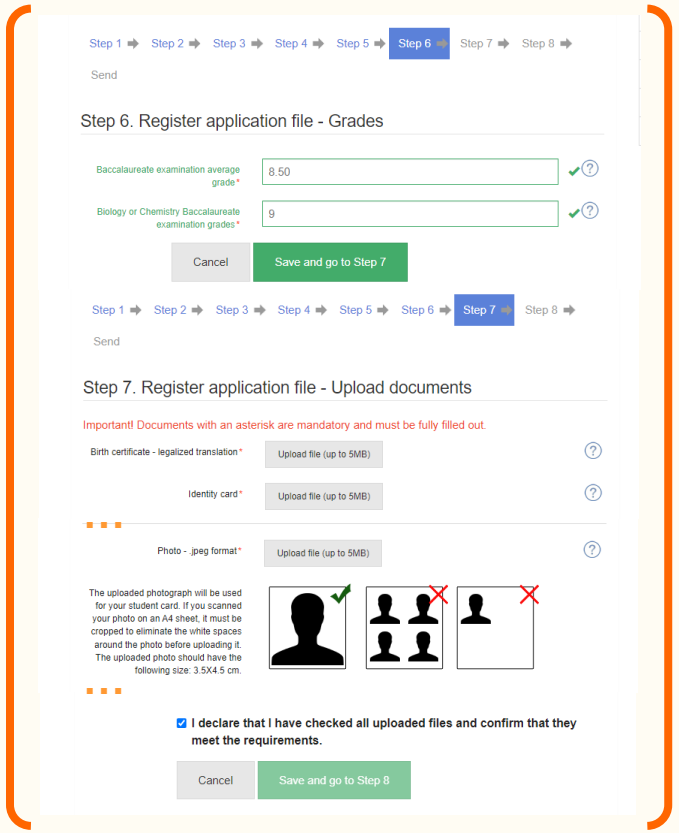
Once payment has been made, the options cannot be changed!

6

Depending on the study programs/areas selected in the previous step, you will enter the marks obtained in the baccalaureate/licence exam, on the basis of which the average of the competition will be calculated.

7

At this step you will have to upload the documents in electronic format (.pdf, .jpeg.), respectively specific documents depending on the study programmes / fields selected in the previous step (essay), with a maximum size of 5 Mb.



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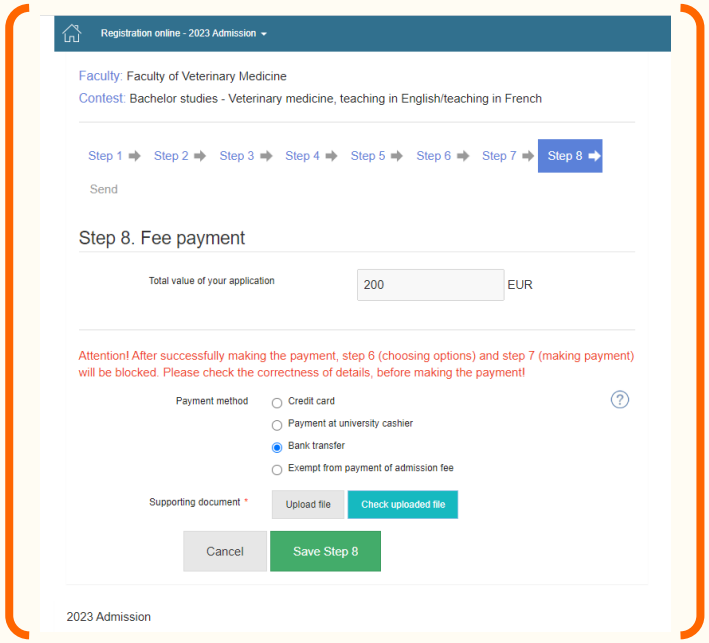
For the 2023 admission competition:

REGISTRATION FEE = 100 Euro

If a candidate wishes to check another option, he must pay an additional 100 euros of registration fee.

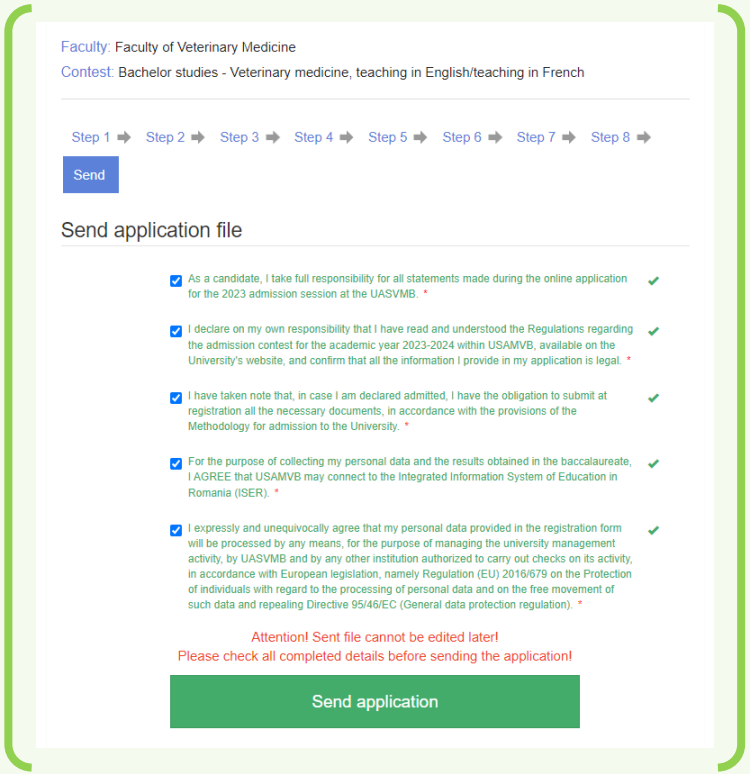


Attention!
Once the payment has been made, step 5 (choosing options) and step 8 (making payment) will be blocked!
Please check the accuracy of the data entered in the previous steps, before making the payment!

SEND THE FILE FOR VALIDATION

The **submission of the application** to the approval committee is preceded by a further series of self-declarations, which must be assumed by marking them individually.

At the same time, the system notifies the candidate that access to the information in the application file is blocked once it has been sent for validation and recommends that it should be revised.



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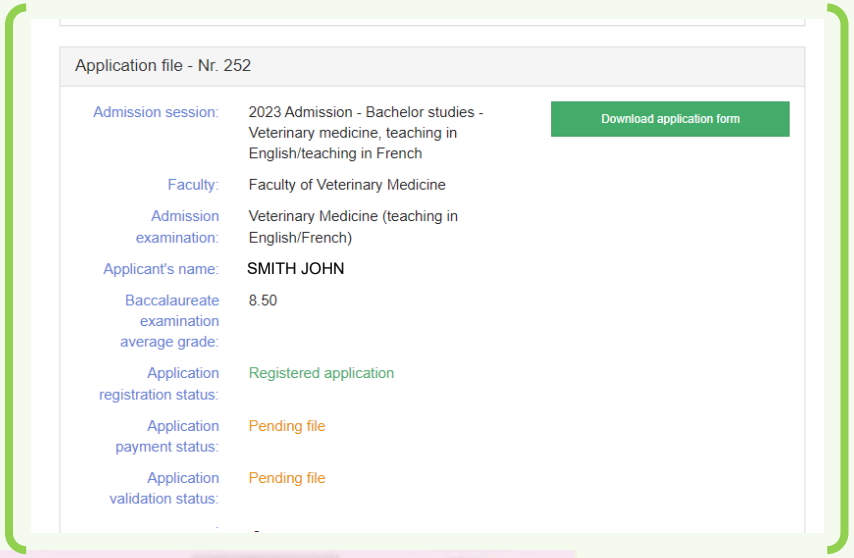
The status of the application at this time, both financially and in regard to the documents attached to it, is "**Pending Application**".



Subsequent submission of the application:

1. you will be able to view, save and list your application form directly from your account created on the online application platform.
2. you will receive an automatic confirmation from the system that your application has been received and your application form, generated according to the standard format used in the application, to the email address you provided when you created your account.

> John,
> Your application completed and submitted online on 07-07-2023 has been declared VALID by the Admission Committee.
> The application contains the following information:
> SMITH JOHN, G., 2000000000000
> In this email, you will find the admission ID, which you are kindly requested to print.
> We wish you good luck!
> Best wishes,
> University Admissions Team

From the moment you have sent your electronic application for validation, the University has access to your data in order to do the necessary checks for registration.

You will be notified, both on your declared email address and in your account in the application, about the status of your application.

- If your application requires changes (e.g. a document is not legible enough), you will receive a message indicating the exact reason for invalidation. Your application will reopen exactly where you need to make the change, and you can then resubmit it for validation.
- If everything is in order, and your application has been validated both financially and in terms of uploaded documents, you will be able to view, save and list your admission ID directly from your account created on the online admissions platform or from the notification email you received.