

Documents Required for Diploma Equivalency

1. Application form:

- The standard form can be downloaded from the authority website at:
<http://cnred.edu.ro/pdf/formular-cerere-echivalare-diploma-scoli-particulare.pdf>
 - The form shall indicate the name of the high school which will host the exams in relation to discrepancies in the Bacalaureate curricula: Romanian Language and Literature, from the curriculum of years IX-XII (written and oral) and History of Romania – from the curriculum of year XII (written);
 - The minimum average grade to pass is 6 (six);
- The exams shall be graded in accordance with the Methodology for organizing and holding the bacalaureate exam, approved by Order of the Minister;
 - **Important!** Graduates of the following institutions must sit the discrepancy exam: *International Lebanese School - Cambridge School of Bucharest, Jerusalem School.*

2. The transcripts of records pertaining to all years of study in Romania prior to enrolment in **ISB** (if the case applies, unless the students has always been enrolled in ISB from Year 1 to Year 13):

- in case education was provided by one of the institutions in the Romanian national school network:
 - the transcripts of records pertaining to all years of study,
 - as original documents or
 - as certified copies or
 - as copies authenticated to be "in accordance with the original" by the relevant County School Inspectorate / Bucharest School Inspectorate;
- in case education was provided abroad, or in Romania by another institution which organises and performs educational activities in correspondence with the education systems of other countries, the application must include transcripts of records for each academic year and graduated courses, as simple photocopies and legalized translations into Romanian, with the exception of documents written in the following languages of international circulation: English, French, Spanish, Italian.

3. The transcripts of records issued by **ISB**:

- simple photocopy of the original document,
- certified translation into Romanian, with the exception of documents written in the following languages of international circulation: English, French, Spanish, Italian;

4. Diploma:

- simple photocopy of the original document in the official language of the issuing country;
- certified translation into Romanian;
- diplomas issued in countries which have NOT ratified the Hague Apostille Convention must be superlegalized by the following authorities:
 - The Ministry for Education and the Ministry of Foreign Affairs of the issuing country, the Embassy/Consular Office of Romania in the issuing country, and the Romanian Ministry of Foreign Affairs, or

- The Ministry for Education of the issuing country, the Embassy/Consular Office of the issuing country in Romania, and the Romanian Ministry of Foreign Affairs.
 - **Important!** The applications for the equivalence of diplomas issued by schools having adopted the British curriculum must include the General Certificate of Education *A-Levels* (a minimum of 2 courses on different subjects, minimum grade D); the graduates of The American International School of Bucharest, having followed the American curriculum, must include the graduate diploma accompanied by the official SAT results, transmitted via the College Board or the Department of Education (a minimum of 420/800 for 2 courses);
5. **Photocopies of personal identification documents**, as follows :
- Identification document – ID card or ID booklet,
 - Proof of legal change of name – in case the name on the diploma no longer corresponds to the name on the identity document.
6. **Photocopy of the proof of payment for the processing fee:**
- the receipt / bank transfer form / postal order shall state the name of the diploma's holder as person paying, precisely as given on the document;
 - the processing fee is 20 RON.

The fee is payable at the CNRED Cashier's Office (working hours: Mondays to Thursdays, between 9:00-12:00 and 14:00-15:00) or via bank transfer or postal order, including the account number given below:

Beneficiary: Ministerul Educației și Cercetării Științifice

Tax Registration Number: 13729380

Bank: Activitatea de Trezorerie și Contabilitate Publică a Municipiului București - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXX

SWIFT Code: TREZROBU

BIC Code: TREZ

Important: *For the payment to be valid, the postal order or the bank transfer form must include the IBAN code!*

The application must be submitted in a manila folder either:

- directly to the Ministry Registrar's Office, at 10, Spiru Haret Street during public working hours : Mondays to Thursdays, 09:00 to 11:00 and 14:00 to 16:00 and Fridays, between 09:00 and 11:00, or
- at the appropriate County School Inspectorate, or
- via mail service, to the National Centre for Equivalence and Recognition of Diplomas, at the following address:

*c/o The Registrar's Office, Ministry for Education and Scientific Research
10, Spiru Haret street, District 1, 010176 Bucharest*

In accordance with the provisions of CNRED Regulations, the term for processing a request for recognition of pre-university education shall be 30 days, from the submission of a complete application file.