



"GEORGE EMIL PALADE" UNIVERSITY OF MEDICINE, PHARMACY, SCIENCE AND
TECHNOLOGY OF TÂRGU MUREȘ

OPERATIONAL PROCEDURE

REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU
STATES

SPECIALIZATION STUDIES THROUGH RESIDENCY

Code: UMFST-PO-REZ-02

Edition 02

1. List of persons responsible for the drafting, verification and approval of the edition or, as applicable, the revision within the edition of the operational procedure:

	Elements regarding responsible parties/ operation	Name and surname	Position	Date	Signature
	1	2	3	4	5
1.1.	Drafted	Working Committee - Prof. Anca-Meda Văsieșiu, MD, PhD	Process manager, Residency Training Department	11.02.2026	
1.2.	Verified	Prof. Anca-Meda Văsieșiu, MD, PhD	Vice-Rector for Residency Training, Continuing Medical-Pharmaceutical Education and Hospital Relations	12.02.2026	
1.3.	Approved	Prof. Azamfirei Leonard, MD, PhD	Rector	16.02.2026	

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: Operational Procedure REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 2/17 Informative copy
--	--	---

2. Status of editions and revisions within the operational procedure:

	Edition or, as applicable, revision within the edition	Revised component	Revision method	Effective date of the provisions of the edition or revision of the edition
	1	2	3	4
2.1	Edition 1, revision 0			28.05.2019
2.2	Edition 02, revision 0			17.02.2026

3. List of persons to whom the edition, or as applicable, the revision within the edition of the operational procedure is distributed:

	Purpose of distribution	Copy no.	Department	Position	Name and surname	Date received
1	2	3	4	5	6	7
3.1.	record keeping / archiving	1	DAC	DAC Director	Prof. Corneliu Tanase, MD, PhD	18.02.2026
3.2.	information / familiarization, application	Informative copy	Residency Training Department	Secretary	Oltean Dominica	

4. Purpose of the operational procedure:

This operational procedure establishes the manner of organizing and carrying out the admission, enrollment and conduct of postgraduate specialization studies through residency for citizens from non-EU states, at the "George Emil Palade" University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST).

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 3/17 Informative copy
--	---	---

5. Scope of application:

The procedure applies to the institution's staff who have responsibilities related to the activity described herein.

The procedure applies to:

- Candidates/residents who are citizens of third states outside the EU/EEA/Swiss Confederation, following residency studies in foreign-currency, fee-paying places;
- The Residency Training Department (DPR) and the UMFST structures involved in the admission and monitoring process;
- Residency coordinators, supervisors/mentors and the clinical structures involved in training.

6. Reference documents (regulations) applicable to the procedured activity

6.1. International regulations, international standards:

- SR EN ISO 9001:2015 "Quality management systems. Requirements"
- SR EN ISO 9000:2015 "Quality management systems. Fundamentals and vocabulary"

6.2. Primary legislation:

- Higher Education Law no. 199/2023, as subsequently amended and supplemented.

6.3. Secondary legislation:

- Government Ordinance no. 18/2009 on the organization and financing of residency training, as subsequently amended and supplemented.
- Government Ordinance no. 22/2009 establishing the minimum amount of foreign-currency tuition fees for citizens from non-EU states, as subsequently amended.
- ME methodologies/orders in force regarding the schooling and admission of foreign citizens to postgraduate studies.

6.4. Other documents, including internal regulations of the public entity:

- UMFST Regulation on the organization of residency training (Code: UMFST-REG-29).
- UMFST Methodology on the Preparatory Year of Romanian Language for foreign citizens (Code: UMFST-REG-101).
- The previous UMFST-PO-REZ-02 operational procedure (Edition 01) and approved updates.

7. Definitions and abbreviations of the terms used in the operational procedure

7.1. Definitions of terms

No.	Term	Definition and/or, as applicable, the act defining the term
1.	Documented procedure	The specific way of carrying out an activity or a process, drawn up on paper or in electronic format; documented procedures may be system procedures and operational procedures.

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 4/17 Informative copy
--	---	---

2.	Operational procedure (work procedure)	A procedure describing a process or activity carried out at the level of one or more departments within an entity, without applicability at the level of the entire public entity.
3.	Edition of a procedure/work instruction	The current form of the procedure; the edition of a procedure is modified when 3 revisions of that procedure have already been carried out, or when the changes to the structure of the procedure exceed 50% of the content of the previous revision.
4.	Revision within an edition	The action of modifying, i.e. adding or removing certain information, data, or components of an edition of a procedure, involving, as a rule, changes to under 50% of the content of the procedure.
5.	Residency	A specific form of postgraduate education which provides the training necessary to obtain a specialty from the Nomenclature of medical, dental, and pharmaceutical specialties, under the authority of the Ministry of Health and the Ministry of Education and Research.
6.	Citizen of a non-EU state	A person who holds neither Romanian citizenship nor the citizenship of an EU/EEA/Swiss Confederation member state.
7.	Letter of acceptance to studies	A document issued by the Ministry of Education and Research, through the competent directorate, which confers the right to pursue studies in Romania, at the indicated higher education institution.
8.	APLR	The preparatory year of Romanian language for foreign citizens (a two-semester/60-ECTS program), completed with an examination and a graduation certificate.

7.2. Abbreviations of terms

Abbreviation	Meaning
UMFST	"George Emil Palade" University of Medicine, Pharmacy, Science and Technology of Târgu Mureș
DPR	Residency Training Department
CA	Administrative Board
Senate	UMFST Senate
MEC	Ministry of Education and Research

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 5/17 Informative copy
--	---	---

MS	Ministry of Health
APLR	Preparatory Year of Romanian Language for foreign citizens
CEFR	Common European Framework of Reference for Languages

8. Description of the operational procedure

8.1. General provisions

Citizens from non-EU states may pursue specialization studies through residency in Romania, in compliance with the legal provisions and UMFST rules. Training through residency is conducted exclusively in the Romanian language and lasts between 3 and 7 years, depending on the specialty, in accordance with the approved Nomenclature and curriculum.

The specialist examination is organized by the Ministry of Health, at the end of the training, during the sessions established at the national level.

8.2. Necessary resources

Material resources: working spaces (offices), IT equipment, printers, internet access, archiving spaces.

Human resources: DPR staff and support structures (International Relations/Secretariats), coordinators and supervisors.

Financial resources: in accordance with the UMFST budget and the annually approved schedule of fees.

8.3. Eligibility conditions and language competency

- (1) Holding a valid passport (non-EU) and documents proving stable residence abroad;
- (2) A bachelor's degree in the human medical-pharmaceutical field or equivalent, with a structure, duration and credits at least equal to those in Romania;
- (3) Meeting the health requirements (medical certificate);
- (4) Holding the Certificate of completion of the Preparatory Year of Romanian Language (APLR)/language competency certificate, as applicable, or the result of the language proficiency test for foreign citizens, holders of a bachelor's degree in the human medical-pharmaceutical field, obtained in study programs taught in foreign languages, in Romania, or an equivalent document of language competency;
- (5) Obtaining the residency coordinator's agreement in principle and the UMFST institutional agreement.

The APLR may be pursued at an accredited higher education institution that organizes the program. UMFST organizes the APLR in accordance with its own methodology approved by the Senate, and may carry out teaching activities in online/hybrid format as well, where the legal framework and accreditation allow it.

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	<i>Document type: Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 6/17 Informative copy
--	---	---

Candidates who present proof of Romanian studies, or who can prove at least three consecutive years of studies completed at an accredited higher education institution in Romania, in accordance with the ME regulations in force, are exempted from the APLR obligation.

UMFST may issue a conditional agreement in principle for candidates who demonstrate that they are enrolled in the APLR, for the purpose of carrying out the registration procedures. Failure by the candidate to obtain this certificate releases UMFST from any obligation, including that of returning any fees paid.

Candidates who have graduated from university undergraduate studies in the human medical-pharmaceutical field, with a structure, duration, or number of transferable study credits lower than those in Romania, may sit, upon request and with the university's approval, differential examinations in order to complete their studies. Differential examinations shall be held before committees organized at the level of state higher education institutions, within which faculties of a medical-pharmaceutical profile operate. Proof of passing these examinations shall be reflected in a certificate issued by the university concerned and shall not lead to the award of a diploma.

8.4. Establishing the number of places and candidate selection

The number of training places is established annually by the DPR, following consultation with the residency coordinators, depending on the training capacity and the available clinical resources, and is approved by the Administrative Board (CA).

8.5. Calendar and communication channels

The annual calendar for the submission of files and enrollment is approved by decisions of the Administrative Board (CA) and is published on the UMFST website. Official communication with candidates/residents is carried out through institutional channels (institutional e-mail and/or the academic platform).

8.6. Submission of the application file

The candidate submits the file to the DPR (in physical and/or electronic format, as applicable), within the annually communicated deadline. The file must be complete and contain translated and legalized documents, as applicable (including apostille/superlegalization).

The application file includes:

- (1) Application for admission to residency (with the prior approval of the residency coordinator and of the responsible Vice-Rector).
- (2) Application to the MEC for the issuance of the Letter of acceptance to studies (official form), fully completed.
- (3) Bacalaureate diploma or equivalent (copy and legalized translation; authenticated by the competent authorities in the issuing country).
- (4) Bachelor's degree/degree certificate (copy and legalized translation; authenticated/apostilled).
- (5) Academic transcript/diploma supplement (copy and legalized translation).
- (6) Birth certificate (copy and legalized translation).
- (7) Document proving stable residence abroad (copy).
- (8) Passport (copy; a minimum validity of 9 months from the date of file submission is recommended).
- (9) Medical certificate (in a language of international circulation) attesting that the person does not suffer from contagious diseases or other conditions incompatible with the future profession.
- (10) APLR certificate/attestation or language competency document, or Certificate of enrollment in the APLR program (as applicable).

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 7/17 Informative copy
--	---	---

(11) Passport-type photographs (in accordance with MEC requirements).

(12) Proof of payment of file processing fees.

8.7. Verification of the file and issuance of agreements

The DPR verifies the existence and conformity of the documents. In the case of missing/non-compliant documents, it requests additions within a deadline communicated to the candidate. The residency coordinator and the UMFST management issue agreements in principle depending on the available places and the outcome of the selection (if applicable).

8.8. Transmission of files to the Ministry of Education and Research and issuance of the Letter of acceptance

After completing the verification and obtaining the agreements, the DPR transmits the files to the MEC — the competent directorate for international relations and admission of foreign citizens — for the issuance of the Letters of acceptance to studies. The DPR keeps a record of the files transmitted (register/transmittal list).

The DPR informs the candidate about the issuance of the Letter of acceptance and the steps necessary to obtain the long-stay visa for studies and for enrollment.

8.9. Tuition fees and payment conditions

8.9.1. Tuition fees are established by UMFST. The amount, currency, deadlines and method of payment are stated in the study contract.

8.9.2. In accordance with the applicable regulations for self-funded, foreign-currency studies, fees are paid in advance, within the first 7 days from the start of the academic year; UMFST may establish payment of the full academic year and/or payment in installments, by decision of the CA and through the study contract.

8.9.3. The study contract is concluded for the entire duration of residency training, as regulated by the MS, depending on the specialty, after the tuition fee has been paid.

8.9.4. UMFST may allow third parties to pay tuition fees on behalf of and for enrolled residents.

8.9.5. Carrying out training placements at other university centers, in the country or abroad, does not exempt the resident from the full payment of the fees corresponding to an academic year.

8.10. Enrollment

Enrollment takes place after obtaining the Letter of acceptance to studies and fulfilling the administrative conditions (visa/permit, original documents, proof of fee payment, contract). The UMFST CA issues the enrollment decision/resolution.

At enrollment, the candidate presents the documents from the file in original and copy, in accordance with MEC and UMFST requirements, including legalized translations and apostille/superlegalization, as applicable. The original documents remain in the custody of the DPR, in accordance with internal procedures, for the entire duration of studies.

8.11. Conduct of residency training

1. The DPR communicates, in writing, to the residency coordinator and the clinical structure, the start date of training and the resident's administrative status.

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 8/17 Informative copy
--	---	---

2. Training in the core specialty is conducted under the coordination of the residency coordinator; complementary placements are carried out in the specific departments/disciplines, in the same manner as the training of Romanian residents.
3. Changes of rotation for placements are made in strict compliance with the curriculum. Before each change of placement, the resident presents themselves to the DPR for the assignment/notification documents.
4. At the end of each training module, the coordinator/supervisor issues a certificate/evaluation sheet certifying the completion of the placement (period, location, evaluation).
5. The resident submits to the DPR the documents attesting to the completion of the placements, within the established deadline (maximum 30 days from the end of the module), as well as the monthly attendance sheet signed by the placement coordinator, who is exclusively responsible for the resident's training and presence at the placement.
6. Resident physicians have the right to examine patients and apply therapeutic solutions under the strict supervision of the supervisor or the responsible person, using the skills acquired, in accordance with their level of training.
7. Resident physicians perform on-call duty throughout their training, under the strict supervision of the supervisor or the responsible person, taking part in the entire activity of the healthcare unit in which they carry out their training, within the legal working schedule.
8. Resident physicians have the right to use, for specialty information purposes, the university libraries and those of the hospitals in which they carry out their residency placements, as well as the electronic libraries with a medical and research profile of the accredited institutions or healthcare units.
9. Residency training is completed by passing the specialist physician examination, organized by the MS.

8.12. Monitoring, special situations, interruptions and termination of resident status

Monitoring of training is carried out by the residency coordinators, supervisors and the DPR, through records of rotations, portfolios, evaluations, and placement documents.

Interruptions of training, equivalences/recognition of placements, and loss of resident status are managed in accordance with the legislation in force, UMFST regulations, and MS/ME procedures.

8.13. The main flow of the process is as follows:

- The candidate requests and obtains the agreement in principle of the residency coordinator and the UMFST institutional agreement.
- The candidate submits the file to the DPR; the DPR verifies the file and requests additions, if applicable.
- If necessary, the disciplinary committee carries out the selection of candidates and draws up the minutes.
- The DPR transmits the complete file to the MEC for the issuance of the Letter of acceptance to studies.
- The MEC issues the Letter of acceptance; the DPR informs the candidate and communicates the steps for the study visa and enrollment.
- The UMFST CA issues the enrollment resolution/decision; the contract is signed and the fee is paid.
- The DPR informs the coordinators; the resident undergoes training and submits the placement documents.
- At the end, the resident sits the specialist examination organized by the MS.

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 9/17 Informative copy
--	---	---

9. Responsibilities and accountabilities in carrying out the activity:

No.	Department / role	Main responsibilities	Documents/outputs	Remarks
1	Candidate (non-EU citizen)	Submits the request and the file; obtains the agreements; ensures the legalizations; obtains the study visa; pays the fees; complies with the regulations and curriculum.	Complete file; original documents; proof of payment	
2	Residency Coordinator / Disciplinary Committee	Establishes the places; analyzes the requests; issues the agreement in principle; organizes the selection, if applicable; monitors the training.	Agreement in principle; selection minutes	Selection is carried out on transparent criteria.
3	UMFST Management (Rector/Responsible Vice-Rector)	Approves the request at institutional level; orders measures for enrollment.	Institutional agreement / report	
4	DPR	Receives and verifies the files; requests additions; draws up statements; transmits files to the ME; keeps records of residents; communicates with coordinators; archives.	Transmittal list; register; CA decision; record sheets	
5	UMFST CA	Approves enrollment by resolution/decision, after obtaining the Letter of acceptance and fulfilling the conditions.	CA resolution/decision	



10. Annexes, records, archiving:

No.	Annex name	Drafted by	Approved by	No. of copies	Distribution	Archiving location	Period	Other
0	1	2	3	4	5	6	7	8
1	Annex 01: UMFST-PO-REZ-02-F01-Ed.02-rev.0 UMFST internal request for agreement in principle (template).				Residency Training Department	Residency Training Dept.	5	
2	Annex 02: UMFST-PO-REZ-02-F02-Ed.02-rev.0 Residency coordinator agreement in principle template (template).				Residency Training Department	Residency Training Dept.	5	
3	Annex 03: UMFST-PO-REZ-02-F03-Ed.02-rev.0 Candidate file checklist (non-EU residency).				Residency Training Department	Residency Training Dept.	5	
4	Annex 04: UMFST-PO-REZ-02-F04-Ed.02-rev.0 Candidate information template regarding study visa and enrollment.				Residency Training Department	Residency Training Dept.	5	

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	<i>Document type: Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 11/17 Informative copy
--	---	--

5	Annex 05: UMFST-PO-REZ-02-F05-Ed.02- rev.0 Register/transmittal list of files to the Ministry of Education and Research (template).				Residency Training Department	Residency Training Dept.	5	
---	---	--	--	--	-------------------------------------	--------------------------------	---	--

The DPR manages the register of incoming/outgoing files, the record of residents, the transmittal lists to the ME, copies of the Letters of acceptance, the enrollment resolutions/decisions, and the placement documents.

The retention of documents is carried out in accordance with the UMFST Archival Nomenclature and the archival legislation in force.

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: Operational Procedure REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 12/17 Informative copy
--	--	--

ANNEX 01: UMFST-PO-REZ-02-F01-Ed.02-rev.0

UMFST internal request for agreement in principle (template)

To: The Residency Training Department (DPR) / UMFST Management

I, the undersigned,, citizen of, born on/...../....., holder of passport no., hereby request the agreement in principle for enrollment in postgraduate specialization studies through residency, in the specialty, within UMFST.

I note that I have been informed that the training is conducted in the Romanian language and that I will submit the documents regarding language competency (APLR/equivalent certificate), in accordance with the requirements.

Date:/...../.....

Signature:

Residency coordinator agreement	UMFST institutional agreement
Coordinator name:	Vice-Rector:
Signature:	Signature:
Date:/...../.....	Date:/...../.....
Remarks:	Remarks:

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 13/17 Informative copy
--	---	--

ANNEX 02: UMFST-PO-REZ-02-F02-Ed.02-rev.0

Residency coordinator agreement in principle template (template)

I, the undersigned,, residency coordinator in the specialty, hereby confirm my availability to coordinate the residency training of candidate (non-EU citizen), within the limit of available training places and in compliance with UMFST and MS regulations.

Conditions/remarks:

.....
.....

Date:/...../.....

Coordinator's signature:

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Document type: <i>Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 14/17 Informative copy
--	---	--

ANNEX 03: UMFST-PO-REZ-02-F03-Ed.02-rev.0

Candidate file checklist (non-EU residency)

No.	Document	Checked / Remarks
1	Application for admission to residency (with the prior approval of the residency coordinator and of the responsible Vice-Rector).	☐
2	MEC application for the issuance of the Letter of acceptance to studies (official form), fully completed.	☐
3	Baccalaureate diploma/equivalent (copy and legalized translation; authenticated by the competent authorities in the issuing country).	☐
4	Bachelor's degree/degree certificate (copy and legalized translation; authenticated/apostilled).	☐
5	Academic transcript/diploma supplement (copy and legalized translation).	☐
6	Birth certificate (copy and legalized translation).	☐
7	Document proving stable residence abroad (copy).	☐
8	Passport (copy; a minimum validity of 9 months from the date of file submission is recommended).	☐
9	Medical certificate (in a language of international circulation) attesting that the person does not suffer from contagious diseases or other conditions incompatible with the future profession.	☐
10	APLR certificate/attestation or language competency document/Certificate of enrollment (as applicable).	☐
11	Passport-type photographs (in accordance with ME requirements).	☐
12	Proof of payment of file processing fees (if applicable, in accordance with UMFST resolutions).	☐

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	<i>Document type: Operational Procedure</i> REGARDING THE RESIDENCY TRAINING ACTIVITY FOR CITIZENS FROM NON-EU STATES SPECIALIZATION STUDIES THROUGH RESIDENCY Code: UMFST-PO-REZ-02	Edition 02 Revision 0 Pag 15/17 Informative copy
--	---	--

ANNEX 04: UMFST-PO-REZ-02-F04-Ed.02-rev.0

Candidate information template (study visa and enrollment)

Dear Candidate,

We inform you that the Letter of acceptance to studies has been issued/is to be issued by the Ministry of Education and Research. For the continuation of the process, please note the following:

- Obtaining the long-stay visa for studies (type D) from the diplomatic mission/consulate of Romania;
- Presenting yourself at UMFST within the communicated deadline for enrollment;
- Presenting the documents in original and copy (translated/legalized, apostilled/superlegalized, as applicable);
- Paying the tuition fees in accordance with the study contract;
- Concluding the study contract and completing the administrative formalities (record book/ID card, placement assignment, etc.).

Sincerely,

DPR / UMFST



UNIVERSITATEA DE MEDICINĂ,
FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE
„GEORGE EMIL PALADE”
DIN TÂRGU MUREȘ

Document type: *Operational Procedure*
REGARDING THE RESIDENCY TRAINING ACTIVITY
FOR CITIZENS FROM NON-EU STATES
SPECIALIZATION STUDIES THROUGH RESIDENCY
Code: UMFST-PO-REZ-02

Edition 02
Revision 0
Pag 16/17
Informative copy

ANNEX 05: UMFST-PO-REZ-02-F05-Ed.02-rev.0

**Register/transmittal list of files to the Ministry of Education and Research
(template)**

No.	Candidate name	Citizenship	Specialty	Date submitted to DPR	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Drawn up by: Date:/...../..... Signature:
.....



11. TABLE OF CONTENTS

Component number within the operational procedure	Name of the component within the operational procedure	Page
	Cover page	1
1.	List of persons responsible for the elaboration, verification and approval of the edition or, as applicable, the revision within the edition of the operational procedure	1
2.	Status of the editions and revisions within the editions of the operational procedure	2
3.	List of persons to whom the edition or, as applicable, the revision within the edition of the operational procedure is distributed	2
4.	Purpose of the operational procedure	2
5.	Scope of application of the operational procedure	3
6.	Reference documents (regulations) applicable to the procedured activity	3
7.	Definitions and abbreviations of terms used in the operational procedure	3
8.	Description of the operational procedure	5
9.	Responsibilities and accountabilities in carrying out the activity	9
10.	Annexes, records, archiving	10
11.	Table of Contents	17