



**Candidate's guide**  
for the online registration  
for admission

# ONLINE ADMISSION

Everything is easier now!

# ADMITEREA ONLINE

Acum totul este mai simplu!

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.

# UNITATE

*O unitate ce respectă diversitatea poate fi cheia succesului.*

# ONOARE

*Am decis mereu ca drumul nostru este unul al onestității.*

# COMPETENȚĂ

*Prețuim și recompensăm competența.*

## 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 ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE

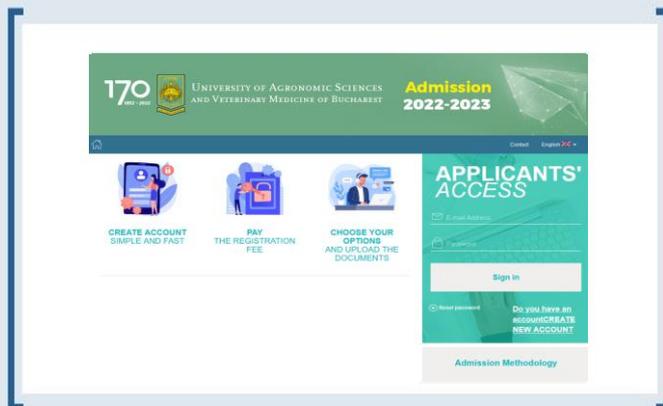


### SET UP AN ACCOUNT

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.

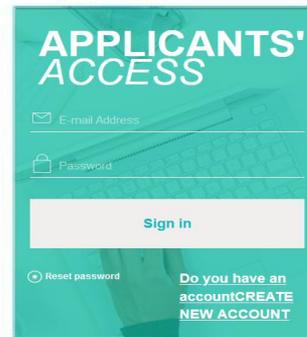
# STAGES OF ONLINE ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE



### 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.

- Your application
- Create a new application
- My payments
- Change profile
- Change password
- Sign out

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

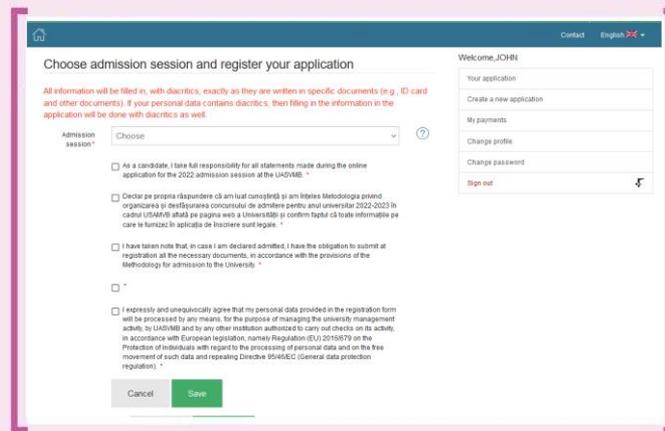
Initially, if the candidate has no folder created, the system will display this message: **“Attention! You do not have files registered in your account.”**, with the possibility of creating a first file, by calling the button: **“Add your file”**, or by calling the second option from the main menu, **“Sign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

# STAGES OF ONLINE ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE

CREAZĂ UN CONT

ACCESĂ PLATFORMA

SELECȚIȚI SESIUNEA

SELECȚIȚI FACULTATEA ȘI CONCURSUL

COMPLETEZI FIȘA ONLINE DE ÎNSCRIERE

TRIMITI DOCSURILE PENTRU VALIDARE

SELECT THE FACULTY AND THE CONTEST

You choose the Contest you want to apply for.

The screenshot shows a user interface for an online application portal. At the top, there is a navigation bar with a home icon, 'Contact', and 'English' with a flag icon. Below the navigation bar, there is a main content area with a list of faculties. The selected faculty is 'Veterinary Medicine (teaching in English/French)'. To the right of the main content area, there is a sidebar menu with the following items: 'Welcome, JOHN', 'Your application', 'Create a new application', 'My payments', 'Change profile', 'Change password', and 'Sign out'.

**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.

The screenshot shows the 'Step 1. Register application file - Main personal details' form. The form is divided into several sections, each with a text input field and a green checkmark icon with a question mark. The sections are: 'Current last name \*' (SMITH), 'Last name from birth certificate \*' (SMITH), 'First name \*' (JOHN), 'Father's first name \*' (GEORGE), 'Mother's first name \*' (MARY), 'Personal identification number \*' (123456), 'Phone number (including country code) \*' (0040783123456), 'Email \*' (johnsmith@gmail.com), and 'Alternative phone number' (ex. 004 07XX XXXXXX). There is a checkbox for 'I do not have a Romanian CNP (personal numeric code), I am a foreign citizen' which is checked. At the bottom of the form, there are two buttons: 'Cancel' and 'Save and go to Step 2'.

# STAGES OF ONLINE ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE



# 2

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

Faculty:  
Contest: Veterinary Medicine (teaching in English/French)

Step 1 → **Step 2** → Step 3 → Step 4 → Step 5 → Step 6 → Step 7 → Step 8 →  
Send

### Step 2. Register application file - Personal details and home address

**Birth details**

Date of birth \* 01-07-2000 ✓ ?

Country \* Franța ?

County \* Without county ?

Place of birth \* The place is not in the list ?

Place of birth \* LYON ✓ ?

**Permanent address**

Country \* Franța ?

County \* Without county ?

Place of residence \* The place is not in the list ?

Place of residence \* LYON ✓ ?

Sector \* 1 ✓ ?

Street \* DE LA GARRE ✓ ?

Number \* 1 ?

Block \* B ?

Apartment \* 47 ?

Identification document

Type of identification document \*  
 Passport ✓ ?  
 IC (identity card)  
 Temporary IC (temporary identity card)  
 Other document

Series \* CI ✓ ?

Number \* 0123456 ✓ ?

Issued by \* PREFECTURE DE LYON ✓ ?

Date of issue \* 01-07-2018 ✓ ?

Expiry date \* 01-07-2028 ✓ ?

Cancel Save and go to Step 3

### 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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## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE

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UN CONT

ACCESIZI  
PLATFORMA

SELECȚIZI  
SEȘUREA

SELECȚIA  
FACULTĂȚII  
ȘI CONCURSUL

COMPLEȚIȚI  
FIȘA ONLINE  
DE ÎNSCRIERE

TRIMIȚI  
DOSARUL  
PENTRU VALIDARE

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.

Faculty: Faculty of Veterinary Medicine  
Contest: Veterinary Medicine (teaching in English/French)

Step 1 → Step 2 → **Step 3** → Step 4 → Step 5 → Step 6 → Step 7 → Step 8 →

Send

### Step 3. Register application file - Other details

Category of place of residence:  Urban  Rural ✓ ?

Gender:  Female  Male ✓ ?

Citizenship:  ✓ ?

Ethnicity:  ✓ ?

Nationality:  ✓ ?

Civil status:  Single  Married  Divorced  Widow ✓ ?

Yes  No ✓ ?

Special situations:  Orphan  Orphan of both parents  From orphanage  From a single parent family  Person with disabilities (only with support documents)  Disadvantaged environment  Other situations ?

Parents are teaching staff:  Yes  No ✓ ?

I request accommodation in the university campus  ?

I heard about the admission from:  The university's website  The press  The online press  Social media (Facebook, YouTube)  The radio  The TV  Highschool  Brochures  The faculty's caravan  Other sources ?

Cancel Save and go to Step 4



# STAGES OF ONLINE ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE



4

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

Faculty: Faculty of Veterinary Medicine  
 Contest: Veterinary Medicine (teaching in English/French)

Step 1 → Step 2 → Step 3 → **Step 4** → Step 5 → Step 6 → Step 7 → Step 8 →

Send

### Step 4. Register application file - Education

Olympic / Awarded in national or international competitions organized in the field of application\*  No  Yes ✓ ?

I request distribution to 2 fields / study programs\*  No  Yes ✓ ?

Graduate (high school) of the current promotion\*  Yes  No ✓ ?

I would like to enroll in the Psychopedagogical Studies Program (Teaching Staff Training Department - DPPD)\*  Yes  No ?

Baccalaureate examination average grade\*  ✓ ?

Baccalaureate examination taken in another country

High school

Year of graduation\*  ?

Country\*  ?

Tehnician veterinar

Length of studies (years)\*  ?

Type of studies\*  Zi  Frecvență redusă  Seral  Învățământ la distanță ✓ ?

Type of diploma\*  ?

Diploma series  ✓ ?

Diploma number\*  ✓ ?

Number of transcript  ✓ ?

Year of issue\*  ?

Country\*  ?

?

City\*  ?

City\*  ✓ ?

Diploma issued by\*  ?

?

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 3<sup>rd</sup> 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.

# STAGES OF ONLINE ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE



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, is 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.

Please note the option number for the fee-paying position.

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.

Depending on the study programmes/fields selected in the previous step, respectively the specific documents, you will have to upload the documents in electronic format (.pdf, .jpeg.), with a maximum size of 3Mb.

At the same time, in the case of eliminatory tests such as "Cover letter" or "Motivational essay", the candidate has the possibility to download a standard form, complete it and then upload it to the platform.

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# STAGES OF ONLINE ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE

CREEZI UN CONT

ACCSEZI PLATFORMA

SELECȚIZI SESIUNEA

SELECȚIZI FACULTATEA ȘI CONCURSUL

COMPLETEZI FIȘA ONLINE DE ÎNSCRIERE

TRIMITI DOX. PENTRU VALIDARE

8

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

### Step 8. Fee payment

Total value of your application  EURO

**Attention!** After successfully making the payment, step 6 (choosing options) and step 7 (making payment) will be blocked. Please check the correctness of details, before making the payment!

Payment method

Credit card

Payment at university cashier

Bank transfer

Exempt from payment of admission fee

Supporting document\*

NETOPIA PAYMENTS VISA mastercard

**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 the candidate 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.

Send application file

- As a candidate, I take full responsibility for all statements made during the online application for the 2022 admission session at the UASVMB. \*
- Declar pe propria răspundere că am luat cunoștință și am înțeles Metodologia privind organizarea și desfășurarea concursului de admitere pentru anul universitar 2022-2023 în cadrul USAMVB aflată pe pagina web a Universității și confirm faptul că toate informațiile pe care le furnizez în aplicația de înscriere sunt legale. \*
- I have taken note that, in case I am declared admitted, I have the obligation to submit at registration all the necessary documents, in accordance with the provisions of the Methodology for admission to the University. \*
- \*
- I expressly and unequivocally agree that my personal data provided in the registration form will be processed by any means, for the purpose of managing the university management activity, by UASVMB and by any other institution authorized to carry out checks on its activity, in accordance with European legislation, namely Regulation (EU) 2016/679 on the Protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General data protection regulation). \*

**Attention!** Sent file cannot be edited later!  
Please check all completed details before sending the application!

# STAGES OF ONLINE ADMISSION AT A FACULTY

## ETAPELE ÎNSCRIERII ONLINE LA O FACULTATE

CREAZI  
UN CONT

ACCESezi  
PLATFORMA

SELECȚIzi  
SEȘIUNEA

SELECȚIzi  
FACULTATEA  
ȘI  
CONCURSUL

COMPLEȚIzi  
FISA ONLINE  
DE ÎNSCRIERE

TRIMIȚI DOGARUL  
PENTRU VALIDARE

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

Application file - Nr. 262

Admission session:	2023 Admission - Bachelor studies - Veterinary medicine, teaching in English/teaching in French	Download application form
Faculty:	Faculty of Veterinary Medicine	
Admission examination:	Veterinary Medicine (teaching in English/French)	
Applicant's name:	SMITH JOHN	
Baccalaureate examination average grade:	8.20	
Application registration status:	Registered application	
Application payment status:	Pending file	
Application validation status:	Pending file	

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.