

REGULATION
ON THE ORGANIZATION OF ADMISSION PROCESS AND DOCUMENTATION OF
FOREIGN CITIZENS AND STATELESS PERSONS WITHIN THE
ACADEMY OF ECONOMIC STUDIES OF MOLDOVA

	DRAFTED	COORDINATED and VERIFIED	APPROVED
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Date			
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I. GENERAL PROVISIONS

1. The purpose of this Regulation is to establish the conditions and principles for the objective and transparent selection of foreign citizens and stateless persons for admission to studies at the Academy of Economic Studies of Moldova (hereinafter, ASEM), as well as the general framework regarding their documentation.
2. The target group of this Regulation consists of international applicants for studies at ASEM. International applicants are considered persons who do not hold the citizenship of the Republic of Moldova (foreign citizens or stateless persons).
3. Admission of foreign citizens and stateless persons to ASEM is carried out in accordance with:
 - ✓ the Education Code of the Republic of Moldova No. 152 of 17 July 2014 (Official Monitor of the Republic of Moldova, 2014, No. 319–324);
 - ✓ the Regulation on the Studies of Foreigners in Educational Institutions of the Republic of Moldova, approved by Government Decision No. 504 of 4 July 2017;
 - ✓ Law No. 200 of 16.07.2010 on the Regime of Foreigners in the Republic of Moldova;
 - ✓ the Law on the Legal Status of Foreign Citizens and Stateless Persons in the Republic of Moldova No. 275-XIII of 10.11.94;
 - ✓ the Regulation regarding the issuance of invitations to foreign citizens and stateless persons, approved by Government Decision No. 331 of 22.05.2011;
 - ✓ the ASEM Development Strategy for 2018–2022;
 - ✓ the ASEM Internationalization Strategy for 2018–2023;
 - ✓ the Framework Regulation on the Organization of Admission to Cycle I – Bachelor’s Higher Education Studies for the academic year 2020–2021 (Order of the Ministry of Education, Culture and Research No. 275 of 09.03.2020);
 - ✓ the Regulation on the Organization and Conduct of Admission to the Academy of Economic Studies of Moldova, Cycle I, Bachelor’s Degree (2020) (Minutes No. 10 of 30.06.2020);
 - ✓ the Regulation on the Organization of Bachelor’s Higher Education Studies (Cycle I) at ASEM (Minutes No. 6 of 26.02.2020);
 - ✓ the Regulation on the Organization of Master’s Higher Education Studies (Cycle II) at ASEM (Minutes No. 6 of 26.02.2020).
4. Foreign citizens are enrolled at the Academy of Economic Studies of Moldova in accordance with the Constitution of the Republic of Moldova, the legislation in force, treaties, projects and programs to which the Republic of Moldova is a party, agreements concluded between the Academy of Economic Studies of Moldova and other educational institutions, as well as individual study contracts concluded between foreign citizens and the Academy of Economic Studies of Moldova, benefiting from the rights and assuming the obligations provided therein.
5. Enrollment of foreigners for studies at the Academy of Economic Studies of Moldova is carried out with the approval of the Ministry of Education, Culture and Research, following the recognition and equivalence of study documents previously obtained outside the Republic of Moldova.
6. The study process for foreign citizens is organized in accordance with study programs coordinated with the Ministry of Education, Culture and Research of the Republic of Moldova.

7. The Academy of Economic Studies of Moldova offers foreign citizens studies in the following languages: Romanian, Russian, and English.
8. Foreign citizens admitted to studies at the Academy of Economic Studies of Moldova obtain the right of temporary stay and a temporary residence permit under the conditions provided by Law No. 200 of 16.07.2010 on the regime of foreigners in the Republic of Moldova.

II. CONDITIONS FOR ADMISSION AND ENROLLMENT OF CANDIDATES

9. Foreign citizens or stateless persons holding a baccalaureate diploma or other equivalent documents, a university higher education diploma, or a bachelor's degree diploma may apply for the admission competition. No age limit is established for candidates participating in the admission competition.
10. Each candidate may apply for only one study program and one language of instruction.
Enrollment in the admission competition of foreign citizens based on intergovernmental and interministerial agreements of the Republic of Moldova with other states
11. Foreign citizens may be admitted to studies at ASEM based on intergovernmental and interministerial agreements, to state-funded places, according to the information provided by the Ministry of Education, Culture and Research of the Republic of Moldova, by country.
12. Foreign citizens and stateless persons with permanent residence in the Republic of Moldova may participate in the admission competition for bachelor's higher education studies under the conditions established for citizens of the Republic of Moldova, within the enrollment quotas, for state-funded or tuition-based places.
13. Foreign citizens may be enrolled in state-funded bachelor's higher education studies based on cooperation protocols in the field of education between the Republic of Moldova and their countries of origin, in accordance with the Regulation on the Studies of Foreigners in Educational Institutions of the Republic of Moldova, approved by Government Decision No. 504 of 04 July 2017, and the provisions of international treaties.
14. Foreign citizens enrolled in Cycle I – bachelor's higher education studies based on secondary general education certificates or their equivalents shall complete one compensatory year of studies at ASEM, without subsequently taking the baccalaureate examination.
15. Foreign citizens residing in other states, except for persons enrolled based on cooperation protocols, who have passed the admission competition, may be enrolled only in tuition-based places, at the amount established by ASEM, in accordance with the legislation in force.
16. Candidates who are foreign citizens originating from the Republic of Moldova, foreign citizens, and stateless persons who graduated from institutions such as "lyceum-college," "technical school," "sovkhos technical school," "college," etc., participate in the admission competition for places allocated to holders of professional education diplomas.
Enrollment of foreign citizens is carried out on the basis of individual contracts concluded with ASEM or with companies specialized in the selection of candidates for studies.
17. Foreign citizens may be enrolled in pre-university language preparation courses, university higher education studies (Cycle I – Bachelor's Degree, Cycle II – Master's Degree), and postgraduate studies (Cycle III – Doctorate), provided that they submit the documents corresponding to the required level of studies.

Enrollment of foreign citizens in pre-university language preparation courses

- Foreign citizens who choose university higher education studies in Romanian or Russian (Cycle I – Bachelor's Degree, Cycle II – Master's Degree) and who cannot demonstrate communication skills in these languages may enroll in pre-university language preparation courses;
- The Academy of Economic Studies offers language preparation programs in Romanian, Russian, and English;
- The pre-university language preparation courses have a duration of 8 months and are completed with the issuance of a graduation certificate approved by the Ministry of Education, Culture and Research of the Republic of Moldova or with a certificate issued by ASEM according to the model approved by the institution;
- The Academy of Economic Studies of Moldova offers language study programs with a duration of 6 months. The certificate of completion of the language study courses is issued by ASEM according to the model approved by the institution;
- Foreign citizens are admitted to pre-university language preparation and language study courses twice a year, until October 15 and February 15, according to the academic calendar approved by the educational institution, provided that letters of acceptance for studies are issued by the Ministry of Education, Culture and Research (Government Decision No. 504 of 4 July 2007);
- Foreign citizens may opt for admission to study programs in internationally used languages that are authorized or accredited. For higher education study programs in which the educational process is conducted in a foreign language, admission is conditional upon passing a language proficiency test organized by the Academy of Economic Studies of Moldova, according to its own methodology. Foreign citizens coming from countries where the official language is the language in which studies will be conducted at ASEM, as well as foreigners who present language proficiency certificates of at least B2 level, are exempt from taking the test;
- Foreign citizens shall be enrolled at the Academy of Economic Studies of Moldova only in tuition-based study places, at the amount established by the ASEM Senate, in accordance with the legislation in force;
- Foreign citizens are admitted to university higher education studies, Cycles I–III, until October 15, according to the academic calendar approved by the educational institution, provided that letters of acceptance for studies are issued by the Ministry of Education, Culture and Research (Government Decision No. 504 of 4 July 2007).

Admission procedure applied to foreign candidates at the Academy of Economic Studies of Moldova

- Foreign citizens submit their admission file personally, through authorized persons or by email, directly to the Academy of Economic Studies of Moldova, to the International Relations Office.
- The International Relations Office, ASEM, evaluates the files in accordance with the legislation in force, and submits a copy of the candidates' files to the Ministry of Education, Culture and Research of the Republic of Moldova in order to obtain the candidate's acceptance for studies or get rejected.

18. The files of foreign citizens submitted to the Ministry of Education, Culture and Research of the Republic of Moldova for confirmation of the right to be enrolled in higher education must contain the following documents:

1. The application form for admission to the Academy of Economic Studies of Moldova, the model is attached on the website <http://www.international.ase.md/admissions/admission>;
2. A copy of the identity document from the country of origin/citizenship (the international passport) valid for at least one year;
3. A copy of the education document (the Baccalaureate diploma or its equivalent for pre-university or university studies) translated into Romanian, English or Russian, notarized and legalized according to the procedure established by the state authorities of the respective country (for member countries of the Hague Convention, the apostille is required; for other countries – the stamp of the Ministry of Foreign Affairs of the respective country, followed by superlegalization at the Consular General Directorate of the Republic of Moldova);
4. A copy of the statement of academic value for the education documents, issued by the Ministry of Education of the candidate's country of origin/citizenship, which must contain:
 - confirmation of the authenticity of the education documents;
 - duration of studies;
 - academic and professional value of the education documents;
 - description of the grading system.
5. A copy and legalized translation of the marriage certificate, if it is not issued in a language of international circulation (where applicable);
6. A copy of the certificate confirming completion of language preparatory courses (where applicable);
7. A declaration of personal responsibility regarding the authenticity of the submitted documents.

Note: The documents mentioned in point 4 must be translated into Romanian, English or Russian, notarized and legalized according to the procedure established by the state authorities of the respective country.

After obtaining the acceptance of the Ministry of Education, Culture and Research of the Republic of Moldova, the candidate must pay the application fee for admission to studies, established by the management of ASEM. If the candidate refuses from the study process (even before enrolment), the application fee is not refunded to the candidate.

Foreign citizens admitted to studies at the Academy of Economic Studies of Moldova are responsible for the authenticity and truthfulness of the documents submitted in the file, and ASEM will be responsible for completing the file with the original education documents until the end of the first academic year.

III. ENROLMENT OF CANDIDATES AND DOCUMENTATION PROCESS

19. The enrolment of admitted candidates is carried out by order of the Rector of the Academy of Economic Studies of Moldova, after approval by the Ministry of Education, Research and Culture of the Republic of Moldova, and after payment of the tuition fee and fees for other services provided, as established by the Senate of the Academy of Economic Studies of Moldova every academic year.

20. Foreign citizens enrolled for studies at the Academy of Economic Studies of Moldova, whose countries require an invitation from the Bureau for Migration and Asylum of the Ministry of Internal Affairs of the Republic of Moldova, must submit the following documents:

1. A copy of the foreign citizen's state border crossing document, valid for at least six months;
2. Copies of previous visas obtained for other states, including EU Member States;
3. Proof of sufficient means of living, amounting to EUR 30 per day for the entire period of stay on the territory of the Republic of Moldova, as well as for the return to the country of domicile, but not less than EUR 300, provided by the applicant or the invited person.

21. The files of foreign citizens submitted to the Bureau for Migration and Asylum for obtaining an invitation for studies must contain the following documents:

- The request of the Academy of Economic Studies of Moldova – the form for issuing the invitation is completed legibly in Latin characters, signed by the administrator, with the application of a wet stamp;
- A request/statement of reasons from the Academy of Economic Studies of Moldova, written in free form, regarding the issuance of the invitation, indicating the purpose of entry of the invited person into the territory of the Republic of Moldova, bearing a registration number, dated and signed by the administrator, with the application of a wet stamp;
- The candidate's acceptance for studies, issued by the Ministry of Education, Culture and Research of the Republic of Moldova;
- Copies of previous visas obtained for other states, including EU Member States;
- Proof of sufficient means of living, amounting to EUR 30 per day for the entire period of stay on the territory of the Republic of Moldova, as well as for the return to the country of domicile, but not less than EUR 300, provided by the applicant or the invited person;
- Confirmation of accommodation in student dormitories or confirmation from a hotel regarding full payment; this confirmation must be issued by the hotel and must contain contact details;
- A copy of the visa or residence permit of the foreign citizen from the country of domicile, if he/she resides in a country other than the country of citizenship;
- A power of attorney – if the request is submitted by an employee authorized by the administrator, accompanied by the employee's valid identity card/residence permit, in original and copy.

The invitation obtained from the Bureau for Migration and Asylum of the Ministry of Internal Affairs of the Republic of Moldova must be submitted in original to the diplomatic missions or consular offices of the Republic of Moldova by the invited person to obtain an entry-exit visa to/from the Republic of Moldova, applying for a study visa, namely a long-stay visa — type D. The list of countries requiring an invitation from the Bureau for Migration and Asylum of the Ministry of Internal Affairs of the Republic of Moldova can be found on the website <http://bma.gov.md/ro/content/eliberarea-invitatiei>.

22. Foreign citizens enrolled for studies at the Academy of Economic Studies of Moldova are required to report to the International Relations Office within three days from the moment of entry into the territory of the Republic of Moldova, in order to be informed about the rules of stay on the territory of the country and to begin the documentation procedure.

23. Foreign citizens admitted to the Academy of Economic Studies of Moldova are granted the right of temporary stay for the entire period of studies, issued by the Bureau for Migration and Asylum of the Ministry of Internal Affairs of the Republic of Moldova.

24. The files of foreign citizens enrolled for studies at ASEM must be submitted to the Bureau for Migration and Asylum of the Ministry of Internal Affairs only after the study contract has been signed and the tuition fee has been paid.

25. The files of foreign citizens submitted to the Bureau for Migration and Asylum for the purpose of applying for the right of stay for studies must contain the following documents:

- The application for granting the right of temporary stay for study purposes, completed and signed by the student;
- The foreign citizen's national passport (valid for at least one year), bearing the relevant entries made by the state border control authority confirming the date and place of crossing the state border, and a copy of the type D visa – a long-stay visa issued by the diplomatic missions or consular offices of the Republic of Moldova (for foreign citizens entering the Republic of Moldova on a visa basis);
- The request of the Academy of Economic Studies;
- The acceptance for studies issued by the Ministry of Education, Culture and Research of the Republic of Moldova;
- The order of enrolment for studies at the Academy of Economic Studies;
- The study contract concluded between the student and the Academy of Economic Studies of Moldova;
- Proof of accommodation, preferably for the entire period of studies (such as an accommodation contract in student dormitories or the owner's notarized consent, bearing the stamp of the State Tax Service);
- Voluntary medical insurance;
- Proof of means of living: a bank certificate confirming the availability of financial means for the period of studies. The amount indicated in the certificate must not be less than EUR 1,500. This certificate is valid for 10 days;
- The criminal record certificate from the country of origin, apostilled, confirmed for the entire territory of the country, and its translation into the state language of the Republic of Moldova. The criminal record certificate is considered valid for six months, unless another validity period is stated in the certificate;
- In the case of students who have not reached the age of 18, a notarized consent document from both parents is required, stating that they allow the preparation of residence documents for the minor; the document must be apostilled or legalized;
- Two colour photographs, size 3×4 cm;
- Proof of payment of the state fee and of the fee charged by the Bureau for Migration and Asylum for issuing the provisional decision for studies, based on the receipt issued by the Bureau for Migration and Asylum of the Ministry of Internal Affairs.

26. After obtaining the residence permit for studies, the foreign student is required, within a maximum of three days, to appear in person at the Bureau for Migration and Asylum of the Ministry of Internal

Affairs, with the file prepared by the International Relations Office of ASEM, in order to submit the documents for the residence permit on the territory of the Republic of Moldova.

27. The file must contain the following documents:

- National passport (original and copy);
- Residence permit (original and copy);
- Blood group certificate (copy);
- Proof of accommodation, preferably for the entire period of studies (an accommodation contract in student dormitories or the notarized consent of the accommodation owner with the stamp of the State Tax Service);
- Acceptance for studies issued by the Ministry of Education, Culture and Research of the Republic of Moldova;
- Order of enrolment for studies at the Academy of Economic Studies;
- Request from the International Relations Office of ASEM.

28. Foreign citizens and stateless persons studying at ASEM, after obtaining the temporary residence permit, are required to pay the compulsory health insurance premium, in accordance with Law No. 1585 of 27 February 1998, Article 9, paragraph 2 – the Law on Compulsory Health Insurance.

29. Failure to submit the original documents within the established deadline, because of exclusive fault of the admitted candidate, and/or failure to pay the tuition fee lead to expulsion.

30. Foreign citizens and stateless persons enrolled for studies at ASEM are required to comply with the Constitution of the Republic of Moldova, the Code of Ethics and the internal regulations of ASEM, as well as the orders of the Rector of ASEM.

IV. LEGALIZATION OF EDUCATION DOCUMENTS ISSUED TO FOREIGN CITIZENS

31. Foreign students who have successfully completed their studies, upon leaving the country, are required to legalize the education documents obtained, under the conditions provided by the Regulation on the Application of the Apostille, approved by Government Decision No. 163 of 15 February 2007; the Regulation on the Procedure for the Superlegalization of Documents, approved by Government Decision No. 421 of 26 June 2013; and the Regulation on the Recognition, Equivalence and Authentication of Education Documents and Qualifications, approved by order of the Ministry of Education, Culture and Research of the Republic of Moldova.

V. FINAL PROVISIONS

32. Foreign citizens and stateless persons enrolled for studies at ASEM are required to comply with the Constitution of the Republic of Moldova, the Code of Ethics and the internal regulations of ASEM, as well as the orders of the Rector of ASEM.

33. The commission of fraud which is likely to facilitate the enrolment of certain candidates, or the finding of other proven contraventions, is sanctioned in accordance with the legislation in force.

34. For the admission of foreign students, any subsequent amendments in this field issued by the Ministry of Education, Culture and Research of the Republic of Moldova must apply; in case of any discrepancies between this Regulation and subsequent regulations, the regulations of the Ministry must apply.

35. The person responsible for the admission of foreign students within the International Relations Office must publish on the university website, in Romanian and English, the relevant provisions of the regulations of the Ministry of Education, Culture and Research of the Republic of Moldova, as well as the present Regulation.