

[Authentication of education documents to be used abroad](#)

The authentication procedure involves verifying and certifying the authenticity and the legality of an education document and its contents. This procedure is only applicable in relation to those states which require, on the basis of reciprocity, either [the Hague Apostille](#) or [superlegalization](#).

We recommend that you contact the competent authorities of the destination country involved in the recognition of education. These institutions contact details may be found on the [ENIC-NARIC](#) websites maintained by the network of National Centres for the Recognition and Equivalence of Diplomas.

Authentication of documents issued by pre-university level institutions

The authentication of diplomas pertaining to the pre-university education system is performed by the respective [County School Inspectorates / Bucharest School Inspectorate](#).

Authentication of documents issued by higher education institutions

Submitting the application

The applicants may submit their documents with any [higher education state institution in Romania](#) or with the National Centre for the Recognition and Equivalence of Diplomas.

The higher education documents subject to authentication are as follows:

- Higher education diplomas (graduate, bachelor's, master's degree, post-university, doctorate) or graduation certificates (bachelor's and master's degrees);

- Transcripts of Records or Diploma Supplements or Supplements to the Educational Achievement Sheet (appendix to the diploma);
- Analytical curriculum (appendix to the diploma) ;
- Teaching qualifications certificate;
- Preparatory year certificate;
- Certificate to attest the results of the bachelor's degree examination;
- Certificate to attest the enrolment for European citizens;
- Certificate of graduation.

[EN - Authentication of documents](#)



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The authentication may be requested by:

1. the legal holder of the document
2. the holder's spouse or a first-degree relative

3. another natural person being empowered by a special power of attorney from a notary public or a solicitor: the original document or a legalized copy shall remain with CNRED

4. a legal person having entered into an agreement with the legal holder, for the purpose of acting in his name and stead to perform the procedures required for the authentication, via representation, upon presenting proof of the delegation of duty

If the power of attorney was issued in another state, will be submitted a certified copy for Romanian, English, French, Spanish and Italian language or certified copy and translation for other languages.

The power of attorney must be endorsed with an apostille or legalized by the competent authorities of the country in whose territory has been issued, **except those made in countries that have signed with Romania conventions, treaties or agreements on legal assistance in civil matters, which provide exemption from any legalization, respectively:** Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, the Russian Federation, the former Yugoslav Republic of Macedonia, France, Mongolia, Montenegro, Poland, R. P. China, Moldova, Serbia, Slovakia, Slovenia, Ukraine, Hungary.

CNRED shall accept documents of power of attorney issued by the Embassies or Consular Offices of Romania in various states. Such documents witnessed by the ambassador or the consul shall not require translation, legalisation or the Apostille.

The authentication folder must include the following documents:

1. [Application form](#)

- [instructions for filling](#)

2. **The ORIGINAL** documents for which the authentication is required, **and simple photocopies:**

- diploma
- certificate of completion of studies (if applicable)
- attestation of enrolment (if applicable)
- diploma Supplement or transcript of records or Scholar

- achievements record (if applicable)
- results of the bachelor's degree examination (if applicable)
- certificate of teaching qualifications (if applicable)
- supplement to the certificate of teaching qualifications (if applicable)
- preparatory year certificate (if applicable)
- the analytical curricula (if applicable): the original document and a simple photocopy of the 1st page, containing the nominal attestation

3. [Certificate of authenticity of the diploma](#) and the transcript/supplement, issued by the accredited university in question – as an original document (to be permanently filed by CNRED, not returned to the applicant)

- for graduation certificates, the certificate of authenticity is not required
- for foreign citizens, the certificate of authenticity must also include the number of the document issued by the Ministry of National Education which allowed them access to enrolment (Letter of acceptance, Order of the Minister or Recognition Certificate, as applicable); should that not be possible, the applicant must bring a photocopy of the document issued by the Ministry of National Education which allowed them access to enrolment. If the number is already included in the Diploma Supplement, the copy of the document is no longer necessary

4. Personal identification documents - copies:

- the diploma holder's identification document
- marriage or divorce certificate, if they involved a change of name
- ID of the delegate / representative / kin, if applicable
- the documents which prove the kinship, if applicable

5. The fee for authentication : 50 RON for each authenticated document

Example: diploma + diploma supplement = 100 RON

The fee can be paid in lei at the CNRED Cashier's Office (Monday to Thursday, between 9:00-12:00 and 13:00-15:00) or by Payment Order / Postage Mandate / Banking transfer indicating the account below:

[Beneficiary](#): Ministry of National Education

[Tax Registration Number](#): 13729380

[Bank](#): Activity of Treasury and Public Accounting of Bucharest Municipality - ATCPMB

[IBAN Code](#): RO86TREZ70020E330500XXXX

[SWIFT Code](#): TREZROBU

[BIC Code](#): TREZ

From abroad, the payment can be made in Euro via bank transfer in the account below:

[Beneficiary](#): Ministry of National Education

[Tax Registration Number](#): 13729380

[Bank](#): Romanian Commercial Bank - BCR, branch Sala Palatului

[IBAN Code](#): RO35RNCB0080005630300077

[SWIFT Code](#): RNCBROBU

[BIC Code](#): RNCB

The fee will be calculated according to the [National Bank of Romania official exchange rate](#) on the day of the payment.

Important: The beneficiary's IBAN number along with owner's and employer's name (if applicable) must be referred to on the proof of payment!

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Very Important

The applicant must verify that all relevant documents have been signed by the University chancellor and bear [the official seal of the issuing University](#).

For the authentication of graduation diplomas, bachelor's degree diplomas, master's degree diplomas or post-university studies diplomas, the folder must include a simple photocopy of the transcript of records / Diploma Supplement.

For the authentication of the certificate of qualifications for teaching staff, level I, the application must include a simple photocopy of the front and back of the bachelors degree diploma, if it was previously authenticated. If not, it must include a copy of the front and back of the bachelor's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the certificate of qualifications for teaching staff, level II, the application must include a simple photocopy of the front and back of the master's degree diploma, if already authenticated. If not, it must include a copy of the front and back of the master's degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the certificate attesting the enrolment, the scholar achievements or the completion of studies for foreign citizens, the certificate shall include the number of the document issued by the Ministry of National Education which allowed them access to enrolment (Letter of acceptance, Order of the Minister or Recognition Certificate, as applicable); should that not be possible, the applicant must bring a photocopy of the document issued by the Ministry of National Education which allowed them access to enrolment.

For the authentication of the master's degree diploma, the post-university studies diploma or the certificate of completion of studies at master's degree level, the application must include a simple front-and-back photocopy of the bachelor's degree diploma which allowed the applicant to enrol for those studies, if it was previously authenticated. If not, it must include a front-and-back photocopy of the bachelor's

degree diploma and a copy of the front and back of the transcript of records / Diploma Supplement.

For the authentication of the transcript of records/Diploma Supplement, the application must include a simple front-and-back photocopy of the diploma, if it was previously authenticated. If not, it must be included for authentication.

For the authentication of the analytical curricula, the application must include a simple front-and-back photocopy of the diploma and the transcript of records/Diploma Supplement if these were previously authenticated. If not, they must be included for authentication.

Working Hours

Acceptance and processing of the applications: Monday - Thursday, 09:00 - 11:00 and 13:00 - 14:00.

Issuing of authenticated documents: same day, at 12:00 and at 14:30, for the applications submitted directly to CNRED.

[Ministry of National Education](#)

[National Centre for Equivalence and Recognition of Diplomas](#)

[12, Spiru Haret Street, Ground Floor, Suite 14,
District 1, 010176 Bucharest](#)

The applications submitted with state universities are returned in approximately 10 working days.

The procedure for Authentication of documents issued by higher education institutions can be consulted in [Point of Single Contact and Electronic Procedures](#).

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Legislation:



[Methodological Norms for certification of studies](#) (44.79 KB)



[Modification of Methodological Norms for certification of studies](#) (162.24 KB)



[Completion Methodological Norms for certification of studies](#) (26.88 KB)

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