

# CANDIDATE GUIDE

for online registration for ADMISSION at "Dunărea de Jos" University in Galați 2025

www.admitere.ugal.ro



This guide comes to the aid of candidates who have opted for online registration for admission to the "Dunărea de Jos" University of Galați, for undergraduate studies.

Consult the list of undergraduate university study programs and choose the faculty and study programs that suit you, depending on your skills and passions.

We have also prepared a list of frequently asked questions for you, which you can consult at:

<u>www.admitere.ugal.ro</u> section <u>Licență -></u> Întrebări frecvente.

## To join our team, follow these 5 steps:

1

2

3

4

Account creation, activation and authentication

**Creating an electronic registration file** 

5

**Completing** the electronic file

Sending the electronic file

**Enrollment** validation

To register online, access the admission platform at <u>www.admitere.ugal.ro</u>, by clicking the button <u>Înscriere online / Online registration</u> situated in the upper-right corner of the webpage, like in Image number 1.

You can enroll in multiple faculties by completing a separate application for each faculty you choose. Within a faculty, you can enroll in multiple fields/study programs, by fee and/or by budget (ordered according to your preferences).

GALATIENSIS	mitere 20 sitatea "Dunărea de Jo	25 os" din Galați			
trare Licență Masterat Doctorat	An pregătitor Inter	rnational Contact Arhivă Informații c	andidați Înscriere or	line	
Licență	3-6 ani	Masterat	1-2 ani	Doctorat	4 a
<ul> <li>86 programe de studiu</li> </ul>		• 71 programe de studiu		<ul> <li>5 școli doctorale</li> </ul>	
<ul> <li>78 cu frecvenţă</li> </ul>		<ul> <li>65 cu frecvență</li> </ul>		<ul> <li>19 domenii de doctorat</li> </ul>	
o 4 dual		o 6 dual			
<ul> <li>1 la distanță</li> </ul>		• 14 facultăți			
<ul> <li>3 cu frecvența redusa</li> <li>15 focultăți</li> </ul>		<ul> <li>Invațamant</li> <li>cu frograntă</li> </ul>			
îpvătământ		o dual			
o cu frecventă		• ddai		Doctoral studies	4 yea
o dual				5 doctoral schools	
o la distantă				<ul> <li>19 fields of doctoral studies</li> </ul>	

### Account creation, activation and authentication 1

Subsequently, according to Image no. 2.a, you register using a valid e-mail address, choose a password that you will confirm, enter the **security** code. After reading the information regarding the Terms and Conditions, check the acceptance of them and then the Register button.

After registration, in the login interface, it is communicated that the account has been created and an activation message entitled Activating my UGAL account has been sent to the email address chosen by the candidate (Image no. 2.b).

Inregistrare	Login
	Contul a fost creat cu succes! Un email de activare a fost trimis pe adresa de email!
	Email
	Email
	Parola
	Develo
	Parola
	Cod de securitate
	Enter Security Code
	•
	59pets
	0000
	Alt cod de securitate? <u>click</u>
	Ai uitat parola?
	Ai nevoie de un cont? Intra aici!
ra in cont!	
	Image no. 2 h

Image no. 2.a

#### Account creation, activation and authentication

After registration, you will receive an email to activate your account. Activation is done by clicking on the Activate now link received in the email or by accessing the address provided in the same message directly in the browser (as shown in Image no. 2.c).

Bună,	Login
Ai primit o solicitare de activare a contului tău UGAL.	Contul a fost activat cu succes
Activează acum.	
Dacă nu funcționează linkul de mai sus, accesați următorul link cu ajutorul copy-paste direct în browser: <u>https://inscriere-admitere.ugal.ro/activate_account.php?vc=HVLWBtRhRNZKgwsWZhjr</u>	Email
Dacă nu ai solicitat crearea acestui cont, te rugăm ignoră acest mesaj și șterge-l imediat.	Parola
Toate cele bune, Echipa UGAL	Parola
Image no. 2.c	Cod de securitate Enter Security Code
After activating the account, the confirmation message	Alt cod de securitate? <u>click</u>
appears in the login interface (Image no. 2.d).	Ai uitat parola?
	Ai nevoie de un cont? Intra aici!

After activating your account, you can log in at any time by entering the email address and password you set upon registration in the form on the login page.

After entering the verification code, press the Login button. (Image no. 3).

Login	
Email	
Email	
Parola	
Parola	
Cod de securitate	
Enter Security Code	
m3sydy.	
Alt cod de securitate? click	
Ai uitat parola?	Login
Ai nevoie de un cont? Intra aici!	



#### Creating an enrollment file

2

Click the button **Dosare licență / Batchelor files (1)** like in *Image no. 4.a* and then on the button **Dosar nou / New file (2)** like in *Image no. 4.b.* 

Admitere 2025	≡	
Acasă Dosare licență	Acasă	
Dosare masterat	Dosare licență	Dosare master
Gen. raport rez. etape	Aveti inscrise 0 dosare de licență Vizualizare	Aveti inscrise 0 dosare de masterat

Image no. 4.a

Admitere 2025	≡									<b>±</b> -
<b>Dosare licență</b> Dosare masterat Gen. raport rez. etape	Dosai	re licer i filtre • înregistrări	nță <sup>pe pagin</sup>	ā				Cau	) 2 Ită:	Dosar nou
							~			
	Nr. legitimație	Descriere	Cod 🔶	Candidat	Facultate	Creat	Stare	Preluat de	Å	¢ Acțiuni
					Nu aveți nicio înregistrare					
	Afișate de la (	) la 0 din 0 înreg	istrări						Precedenta	Următoarea

Image no. 4.b

Fill in your personal data, respectively the fields displayed, according to Image no. 5 – Boxes 1-3.

Only graduates with a high school diploma obtained in Romania or its equivalent obtained in another country, are entitled to participate in the admission competition for undergraduate university studies, regardless of the year of high school graduation.

Romanian candidates *with Romanian citizenship* and stable residence in Romania *(who posess a Romanian identity card) must select the option* Candidat roman (cu CI romanesc) *like seen in Image no. 5 – Box 1.* 

**Candidates belonging** to the Roma ethnic group **can participate in the admission competition on the same lists as the rest of the candidates (on budgeted and fee-based places), on budgeted places allocated specifically for them (check Romanian candidate (with Romanian ID).** 

**Candidates from** the social protection system **can participate in the admission competition on the same lists as the rest** of the candidates (on budgeted and fee-based places), on budgeted places allocated specifically for them (check Romanian candidate (with Romanian ID).

Candidates who choose to run for the special seats of Romanians everywhere will submit a file to each faculty they choose and will be exempt from paying the registration fee.

*Candidates with* Romanian citizenship and stable residence in Romania *must select de option* Candidat roman (cu Cl romanesc) *like seen in Image no. 5 – Box 1.* 



Image no. 5 – Box 1

Thus, the following data will be completed (see Image no. 5 - Box 2):

Nume candidat / Candidate last name - the candidate's full surname is filled in. The candidate who has changed his surname for any reason (marriage, at his request, etc.), will fill in the family name at birth, exactly as it is mentioned on the birth certificate;

Initiala / Initial - *it is filled in automatically;* 

Prenume candidat / Candidate first name - all the first names from the birth certificate are filled in, in the order mentioned in the document and if there is a hyphen between them, this should also be included;

Prenume tata / Father first name - all the father's first names from the birth certificate are filled in, in the order mentioned in the document;

Prenume Mama / Mother first name - all the mother's first names from the birth certificate are filled in, in the order mentioned in the document;

Personal numeric code / CNP candidat - the candidate's personal numerical code will be filled in according to the birth certificate.

1. Numele și prenumele candidatului din certificatul de naștere, cu inițiala tatălui / mamei								
Nume candidat *	Initiala *	Prenume candidat *	Prenume tată *	Prenume mamă *	CNP candidat *			
Nume	Initiala	Prenume	Prenume tată	Prenume mamă	CNP			

Image no. 5 – Box 2 8

# Observation! Do not forget to make intermediary saves of the filled in data, by clicking the button Salvează dosar și rămâi în pagină (see Image no. 5 - Box 3).

21. Criterii de admitere					
Medie generală an 1 liceu *	Medie generală an 2 liceu *	Medie generală an 3 liceu *	Medie generală an 4 liceu	Medie generală an 5 liceu	Medie generală an 6 liceu
7.50	7.30	7.50	7.40	0,00	0,00
Notă BAC limba română *		Medie generală BAC *		Medie multianuală	
7.20		7.20		7,42	
Este olimpic *					
🔿 Da 🔍 Nu					
Clarificări					
Mesaj					
					li.
🗩 Adaugă mesaj 🛛 🞜					
< Înapoi la listă (fără salvare)	🕤 Salvează dosar și rămai în pagină 🔰	Salvează dosar și mergi la pasul urmă	tor Pasul următor (fără salvare) >		

Image no. 5 - Box 3

Numele de familie actual al candidatului, *if it is different from the one on the birth certificate. This field will only be* completed by the candidate who has changed his/her surname through marriage, adoption, upon request, etc. Telefon – it will be entered in the country prefix format (for example: 0040123456789, without spaces or other characters between the digits:

E-mail - the e-mail address where the candidate wishes to receive e-mails from the Admissions Committee will be filled in; Mediile generale ale anilor de studii - the averages corresponding to the years of study will be filled in, according to the transcript or baccalaureate diploma, depending on the number of years of study. The application will automatically calculate the Multiannual Average as the general averages of the years of study will be entered;

Notă BAC limba română - the grade for the Romanian language (written test) from the Baccalaureate, recorded in the Baccalaureate diploma, is completed.

Media generală BAC - the general average of the baccalaureate exam, recorded in the Baccalaureate diploma, will be completed.

For question "Este olimpic?" the candidate will select from the list the answer DA / YES or NU / NO. If the candidate is an Olympian, he/she will need to attach the supporting document to section 3. Documents, selecting the document type "Other documents".

Then, move to the next section by left-clicking on the button "Salvează dosar și mergi la pasul următor" (see Image no. 5 – Box 4).

Telefon *			Email *			
0040744445252			MIHAI_GABRIEL@YAHOO.COM	MIHAI_GABRIEL@YAHOO.COM		
21. Criterii de admitere						
Medie generală an 1 liceu *	Medie generală an 2 liceu *	Medie generală an 3 liceu *	Medie generală an 4 liceu	Medie generală an 5 liceu	Medie generală an 6 liceu	
7.50	7.30	7.50	7.40	0,00	0,00	
Notă BAC limba română *		Medie generală BAC *		Medie multianuală		
7.20	7.20 7.20			7,42		
Este olimpic * Da <b>N</b> u Clarificări						
Mesaj						
					li.	
🗩 Adaugă mesaj 🛛 😂						
< Înapoi la listă (fără salvare)	🕈 Salvează dosar și rămai în pagină 🧲	Salvează dosar și mergi la pasul următ	or Pasul urmātor (fārā salvare) >			

Image no. 5 - Box 4

Next, fill in your personal data, according to Image no. 6 - Box 1: Data nașterii / Birth date - the year, month and day of the candidate's birth will be selected from the calendar that opens when left-clicking on the respective field; Locul nașterii / Place of birth - the candidate's corresponding variants will be chosen from the lists under the Country, County and Locality fields. If the candidate does not find the country, county and locality in which he / she was born in the 3 predefined lists, then the "Place of birth (Locality)" field is available, in which he / she can fill in this data manually.

Dosar				
2	2	<b>D</b>		
1. Informații candidat	2. Detalii dosar	3. Documente	4. Opțiuni	5. Plată
3. Data nașterii				
Data nașterii *				
4. Locul nașterii				
Ţară *	Județ *		Localitate *	
- Select -	✓ - Select	-	- Select -	
Loc naștere (Localitate) *				
Loc naștere				
Nota: Adăugați doar opțiunea / opț	țiunile pe care nu o / le găsiți în liste	le de mai sus.		

Image no. 6 - Box 1

Stare civilă / Civil status - it will be selected according to the situation in which the candidate fits; Stare socială specială / Special social status - the special social situation in which the applicant fits, at the time of file submission, will be selected, regardless of whether it will change later on; (Image no. 6 - Box 2).

6. Stare civilă *
💿 Necăsătorit(ă) 🛛 Căsătorit(ă) 🔿 Divorțat(ă) 🔿 Văduv(ă)
7. Stare socială specială *
오 Nu este cazul 🛛 Orfan de un părinte 🔿 Orfan de ambii părinți 🔷 Provenit din sistemul de protecție socială 🔷 Provenit din familie monoparentală

Image no. 6 - Box 2

Observation! Although the information in points 7 and 8 is not mandatory, it is recommended that the candidate fills it in, in order to be processed after admission by the secretariat of the faculty where the candidate is admitted, for the granting, according to the law, of a bursa sociala / social scholarship or other aid. The following data must be completed (see Image no. 6 - Box 3):

Candidat din categoria persoanelor cu dizabilități / Candidate from the category of disabled people - select, with a left click, one of the two options, namely YES, only if there are medical documents attesting to a disability or NO, otherwise;

Etnia – *it is completed only by Romanian citizens, choosing from the predefined list the option Rrom or Other ethnicities (the candidate will be able to fill in the ethnicity to which he belongs) or Not applicable (for the Romanian candidate without ethnicity).* 

Cetățenia / Citizenship **– select one of the predefined situations, and if none of these correspond to the candidate's situation, select Other citizenships. After selecting this option, a new field titled** Altă cetățenie / Other citizenship **will appear, in which the candidate's citizenship can be filled in.** 

8. Candidat din categoria persoanelor cu dizabilități (se bifează numai de persoanele aflate în această situați	e, pe bază de documente) *
🔿 Da 💿 Nu	
10. Etnia	
Etnie	Altă etnie *
Nu este cazul	Altă etnie

Image no. 6 - Box 3

#### **Completing** the electronic file

Domiciliul stabil / Stable residence – will be completed, choosing from the predefined lists, Country, County, and Locality. Also, the mandatory fields will be completed: Street and Number as well as the fields Block, Staircase and Apartment if applicable. The Address field will be completed only if, in the predefined lists (Country, County and Locality), the candidate's address is not found;

Actul de identitate / Identity document - the type (identity card or passport), series, number, issuing authority, date of issue and validity of the candidate's identity document will be filled in.

11. Domiciliul stabil					
Țară *		Județ *		Localitate *	
- Select -	~	- Select -		- Select -	
Stradă *		Număr *	Bloc	Scară	Apartament
Strada		Nr.	BI.	Scara	Ap.
Adresă *					
Adresă					
Nota: Adăugați doar opțiunea / opțiunile	pe care nu o / l	e găsiți în listele de n	nai sus.		
12. Actul de identitate (carte de id	lentitate / pa	saport)			
Tip act de identitate *		Serie act de ider	ntitate *	Numar act c	de identitate *
Carte de identitate	~	Serie act de id	entitate	Număr ac	t de identitate
Eliberat de *		Eliberat la *		Valabil până	i la *
Eliberat de				Ö	

Image no. 6 - Box 4

#### Further, the following data is completed (see Image no. 7 - Box 1):

Ţara, Judeţ, Localitate / Country, County, Locality- the candidate selects the country (ROMANIA), the county,respectively, the locality where he/she graduated from high school.

Adresă liceu (Localitate) / Highschool address (Locality) - to be completed if the location of the high school graduated from is not found in the previous lists. Liceu / Highschool - the candidate selects the name of the high school he / she graduated from.

Alt liceu / Other highschool – to be completed if the name of the high school graduated from is not found in the list. Profi liceu / Highschool profile – the name of the profile within the high school graduated from will be filled in (Example: REAL, HUMAN, TECHNOLOGICAL, TECHNICAL, etc.).

Durata studiilor, anul absolvirii, forma de învățământ - the duration of high school studies, the year of graduation, respectively, the form of education (day, evening, no attendance, distance learning, reduced attendance) is selected.

13. Sectiunea I. Studiile liceale abso	lvite (cetățeni români și străini)			
Țară *		Județ *		Localitate *
- Select -	~	- Select -		- Select -
Adresă liceu (Localitate) *				
Adresă liceu				
Nota: Adăugați doar opțiunea / opțiunile pe	e care nu o / le găsiți în listele de mai sus.			
Liceu			Alt liceu *	
- Select -			Alt liceu	
Profil liceu *	Durată studii *		An absolvire *	Formă de
Profil liceu	4	~	2022	✓ Select
	1			

Image no. / - Box I

### Completing the electronic file

Tipul diplomei / Diploma type – the type of high school diploma will be selected, namely BACALAUREATE (Image no. 7) - Box 2. Alt tip diplomă / Other diploma type – the candidate completes this field if the type of high school graduation diploma is other than the Baccalaureate.

Seria și nr. diplomei / Diploma series and number – the series and number of the high school diploma will be filled in, which is usually found on the top left side of the diploma.

Emisă de / Issued by – the institution that issued the baccalaureate diploma will be filled in (Ministry of Education and Research / Ministry of National Education / etc.).

Nr. eliberare / Issuance number – the issue number will be filled in, which is usually found on the bottom left of the baccalaureate diploma. Data eliberare / Issuance date – the date of issue will be filled in, which is usually found at the bottom of the baccalaureate diploma, immediately below the issue number.

Număr foaie matricolă / School transcript number – the number of the transcript accompanying the high school diploma, which can be found on the right, left or top center of the transcript, will be filled in.

Tip diplomă *	Alt tip diplomă *	Serie și nr. diplomă *	Emisă de *					
- Select - 🗸 🗸	Alt tip diploma	Serie si numar	Emisa de					
Număr eliberare *	Dată eliberare *	Număr foaie matricolă *						
Numar eliberare		Numar foaie matricola						
ÎN CAZUL CETĂȚENILOR STRĂINI sau ROMÂNI, cu studiile universitare absolvite în străinătate: Vizarea / Recunoasterea diplomei de studii universitare de către direcția de specialitate din cadrul Ministerului Educatiei Naționale), nr./ serie act recunoastere / echivalare								
Numar act recunoastere								

Image no. 7 - Box 2

For the candidate who is currently a student or was a student enrolled in budgeted places (even if he/she did not graduate from the respective studies), point 15 must be completed (see Image no. 8).

For graduates with a short-term university education diploma as well as graduates with a bachelor's/engineer's degree who have completed long-term university studies, point 16 must be completed.

If the candidate is a budgeted student, select the YES button for the I am a budgeted student section (see Image no. 8), and then complete the fields to identify the faculty, university and year.

If the university at which the candidate studies is not in the list, it is mandatory that its name be entered in the *Alta Universitate / Other university* field.

15. Secțiunea II. STUDIILE	UNIVERSITARE NEFINALIZATE		
Sunt student bugetat *	Facultate *		An facultate *
🔿 Da 🔍 Nu	Facultate		- Select -
Universitate		Altă universitate *	
- Select -		Nume universitate	
Am fost student bugetat *	Facultate *		An facultate *
🔿 Da 🔍 Nu	Facultate		- Select -
Universitate		Altă universitate *	
- Select -		Nume universitate	

Image no. 8

If, on the other hand, the candidate is in a situation where he was a budgeted student, but is no longer so (he / she is studying on a fee-paying basis, or he / she interrupted his / her studies without completing them), select the YES button for the <u>am fost un student bugetat / I was a budgeted</u> student column and then complete the fields to identify the faculty, university and year in which he / she was a budgeted student.

For the graduate candidate with a university degree, whether he / she is a Romanian citizen or a foreign citizen, the information requested in point 16 is provided. Section III. COMPLETED UNIVERSITY STUDIES (see Image no. 9), specifying the country, county and locality in which he / she studied. If these are not found in the list, only the options that are not found in the list are entered in the University Locality field.

After completing the information regarding the place of graduation, select from the list or enter information about the university where the candidate studied (see Image 9).

16. Secțiunea III. STUDIILE UNIVERSITARE ABSOLVITE (cetățeni români și străini)							
Am studii absolvite *	Ţară *		Județ *		Localitate *		
🔿 Da 🔍 Nu	- Select -	- Se	elect -		- Select -		
Localitate universitate *							
Localitate universitate							
Universitate			Altă ur	niversitate *			
- Select -			Num	e universitate			
Facultate *		Domeniu *			Program *		
Facultate		Domeniu			Program		

Image no. 9

The following is information about the title obtained, the form of education, the duration of studies, specifying the number of years studied and the year of graduation:

Finally, information about the type/name of the diploma, its series and number, the issuer of the diploma, the number and date of issue, as well as the number of the transcript accompanying the diploma are entered (Image no. 9.a):

Titlu *	Formă învățământ *	Durata studiilor *	Dintre care la buget *	Anul absolvirii *
Titlu	- Select - 🗸 🗸	- Select - V	- Select - V	- Select - V
Tip diploma *	Alt tip diplomă *		Serie și număr *	
- Select -	✓ Alt tip diploma		Serie si numar	
Emisă de *	Număr eliberare *	Dată eliberare *	Număr foaie matricolă *	
Emisa de	Numar eliberare	Ö	Numar foaie matricola	

Image no. 9.a

In the case of foreign or Romanian citizens with university studies completed abroad, information regarding the endorsement / recognition of the university diploma by the specialized department within the Ministry of Education must also be provided (Image no. 9.b):

Vizarea / Recunoasterea diplomei de studii universitare de cître direcția de specialitate din cadrul Ministerului Educației Naționale), nr. / serie act recunoaștere / echivalare

Numar act recunoastere

Then, the following data will be filled in (see Image no. 10):

I want accommodation in the university dormitories as a future student – select **YES**, if you want accommodation in the university dormitories as a future student or **NO**.

I want to study a foreign language during the faculty – select the foreign language (English or French) that the candidate wants to study during the faculty.

I want to follow the psychopedagogical module during the faculty – select **YES**, if you want to follow the psychopedagogical module during the faculty or **NO**. We note that this module is necessary for the candidate who wants to follow a teaching career (teachers in education).



Image no. 10

Uploading documents required for the application file (see Image no. 11a)

Tip document cerut / Required document type – select from the drop-down list (see Image 11b) one document to be uploaded as a picture or scanned file. The document (with the jpg / jpeg extension) will be uploaded from your personal computer by pressing the "Add document" button. This operation is repeated until all the documents required in the Admission Methodology are uploaded.

In order to upload the documents required for admission to the application (in electronic format), the candidate will need a scanner or a photography tool (phone, camera, tablet). The accepted format for these documents is jpg/jpeg and the maximum accepted size is 2MB per document/photo.

Note: The marriage certificate is mandatory only if the candidate's name has changed and is added to the "Alte documente / Other documents" option.

Documente o	losar					2	
		B	<b>D</b>		1. Informații candidat	2. Detalii dosar	3. Docum
1. Informații candidat	2. Detalii dosar	3. Documente	4. Opţluni	5. Plată	Tip document cerut		
Tip document cerut					- Select -	<b>B</b> A	daugă document
- Select -	👌 Adau	gă document			- Select -		
Nota: Candidații care optează pentru	u domeniile: Ed. fizică și sport, Științe ale	e educației, Kinetoterapie, Sănătate, Teal	tru și artele spectacolului, Muzică de	epun suplimentar și rezultatul VDRL	Alte documente		
(analiza de sânge).					Diploma de licenta *		
					Certificat de nastere *		
# Tip document încărcat		Nume fișier		Acțiuni	Foaie matricola bacalaureat *		
A Richards Isolation	t*	Diploma_BAC_pag	g1.jpg	6	Adeverinta medicala tip * Document de identitate (CI/B	I/P) *	P
1 Diploma de bacalaureat							

22

Image no. 11 b

### Completing the electronic file

After pressing the button **Pasul următor/Next step** the section **"Opțiuni"** will appear along with the field <u>Opțiuni</u>, in the order of preferences (see *Image no. 12*), in which the candidate will establish his/her options in the following way: **Facultate / Faculty** – select, with a left click, the faculty you choose.

**Domeniu licență / Bachelor field** – select, with a left click, the field of study for which you are opting.

**Progam de studii / Study program** – select, with a left click, the name of the study program (specialization) related to the chosen bachelor's degree field.

\*Candidates have the opportunity to opt for the dual education form, available within the Faculty of Engineering, the Faculty of Naval Architecture and the Faculty of Food Science and Engineering.

Loc / Place – the type of place will be selected (BUGET / BUDGETTED or TAXĂ / TAX).

Press Button **"Adaugă opțiune/Add Option"** and the previous steps are repeated for the candidate's next options until all study programs in which the candidate wishes to enroll have been exhausted.

	B	B		
2. Detalii dosar	3. Documente	4. Opțiuni		5. Plată
ințelor				
le pentru domeniile / specializările	de licență din facultate, în ordine	ea preferințelor sale (pot fi ales	se toate	domeniile / specializările
Domeniu licență	Program stud	ii Lo	oc	Acțiuni
Program st	udii *	loc*		
	Jun		ΔXA	Adaugă optiune
- Select -				
		Image no 12		
	2. Detalii dosar ințelor le pentru domeniile / specializările Domeniu licență Program st - Select -	2. Detalil dosar 3. Documente ințelor le pentru domeniile / specializările de licență din facultate, în ordine Domeniu licență Program studi Program studii * - Select -	2. Detalil dosar     3. Documente     4. Opţiuni  inţelor le pentru domeniile / specializările de licență din facultate, în ordinea preferințelor sale (pot fi ales      Domeniu licență     Program studii     Loc*     BUGET 0 T/  Image no. 12	2. Detalli dosar       3. Documente       4. Opţiuni         inţelor       le pentru domeniile / specializările de licență din facultate, în ordinea preferințelor sale (pot fi alese toate         Domeniu licență       Program studii       Loc         Program studii*       Loc*       BUGET O TAXA         Image no. 12       Image no. 12

Attention! The order of the options in the list can be changed. However, this can only be done if the file is still in the Open state, i.e. the "Send file for review" button has not been pressed. To change the order of the options in the list, the old options must be deleted and the new options will be inserted in the order of preferences.

#### Completing the electronic file

After pressing the button "Pasul următor / Next Step" section *"Taxă de înscriere / Registration tax"* will appear (see *Image no. 13*) in which the method of payment for the registration fee will be established, as follows:

"Modalități de plată / Means of Payment" – one of the options has to be selected:

Online payment (directly with a bank card), if this payment method is selected, the button on the right "Pay online" will be activated.

Payment at the cashier of the Registration Centers, specially arranged or by bank transfer [payment order (PO), Internet banking...], if this payment method is selected, the button on the right will be activated **"încarcă chitanță / Load receipt"**.



Image no. 13

Note: If the candidate is eligible for a reduced fee or fee exemption, you will need to upload supporting documents with proof of eligibility (see Image no. 13). To do this, you will first need to ensure that you have uploaded the supporting documents (using the field "Tip document justificativ / Supporting document type" + button "Adaugă document justificativ / Add supporting document") and then send the file by pressing the button "Trimite dosar spre verificare / Send file for verification". A member of the committee will validate the documents and you will receive confirmation of eligibility for the tax reduction or vour exemption from paying the tax.

#### Sending the electronic file

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Declar pe propria răspundere, cunoscând consecințele juridice ale declarațiilor nesincere, că:

 Am înțeles toate informațiile pe care le-am completat în acest formular.

 Sunt de acord cu informațiile completate în dosarul de înscriere.

Informațiile oferite sunt corecte și reale.
 Am verificat informatiile din dosar.

Am vermeat informaține un dosai.
 Am adăugat toate documentele cerute în metodologie.

6. Am înțelec că după acest pas nu vor mai fi permise modificati la conținutul dosarului (pașii 1-4)

Doriți să trimiteți dosarul către universitate, fiind de acord cu afirmațiile de mai sus?

#### Image no. 14

Cancel

The file status, after pressing the button "Trimite dosar spre verificare / Send file for verification", can be verified by choosing the option "Dosare Licență / Batchelor Files" in the left-situated area. In this moment, the file is in a status called "În așteptare / In waiting" (see *Image15*).

After completing the data and options and verifying their

/ Send file for verification".

be displayed:

correctness, press the button "Trimite dosar spre verificare

After pressing this button, the message in Image no. 14 will

Dosar	re licență							
່ງ Reseteaz	ă filtre							🖿 Dosar nou
Afișează 10	<ul> <li>înregistrări pe pagină</li> </ul>						Caută:	
						•		
Nr.								
legitimație	Descriere	Cod	Candidat	Facultate	Creat	Stare	Preluat de	Acțiuni
	Sesiunea Iulie 2022	I15MMV	NUME A PRENUME	INGINERIE	2022-06-27 12:34:00	în așteptare		6
Afișate de la	1 la 1 din 1 înregistrări						Precedenta 1	Următoarea

Image no. 15

The status of the file sent by the candidate can be: "În așteptare/In waiting", "Preluat/Received", "Validat/Validated" or "Invalidat/Invalidated".

After submitting and validating the file, it will be possible to view, save and print the documents called **Fişa de înscriere / Registration form** and **Legitimația de concurs / Competition ID card**, directly from the account created on the online registration platform.

The candidate will receive, at the email address declared when creating the account, automatic confirmation from the system regarding the receipt/validation of the file, as well as the Fisa de inscriere / Registration form.

The candidate will be notified, both at the declared email address and in his / her account in the application, regarding the status of the file.

## Attention **Y**

A candidate who has opened an account on the platform can also submit the files of other candidates. In this case, a new file can be created only after the previously opened file has been sent for verification and validation. It is not necessary for each candidate to create their own account on the platform.

# Good Luck!

If you have any questions regarding online registration at the "Dunărea de Jos" University of Galați, you can email us: admitere@ugal.ro or you can call one of the following numbers: 0336 130 103 (Rectorate Secretariat) / 0725 300 050 (communication) / 0731 434 533 (central commission) / 0731 434 547 (Romanians from all over the world and foreign citizens) / 0731 434 521 (Romanians from all over the world - Cross-border Faculty)

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