



PRIOR TO YOUR ARRIVAL IN CLUJ-NAPOCA

- ▶ Check the room allocation list (see IRO's **web page**) in case you registered for a place in the dorm. Announce your arrival outside working hours in time at IRO, or look for a place to stay until the next work day;
- ▶ Register for a local buddy (see IRO's **Useful Information** web page)
- ▶ Pay the tuition fee for the first academic year (see IRO's **Useful Information** web page) via bank transfer or at the TUCN tax office (self-funded students only);
- ▶ Bring the original documents submitted during your admission process + the Letter of Acceptance to Studies (+ bank receipt - self-funded students only) to the International Relations Office;
- ▶ Participate in our **Welcome Day Event** dedicated to our international students!!!



DURING THE ACADEMIC YEAR

- ▶ Check your faculty schedule and attend classes together with your assigned group;
- ▶ Register with the **Immigrations Office** within the first 30 days of your arrival at 51-53 Alexandru Vaida Voievod Street, aka **Iulius Mall**;
- ▶ Submit your Residence Permit at the Secretariat of the Faculty and at IRO;
- ▶ Ask for the suitable version of the **accommodation contract** (available in English and Romanian), **read it** and sign it;
- ▶ Ask for the suitable **student contracts** (available in English, French and Romanian at the Secretariat of the Faculty), **read them** and sign them;
- ▶ Pick up your **student card** and **train card** from the Secretariat of the Faculty (issued within about two weeks from your first meeting with the International Relation Office).



ACCOMMODATION IN THE TUCN DORMS

- ▶ Pay your accommodation fee in due time monthly (including for the last month of stay);
- ▶ Do not leave the dorm for more than two weeks at a time (check the contract);
- ▶ Inform the dorm manager of your intention to leave 3 days prior to your departure;
- ▶ Be advised that **TUCN dorms are closing for a month during the summer holiday**.



CONTACT IRO DURING YOUR FIRST YEAR AT TUCN

- ▶ When you need certificates for the Immigrations Office, bank, Embassy, etc.
- ▶ When you have any issues with the TUCN accommodation or with your Faculty.



International Relations Office

Technical University of Cluj-Napoca
Memorandumului Street No. 28 Cluj-Napoca
400114 - Romania

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Fax: 0040-264-591690

E-mail: international@staff.utcluj.ro / Stefania.Campean@staff.utcluj.ro

Open Office Hours:

Monday to Friday, 11.00-14.00