

# Useful Information for Non-EU Full Time Students

## PRIOR TO YOUR ARRIVAL IN CLUJ-NAPOCA

- Check the room allocation list (see **IRO's web page** -> **Students Housing** -> **Timetable**) 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 (online appointment required);
- Participate in our **Welcome Day Event** dedicated to our international students!
- More information on **Social Media**.

## DURING THE ACADEMIC YEAR

- Keep in touch with your faculty assigned secretaries for additional information;
- Register with the **General Inspectorate for Immigration** 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 English translations of the certificates issued by the structures of TUCN for the bank, embassy and army;
- Whenever you need guidance.

# International Relations Office

Technical University of Cluj-Napoca  
Memorandumului Street No. 28, Cluj-Napoca, 400114 - Romania  
Phone: +40 264 202 595; +40 264 202 594; +40 264 202 497  
Fax: +40 264 591 690  
E-mail: [international@staff.utcluj.ro](mailto:international@staff.utcluj.ro)

## Open Office Hours

Monday to Friday, 9-12  
Online appointment required: <http://bri.utcluj.ro/en/index.php>

