

UPON ARRIVING IN CLUJ

- Check the rooms allocation in the student dorms (<http://bri.utcluj.ro/>)
If you arrive outside working hours please inform the Erasmus+ Office about the time of your arrival in order for them to facilitate your access inside the dorm;
- Bring the Arrival Certificate (received from your university) to the Erasmus+ Office (Memorandumului Street No. 28, room 107);
- Make an appointment with the local Erasmus Coordinator (at the faculty);
- Participate in our **Welcome Day Event** for international students!
- Register at the **General Inspectorate for Immigration** (Alexandru Vaida Voievod, No. 51-53 - Complex Iulius Mall).

DURING MOBILITY

- Make all needed changes to your Learning Agreement with the local Erasmus Coordinator within the first 15 days of the academic year/semester;
- Inform the local Erasmus Coordinator if you want to add Romanian Language Courses to your Learning Agreement;
- No changes in the Learning Agreement are allowed after the first month of mobility;
- Pick up your student card from the secretary of the faculty (issued within two weeks from your first meeting with the local Erasmus Coordinator).

END OF MOBILITY

TUCN obligations:

At the end of the mobility period, the student will receive from the TUCN:

- Transcript of Records / Transcript of work;
- Certificate of Attendance.

The Erasmus exchange students must:

- Inform the Erasmus Office of their departure date, at least 3 days prior to the departure;
- Send the Attendance Certificate Form provided by your university to the TUCN Erasmus Office at least 3 days prior to your departure (E-mail: erasmus@staff.utcluj.ro; ludmila.lutencu@staff.utcluj.ro), to be filled in and signed;
- Inform the hostel manager of your intention to leave 3 days in advance;
- Submit your feedback to Erasmus+ Office.

You will be able to collect your Certificate of Attendance from Erasmus+ Office 2 days before leaving TUCN.

Erasmus+ Office Cluj

Memorandumului Street No. 28, Cluj-Napoca, 400114 - Romania

Tel: +40 264 202 594; +40 264 202 261; +40 264 202 288

Fax: +40 264 591 690

Email: erasmus@staff.utcluj.ro

Andreea.Popa@staff.utcluj.ro

Ludmila.Lutencu@staff.utcluj.ro

Codruta.Radescu@staff.utcluj.ro

Erasmus+ Office Baia Mare

Ramona.Demarcsek@fsc.utcluj.ro

Open Office Hours

Monday to Friday, 9-12

Online appointment required: <http://bri.utcluj.ro/en/index.php>

