



PROCEDURE FOR ISSUING UNIVERSITY DOCUMENTS

1. School certificate

Necessary documents:

- written request (model on the FILS website - <https://fils.upb.ro/en/request-forms/>);
- copy of ID/passport;
- fee receipt (according to the fees approved by the university).

After preparation, verification, and signing (within a maximum of 30 working days), it can be collected from the FILS secretariat.

2. Transcript or Diploma supplement - DUPLICATE

Necessary documents:

- statement of responsibility from the holder of the study document;
- the original university document if it is damaged or laminated;
- certified copy of the birth certificate;
- proof of payment of the fee for issuing another original university document;
- certified copy of the identity document (ID/passport), valid;
- notarial power of attorney/legal authorization in a certified copy, if applicable.

After preparation, verification, and signing, it will be sent (within a maximum of 30 working days) together with the submitted documents, to the Rectorate - Study Documents Service, from where the graduate will collect it during working hours.

3. Student certificate

The student will complete a request on studenti.pub.ro in their student account, in the certificates section, mentioning the purpose for which they need the certificate. The certificate can be collected from the secretariat when the note "signed" appears on the studenti.pub.ro platform.

4. Academic record

Necessary documents:

- written request (model on the FILS website - <https://fils.upb.ro/en/request-forms/>);
- copy of ID/passport;
- fee receipt (according to the fee schedule approved by the university).

After preparation, verification, and signing by the faculty, it will be sent together with the submitted documents to the Rectorate - Study Documents Service for university signatures (within a maximum of 30 working days), after which it can be collected from the FILS secretariat.