



**Private Higher Education Institution  
„The American University of Moldova”**

**REGULATIONS  
REGARDING THE STUDIES OF  
FOREIGNERS**

APPROVED  
at AUM’s Senate meeting  
Report no. 1 from 31.08.2021  
The President of the Senate  
Habilitation doctor, Univ. Prof.  
AVORNIC Gheorghe

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# CHIȘINĂU 2021

## Chapter I

### GENERAL DISPOSITIONS

1. This Regulation establishes the procedure for the admission of foreigners, the conditions for obtaining the approval of the Ministry of Education, Culture and Research, the method of obtaining the residence permit approved and issued by the Migration and Asylum Bureau, as well as the rights and obligations of the American University of Moldova / further UAM/ and foreign students regarding the organization and conduct of the study process.

2. This Regulation is developed in accordance with:

- Education Code no. 152 of July 17, 2014
- The regulation regarding the studies of foreigners in the educational institutions of the Republic of Moldova, approved by the Decision of the Government of the Republic of Moldova no. 504 of 4/07/2017;
- Law no. 200 of 16.07.2010 regarding the regime of foreigners in the Republic of Moldova;
- Law on the legal status of foreign citizens and stateless persons in the Republic Moldova No. 275-XIII of 10.11.94;

3. In this Regulation, the terms used have the following meaning:

- Apostille - is a certificate issued by the competent authorities of a signatory state of the Hague Convention, for official documents drawn up in the respective country, which are to be presented on the territory of another signatory state of the Convention;
- The Office of Migration and Asylum within the Ministry of Internal Affairs - specialized structure, which exercises powers regarding the regime of foreigners in the Republic of Moldova, as well as managing the record of foreigners who have been granted the right of residence in the Republic of Moldova;
- The study contract - regulates the student's relations with the higher education institution under academic, financial, social and other aspects specific to the higher education institution;
- Temporary residence permit - identity document certifying the right of legal residence on the territory of the Republic of Moldova;
- Refugee status – a form of protection, recognized by the Republic of Moldova, of the foreign citizen or stateless person who meets the conditions set forth in the Convention on the Status of Refugees, concluded in Geneva on July 28, 1951, as well as in the Protocol on the Status of Refugees of January 31, 1967;
- Foreigner - the notion of "foreigner" defined by Article 3 of Law no. 200 of July 16, 2010 regarding the regime of foreigners in the Republic of Moldova, a person who does not hold the citizenship of the Republic of Moldova or who is stateless.

4. This Regulation is applicable to foreigners enrolled at the American University of Moldova.
5. Citizens of the Republic of Moldova who hold citizenship do not fall under the scope of this Regulation  
another state, in accordance with Article 24 paragraph 4) of the Republic of Moldova Citizenship Law no. 1024-XIV of June 2, 2000.
6. Foreigners are enrolled at the American University of Moldova in accordance with the Constitution of the Republic of Moldova, the legislation in force, treaties, projects, programs to which the Republic of Moldova is a party, as well as individual study contracts concluded between foreigners and the American University of Moldova, benefiting from the rights and assuming the obligations provided by them.
7. Enrollment of foreigners to study at the American University of Moldova is done with the approval of the Ministry of Education, Culture and Research, as a result of the equivalence of the study documents previously obtained outside the borders of the Republic of Moldova.
8. The American University of Moldova organizes the study process for foreigners according to study programs coordinated with the Ministry of Education, Culture and Research.
9. Foreigners' studies are conducted in English
10. Foreigners, who are admitted to study at UAM, obtain the right of temporary residence and the temporary residence permit under the conditions stipulated by Law no. 200 of 16.07.2010 regarding the regime of foreigners in the Republic of Moldova.

## **II. CONDITIONS FOR ADMISSION AND REGISTRATION OF CANDIDATES**

11. Foreigners will be enrolled at the UAM only on study places with the payment of study fees, in the amount established, according to the legislation in force.
12. Foreigners are admitted to higher education in the Republic of Moldova, cycle I twice a year, until October 15 and February 15 according to the academic calendar approved by the educational institution.
- 13. The admission procedure applied to foreign candidates for studies at UAM is carried out as follows:**
  - Foreigners send the files for admission in person, through authorized persons or by e-mail, directly to the UAM, in the International Relations Service;
  - The International Relations Service evaluates the files according to the legal regulations in force and communicates to the Ministry of Education, Culture and Research the list of persons proposed for the issuance of the letter of acceptance to studies;
  - The list of persons proposed for the issuance of the letter of acceptance to studies will be accompanied by a copy of the candidate's file;
  - After analyzing the file, the Ministry of Education, Culture and Research issues the letter of acceptance or rejection of the candidate for studies.
- 14. Foreigners' files submitted to the Ministry of Education, Culture and Research for confirmation of the right to registration will contain the following:**

- the UAM registration form, attached model on the website <https://americanuniversity.md/about-aum/>
- the copy of the national passport with a validity period of at least one year;
- copy and legalized translation of the marriage certificate, if it is not drawn up in an internationally spoken language (as applicable);
- copy and legalized translation of the baccalaureate diploma or its equivalent - for enrollment in the first cycle (bachelor's degree) or integrated higher studies;
- self-responsibility declaration regarding the veracity of the presented documents. The documents mentioned in sub-points;
- will be apostilled/superlegalized in accordance with the provisions of the legislation in force of the issuing state and of the Republic of Moldova and translated into Romanian or an international language (for member countries of the Hague Convention - apostille, for other countries - initialed by the Ministry of Foreign Affairs of the respective country, later with superlegalization at the General Consular Directorate of the Republic of Moldova).

15. The foreigner admitted to higher education studies in the Republic of Moldova is responsible for the authenticity and veracity of the documents presented in the file

### **III. CONDUCT OF THE ADMISSION COMPETITION**

16. The process of admitting foreigners to UAM will be carried out in compliance with the legal provisions of:

- Regulations regarding the organization and conduct of admission to UAM, cycle I – higher undergraduate studies, approved at the meeting of the UAM Senate;
- The provisions of this Regulation.

### **IV. REGISTRATION OF FOREIGN CANDIDATES**

17. The registration of the candidates declared admitted following the competition will be done by the order of the UAM Rector after the notification of the presented documents, the approval of the Ministry of Education, Culture and Research, after the full payment of the study fee. The amount of study fees and other services provided is established by the UAM Senate in each academic year.

Foreign citizens, enrolled in studies at UAM, are obliged to report to the International Relations Service of the University within three days of entering the territory of the Republic of Moldova to be informed about the rules of stay and to start the documentation procedure.

18. Foreign citizens, admitted to study at UAM, are granted the right of temporary residence for the entire period of study, issued by the Migration and Asylum Bureau of the Ministry of Internal Affairs of the Republic of Moldova.

19. Foreigners' files for the Migration and Asylum Office regarding obtaining the invitation to study will contain the following documents:

- the UAM approach – the form regarding the issuance of the invitation, is completed legibly in Latin characters, signed by the administrator, with the application of the wet stamp (the form can be found on the website [www.bma.gov.md](http://www.bma.gov.md));
- the request/reasoning approach of the UAM written in free form, regarding the issuance of the invitation, indicating the purpose of entering the territory of the Republic of Moldova of the invited person, with registration number, dated and signed by the administrator, with the application of the wet stamp;

- copy of the foreigner's state border crossing document, whose validity period is not less than one year. Copy of previous visas obtained for the Republic of Moldova and/or other countries;
- the documents establishing the UAM (the extract from the State Register), in original and copy;
- proof of the existence of means of maintenance, in the amount of 30 euros/day during the stay on the territory of the Republic of Moldova, as well as for returning to the country of residence, but not less than 300 euros, from the applicant;
- power of attorney - in case of submission of the application by an employee authorized by the administrator, to which his valid identity card is attached, in original and copy, copy of the extract from the state register of non-commercial organizations, in the given case of the UAM

The original invitation is presented by the person invited to the diplomatic missions or consular offices of the Republic of Moldova in order to obtain an entry-exit visa to/from the Republic of Moldova, requesting a study visa, type D. The invitation issued by the competent authority for foreigners is one from the conditions for obtaining an entry visa to the territory of the Republic of Moldova by certain categories of foreigners.

After the issuance of the right of residence, the foreign student is obliged, within a maximum of 3 days, to personally submit the file completed by the International Relations Service of UAM to the Directorate of Population Documentation in order to obtain the residence permit.

The file must contain the following documents:

- 1) the national foreign passport (original, copy);
- 2) right of residence (original, copy);
- 3) the certificate with the mention of the blood group (copy);
- 4) the accommodation order or the notarial declaration (if he does not live in the student dormitory), (copy);
- 5) acceptance to studies issued by the Ministry of Education, Culture and Research of the Republic of Moldova (copy).

## **V. TRANSFER OF FOREIGN STUDENTS**

20. Foreigners, who completed periods of study in another country, can continue their studies in higher education in the Republic of Moldova under the following conditions:

- are holders of a study document that allows access to the level of studies they opt for;
- have completed studies at a higher education institution abroad recognized by the authorities of the respective state;
- have transcripts related to the completed studies;
- have the prior approval of the higher education institution from the Republic of Moldova.

21. The transfer can be made for the second and subsequent years, except for the last year of studies.

22. The transfer is allowed only after the end of the academic year, but not later than October 1 of the new academic year, and is carried out under the following conditions:

- only for specialties in the same field of study/field of professional training or related;
- by complying with the conditions for admission to the study program and promoting the study year;
- on the available places, within the limits of the registration quota in the respective year.

## **VI. LEGALIZATION OF STUDY DOCUMENTS ISSUED TO FOREIGNERS**

23. Foreigners who have acquired the full study program and passed the exams to complete a level of studies, upon their departure from the country, are to legalize the study documents obtained, under the conditions provided by the Regulation on the application of the apostille, approved by Government Decision no. 163 of February 15, 2007, the Regulation on the procedure for superlegalization of documents, approved by Government Decision no. 421 of June 26, 2013, and the Regulation on the recognition, equivalence and authentication of study documents and qualifications, approved by order of the Minister of Education, Culture and Research.

## **VII. RIGHTS OF THE AMERICAN UNIVERSITY OF MOLDOVA**

24. To enroll the Student for studies according to the Regulation on the organization and conduct of admission to higher education institutions in the Republic of Moldova under the conditions of the objectives of this Regulation.

25. To conclude an individual contract with each student enrolled in higher Bachelor studies.

26. To carry out the training of the Student in the study program to which he is admitted, according to the requirements of the Bologna Process and the national standards for the training of specialists in bachelor's/master's studies, educational plans and programs, regulations and instructions of the Ministry of Education, Culture and Research of the Republic of Moldova.

27. To promote the Student to the next year of studies after he has completed the activities, provided in the curriculum for the respective (current) year of studies.

To determine the size of the tuition fee and other fees in accordance with the decisions of the University Senate.

28. To ask the Student to leave the rooms intended for the training process with the subsequent recovery of study hours according to the regulations in force, in the event that the Student exhibits behavior that contradicts the provisions of the University's internal regulations.

29. To expel the student in case of:

- non-compliance by the Student with the legislation of the Republic of Moldova in force;
- non-compliance by the Student with the provisions of the Regulation regarding the studies of foreigners in the educational institutions of the Republic of Moldova, or other internal regulations of the UAM
- non-compliance by the Student with at least one provision of the contract;
- failure to accumulate 40 transferable credits from the total number of credits approved for one year of studies;
- unjustified absence for at least 1/3 of the time provided for the course units in the education plan in the given semester;
- non-payment of the tuition fee by the Student
- taking an exam fraudulently;
- failure to procure and/or submit to the Dean's Office the medical assistance insurance policy within 1 month from the beginning of each calendar year;
- at the Student's request, or in other cases provided by the University's regulations and/or the legislation in force.

30. The University will not bear travel, accommodation, food and other expenses of the Student or his family.

31. To allow, at the request of the Student, the repetition of the respective subject, semester or year of studies with the payment of the additional fee for the additional training provided by UAM.

## **VIII. OBLIGATIONS OF THE AMERICAN UNIVERSITY OF MOLDOVA**

32. The UAM is responsible for the correct completion of the documents within the terms stipulated by the normative acts in force, which regulate the way of inviting and documenting the stay on the territory of the Republic of Moldova of foreigners.

33. UAM is responsible for the qualitative organization of the training process for foreigners.

34. The UAM is obliged to inform the Ministry of Education, Culture and Research and the competent authorities about the illegal actions carried out by foreigners on the territory of the Republic of Moldova, which threaten the security of the state, public order, health and morality of the population, including actions of an ideological and religious nature that contravene the legislation in force, based on the information presented by the competent bodies with reference to the illegal actions of the students.

35. The UAM must submit the annual statistical reports on the number of registered foreigners by January 1, in accordance with the standard model approved by the Ministry of Education, Culture and Research.

36. Mandatory training of foreign citizens regarding the legislation regarding the regime of foreigners in the Republic of Moldova, with a warning on the consequences that may occur in case of non-compliance with the national legislation in the field.

37. In case of exmatriculation of foreigners, the UAM is obliged to send the extract from the order of exmatriculation and the temporary residence permit to the competent authority for foreigners.

38. In case of exmatriculation of foreigners due to loss of connection with the educational institution, it will inform the competent authority for foreigners.

39. To issue the University graduation documents to the student in accordance with the legislation of the Republic of Moldova in force, indicating the specialty assigned.

## **IX. THE RIGHTS OF THE FOREIGN STUDENT**

40. To benefit from the rights stipulated in the documents mentioned in the legislation of the Republic of Moldova and the internal regulations of the University.

41. To be provided with adequate conditions for carrying out the study process in accordance with the legislation in force of the Republic of Moldova.

42. If the conditions of the University Regulations are met, to transfer to studies in another specialty in the same general field of studies, exclusively with the approval of the Ministry of

Education, Culture and Research.

43. To participate in student scientific conferences, to get involved in research activity within the limits and in the manner provided by the Internal Regulations of the UAM.

44. To be active in student, union, scientific, legally established organizations that do not contravene the legislation in force

45. To be promoted in the next year of studies upon accumulating transferable credits, according to the study plan.

## **X. OBLIGATIONS OF THE FOREIGN STUDENT**

46. Foreign citizens, enrolled in studies at UAM, are obliged to report to the International Relations Service of the University within three days of entering the territory of the Republic of Moldova to be informed about the rules of stay and to start the documentation procedure.

47. The foreigner admitted to higher education studies in the Republic of Moldova bears responsibility for the authenticity and veracity of the documents presented in the file.

48. To know and respect the legislation of the Republic of Moldova in force, including the provisions of the normative acts regarding training, the rules of living and movement on the territory of the Republic of Moldova established for foreign citizens.

49. To know and respect the provisions of the Regulation regarding the studies of foreigners in the educational institutions of the Republic of Moldova.

50. To show up for studies at the University.

51. To pay the tuition fee. To pay the cost of unmotivated academic arrears, re-examinations, documents issued by the University according to the approved fees in the established manner.

52. To complete the training plan and program on time with the support of all evaluations according to the timetable approved by the University.

53. To accumulate 60 transferable credits for each year of instruction.

54. In case of expulsion, the Student is obliged to fulfill all the requirements specified in the liquidation form and to leave the territory of the Republic of Moldova within the term established by the legislation in force, assuming all related expenses.

55. To procure and present to the Faculty's Dean's Office the medical assistance insurance policy within 1 month from the beginning of each calendar year.

56. To register on time and to extend the validity periods of the national passport, to strictly respect the regime of passports and visas. Upon completion of studies for various reasons, the foreign student is obliged to return the Temporary Residence Permit and leave the country within 10 days.

57. In case of change of residence visa, personal data, loss of temporary residence documents or their damage, the student is obliged to present himself in the Office of foreign students within 72 hours, with the presentation of the necessary documents.

58. For the renewal of temporary residence documents, the student is obliged to appear in the Foreign Students Office 30 working days before their expiration with the presentation of the necessary documents.

59. In case of violation of the legislation of the Republic of Moldova and the Internal Regulations of the University, the Student bears legal, financial and material responsibility in accordance with the legislation of the Republic of Moldova in force.

60. To bear all expenses related to the foreign student's round-trip travel in all possible cases (arrival at the place of study, travel to the homeland and on the territory of the Republic of Moldova). In case of forced departure from the territory of the Republic of Moldova for certain reasons, the Student is obliged to cover all expenses from his own account.

61. To fully bear the expenses in case of loss or damage to the material assets of the University, including teaching materials.

62. To present at the request of the University within the established terms the documents confirming the documents submitted in the admission process and/or the amended documents.

63. To accept the processing of personal data by the authorized university subdivisions.

64. Not to smoke or consume alcoholic beverages and psychotropic substances in the premises of the University where the theoretical training and the practical internship are carried out.

## **XI. FINAL PROVISIONS**

65. Candidates admitted to studies sign an individual contract regarding the training of foreign citizens in TMU concluded between the Student and the American University of Moldova, represented by the Rector, which contains the rights and obligations of the parties during the studies.

66. These Regulations enter into force from the moment of approval by the University Senate.