

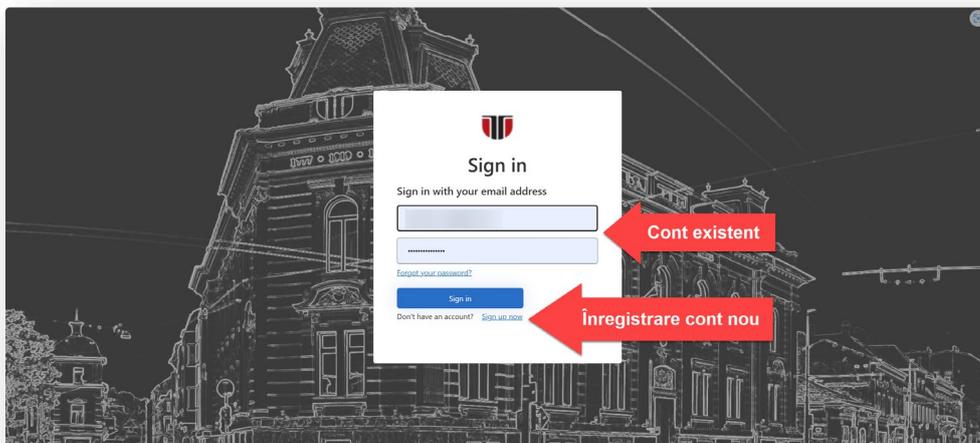
# Tutorial for Using the Application System for 2025 Doctoral School Admissions Technical University of Cluj-Napoca

## 1. Registration

Candidates must register for the admission process by accessing the online application at:  
<https://sis.utcluj.app/candidate-doctorate-admission>

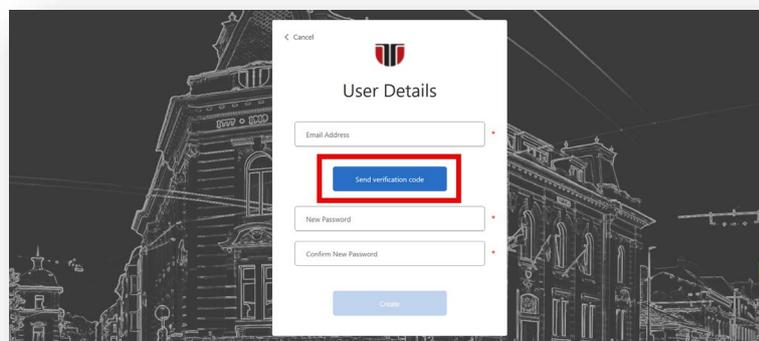
## 2. Access to the IOSUD Admission Portal

Upon accessing the Doctoral School admission application, a login window will open.

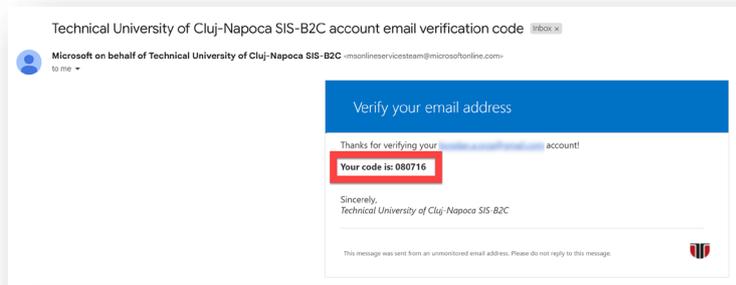


If **you are already registered**, log in and you will be redirected to the platform.

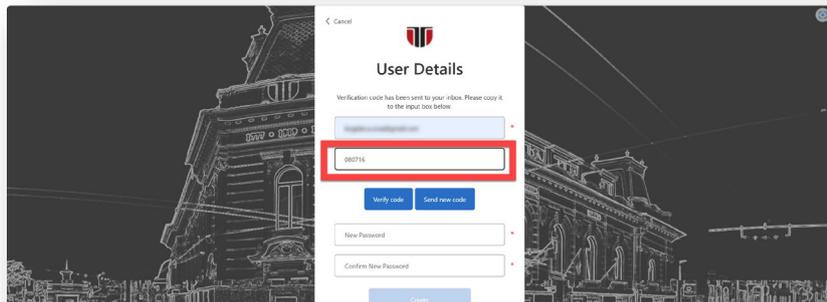
If **you are not yet registered**, select the **"Sign-up now"** option. A window will open where you need to enter your personal email address to receive a verification code, after clicking the **"Send verification code"** button.



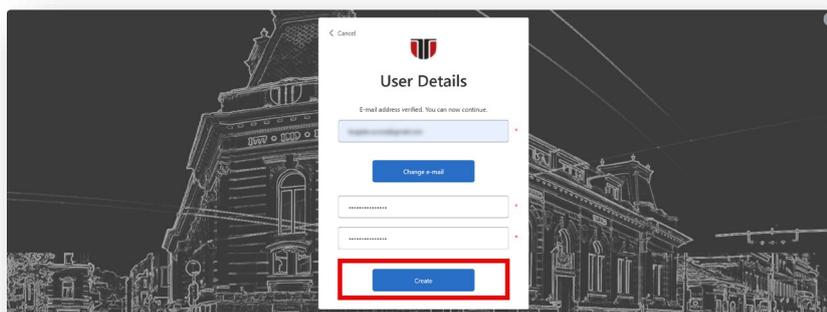
You will receive a verification code at your email address. If you haven't received it, please check your Junk/Spam folder, as the message may sometimes end up there!



Enter the received verification code in the **“Verification Code”** field and request its validation by selecting the **“Verify code”** button. If needed, you can request a new verification code by clicking on the **“Send new code”** option.



After the verification code is validated, the screen shown below will appear. You will be asked to set a password with at least 8 characters. The password must include at least 3 of the following 4 types of characters: a special character, a number, a lowercase letter, and an uppercase letter. Once all required fields marked with \* are filled in, the **“Create”** button will become active. After clicking the **“Create”** button, your account will be created and you will be redirected to the personal information screen.



### 3. Entering Personal Information

Candidate registration is done by filling out the **application form**. On the first page, you are required to complete your **personal information** (section 1).

The screenshot shows a registration form with several sections: 'Data personala', 'Data act de identitate', 'Alte date', 'Data locu actual', and 'Data studiilor superioare absolvite'. Red circles and arrows indicate key elements: circle 1 points to the 'Data personala' card header, circle 2 points to the 'Next Step' button, and circle 3 points to the 'Next Step' button.

You can collapse/expand the cards above and fill in the required fields (section 2). **You will not be able to proceed to the next step until all mandatory fields marked with \* are completed.** Choose "Next Step" (section 3) to continue to the "Doctoral Options" page.

#### 4. Entering the Doctoral Options

At this stage, the candidate must fill in the details regarding the doctoral program they wish to apply for. **The fundamental field of study is selected** (section 1), after which the **Coordination Council** field (section 2) and the **field of study** (section 3) are automatically filled in.

The screenshot shows the 'Opțiuni doctorat' form with the following fields: 'Domeniu de studii' (1), 'Domeniu fundamental de studii' (2), 'Consiliu de coordonare' (3), 'Conducătorul de doctorat', 'Forma de finanțare', and 'Tema de cercetare'.

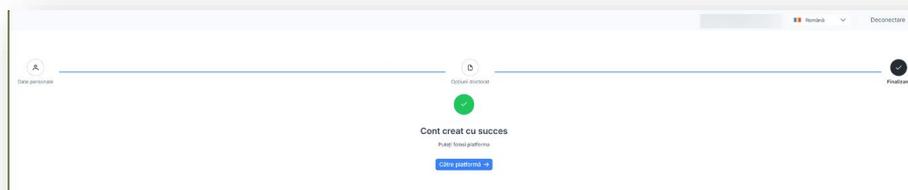
The doctoral supervisor is selected from the drop-down list (section 4), and the type of funding is chosen from the list of options (section 5). The research topic is the one agreed upon with the doctoral supervisor.

The screenshot shows the 'Opțiuni doctorat' form with the 'Conducătorul de doctorat' dropdown menu open. Red circles 4 and 5 highlight the dropdown and the selected option respectively.

**Note:** In order to complete the registration, **the user must explicitly agree to the terms and conditions of use of the application, as well as the data privacy policy** (section 6). Only then will the "Register" button become active.

If you wish, you can return to the previous page to complete the corresponding section by using the **"Back"** button.

After clicking the **"Register"** button, the confirmation screen shown below will appear.



**Note:** If this page does not appear after clicking the **"Register"** button, your data has not been saved in the application. The registration process must be repeated!

If you click the **"Go to platform"** button, you will be redirected to the admission section.

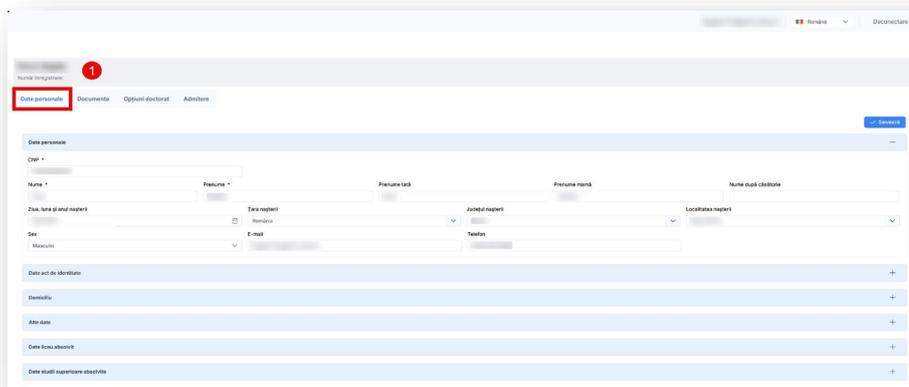
## 5. Admission Platform

The admission platform consists of 5 sections/tabs:

- Personal Information
- Documents
- Doctoral Options
- Admission
- Online Fee Payment

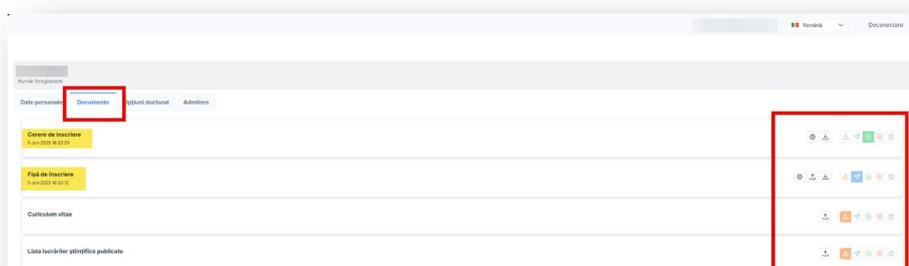
### **Personal Information Section**

The **Personal Information** section is pre-filled with the personal details entered during registration, which can be updated with the approval of the IOSUD Secretariat. The registration number will be manually assigned by the IOSUD Secretariat (section 1).



## Documents Section

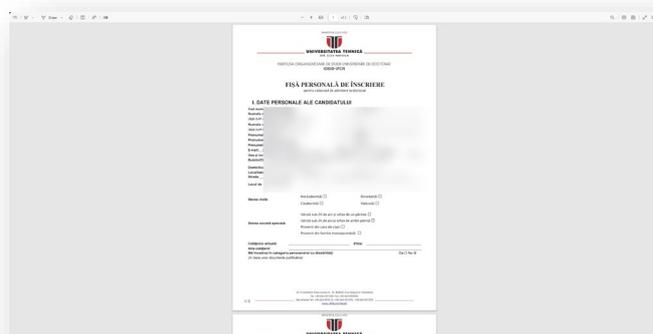
In the **Documents** section, the candidate must upload the required documents for the admission process.



Some of these documents can be generated automatically, such as:

- Application form,
- Registration form,
- Declaration of integrity.

The documents mentioned above can be downloaded by clicking the button



The document will be automatically downloaded to the location selected by the user.

Depending on the type of document, the candidate must download, print, and sign the documents, then scan and upload them into the application for verification by the IOSUD Secretariat.

To the left of the document name, the candidate can see its status:

 **Not uploaded:** The document must be uploaded in order to complete the application file.

 **Optional:** The document must be uploaded only if the candidate possesses such a document.

 **Uploaded:** The document has been uploaded but must be verified by the IOSUD Secretariat.

 **Verified:** The document has been checked by the IOSUD Secretariat and contains no errors.

 **Incorrect:** The document has been reviewed by the IOSUD Secretariat and contains errors. A valid document must be re-uploaded.

The list of documents is updated automatically, and uploaded documents can be **downloaded**  or **deleted** . Deleting a document will allow you to upload another one by following the steps outlined below. Before a document is deleted, you will be asked to confirm the action.



**Uploading** documents is done by clicking the Upload button , after which you follow the standard steps to upload a document from your local computer.

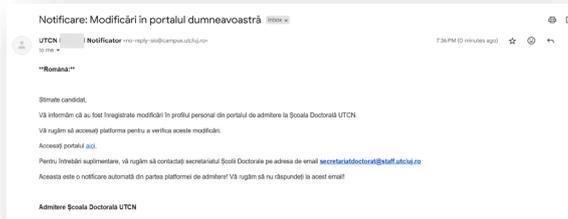
If a document has already been uploaded, you must confirm that you wish to overwrite it.



The IOSUD Secretariat will verify your application. **If any documents are uploaded incorrectly, you will receive a notification by email.**

Additionally, an error message will appear next to the incorrect document in the document list.



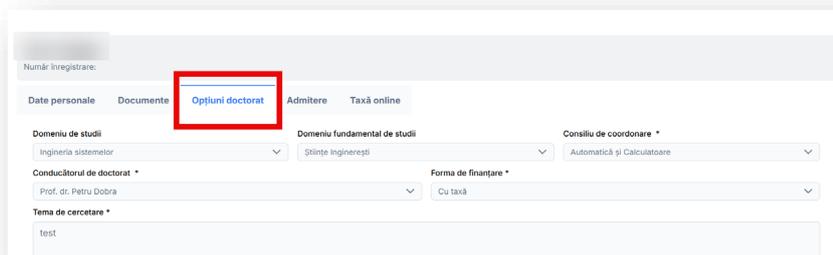


If you encounter difficulties, you can contact us at:

[secretariatdoctorat@staff.utcluj.ro](mailto:secretariatdoctorat@staff.utcluj.ro)

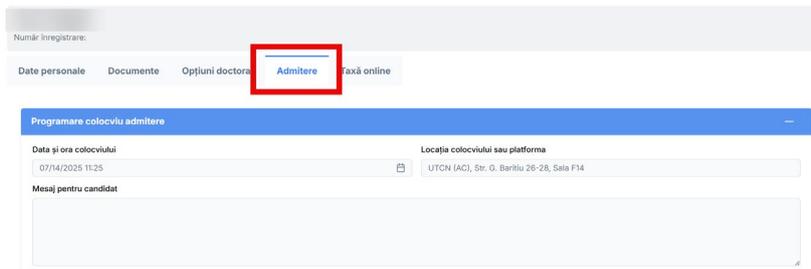
### Doctoral Options Section

The **doctoral options** section is pre-filled with the options entered during registration and can be updated.



### Admission Section

In the **Admission** section, you will find information about the **date, time, and location** of the colloquium (interview), as well as a **message to the candidate**. These details cannot be modified by the candidate.



### Online Payment Section

In the **Online Fee** section, you can pay the admission fee using a credit/debit card. If you are an employee of UTCN, please select option ① to pay the 50% reduced fee. To proceed with the payment, click the “+ Proceed to Payment” button (section ②), which will redirect you to the payment portal.

