Quick reference
Contents
Inline submission of the applications, using the Portal ............................................................................................3

1.1. Portal interface ..................................................................................................................................................3

1.2. Register ..............................................................................................................................................................4

1.3. Login ..................................................................................................................................................................6

1.4. Home page ........................................................................................................................................................8

1.5. The list with Existing Applications ...................................................................................................................9

1.6. Submission of the request application ...............................................................................................................10

1.7. Viewing the appointment (or cancellation) and the response regarding Existing Applications, from General Inspectorate for Immigration .............................................................................13

1.8. Disconnecting .....................................................................................................................................................14
Inline submission of the applications, using the Portal

1.1. Portal interface

The user will access the Portal in order to submit the inline application. The necessary steps are listed below:

1. Register – request to become an user of the Portal, using one valid and correct email address

2. Accessing the email address as personal identification when the account was created – the Portal will send a message towards the introduced email address that contains a specific link in order to authorize the visitor as a Portal user.

3. Accessing the link from the received email in order to become a Portal user

4. Login using the user name (the email address) and the password and complete your profile with your citizenship.

5. Accessing the link from the Home page -> My Applications.

6. Accessing the associated link with the specific application.

7. Completion of the information from the form and uploading the required documents, in a PDF format.

8. Transmitting the application to IGI in order to validate the inline submission and obtaining an appointment at the desk.

9. Presentation at the desk in order to take the request according to the appointment received from General Inspectorate for Immigration.

10. Viewing the application resolution in the Portal.

11. Presentation at the desk for communicating the resolution of the application results.
1.2. Register

Home page

Registration page:

The citizen receives on the pointed email address a link that will activate the account.
Dear Username,

We are pleased to advise that you have been added as a Registered User to GII Portal. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website Address: 213.177.17.74/portaligi
Username: email@gmail.com

You can use the following link to complete your verified registration:
http://213.177.17.74/portaligi/default.aspx?ctl=Login&username=email%40gmail.com&verificationcode=PlqnRJoI5kU_

Thank you, we appreciate your support!
GII Portal

After accessing the link and the password is introduced, the user should complete the Citizenship in the Profile Page. In case of citizenship omission, the user will not be able to introduce the application inline.
1.3. Login

If the user has an account in the Portal, then the “Login” link is active and can be clicked.

When connecting the Portal, the user is directed to the HomePage.
GUVERNUL ROMANIEI
Ministerul Dezvoltarii Regionale
și Administratiei Publice
Instrumente Structurale
2007-2013

User Log In

Email Address: 

Password: 

Security Code:

01733

Generate New Image

Enter the code shown above into this box

Login  Remember Login

Register  Reset Password

Proiect finanțat prin Fondul Social European prin Programul
Operațional Dezvoltarea Capacității Administrative 2007-2013
1.4. Home page

The user accesses the “My applications” tab in order to introduce a new application or for viewing the existing one.
1.5. The list with Existing Applications

The “Existing Applications” page represents the area where the citizen is able to perform more operations. Based on the citizen profile (EU, non-EU, Romanian) the application types will be displayed.

The citizen can undertake the following operations:

- Insertion of a new application and uploading the associated documents, in a PDF format.
- Viewing of transmitted application: the application number, the date of the application introduction, the application state, the date and hour of the appointment at the desk or the cancelation of the application, comments (observations).
1.6. Submission of the request application

In order to submit a new application (request), from the left side of the screen select the desired application type, e.g.: “Application for issuing the registration certificate”:
After filling the form with the necessary information, the user can access the „Attached documents” section. Each uploaded document should be in PDF format and should have the maximum size of 2 MB.

Upon completion of the form, the user will click the „Save” button, in order to save the data. In this moment on the upper side of the screen will be displayed the „Send application” link.
Send application – allow to the user to transmit the application and the related application documents.

In the situation when the data from the application is incomplete or one of the corresponding documents is missing, the citizen will receive an error message.

If the information in the form is correct and complete, the citizen can send the application for validation, to IGI.

In the situation where the citizen clicks the „NU/NO” button, he will be redirected back to the previous page (the page with the completed application) and can review and/or edit the data.

If the user disconnects, then all the introduced information: application and attached documents are retained in the Portal for a limited period.

After application transmission, the data will be verified and validated by General Inspectorate for Immigration. After this action, the user will receive through the Portal the associated comments related to his application, also the date and hour of the appointment at the desk in the case of a correct and complete application. Otherwise, if the data is incorrect, the inline submitted application will be canceled by General Inspectorate for Immigration.
1.7. Viewing the appointment (or cancellation) and the response regarding Existing Applications, from General Inspectorate for Immigration

**Existing Applications**

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Application Type</th>
<th>Status</th>
<th>Scheduled Date</th>
<th>Com.</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>5/30/2014</td>
<td>Registration certificate</td>
<td>Scheduled</td>
<td>6/3/2014 2:55:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comment: Solicitarea dumneavoastra a fost verificata, sens in care aveți obligația a va prezenta, cu documentele în original, în data de 03.06.2014 la ora 14:55, în scopul depunerii cererii. Your request has been verified so you must present yourself with the original documents, in on 03.06.2014 at 14:55, in order to submit your application. Următoarele documente nu au fost validate: 1. Print screen din registrul general de evidența a salariatilor.
1.8. Disconnecting

The user can disconnect from the Portal by clicking the “Logout” link.