

APPLICATION GUIDE

Guiding Principles for Degree Students

An applicant responsibility is to follow these steps during the application process.

Step 1.

Before applying to the RTU Foreign Students Department check study programmes the university is offering in English and choose appropriate.

Step 2.

Download application form <http://rtuasd.lv/resource/show/96> and make sure that it is completed in full otherwise application form will not be considered as complete.

Step 3.

Check once again the list of documents which should be sent, namely:

- Passport copy (Do NOT send all the pages).
- Undergraduate: All copies of certificates, transcripts of your qualifications PROVING COMPLETED SECONDARY EDUCATION AND SATISFYING CONDITIONS TO BE ENROLLED TO A UNIVERSITY IN YOUR HOME COUNTRY. (All the documents have to be legalized by the Ministry of Foreign Affairs of your country!!!)
- Graduate: All copies of certificates, transcripts of your qualifications, PROVING THAT YOU ACQUIRED THE WHOLE UNDERGRADUATE STUDY PROGRAMME and High (Secondary) school certificates (All the documents have to be legalized by the Ministry of Foreign Affairs of your country!!!)
- Completed Application Form (in full) <http://rtuasd.lv/resource/show/96>

Step 4.

If all the documents are ready, submit the package via e-mail to info@rtuasd.lv or send copies by post.

Step 5.

If registration fee is paid and documents received, within two days an applicant is registered in the RTU and is receiving the user name and password to the e-mail, which can be submitted to Application Status Enquiry Facility. Receiving the reference number to your e-mail sets the beginning of application process.

Step 6.

Check the status of your application using Application Status Enquiry at <http://rtuasd.lv/students/login> before calling or writing to the Department, and see your missing points.

Step 7.

If there are any mistakes, please, contact the RTU Foreign Students Department info@rtuasd.lv or nataly@rtuasd.lv for assistance and corrections.

Step 8.

The documents are processed in the Ministry of Education and Science up to 4 weeks. In 1-4 weeks time (at latest) an applicant can check the profile if there are any comments on his status about extra documents needed and provide the necessary documents to the department.

Step 9.

After approval of education documents is received the student should register in SKYPE, join Admission_RTU and agree on the interview in Skype. The final decision on admission will be taken only after Skype interview.

Step 10.

If you receive a positive reply from admission officers (please contact the Department for the decision), the invitation is prepared and approved by the Ministry of Internal Affairs and the package of documents necessary to apply for the residence permit or visa is sent to an applicant's home address mentioned in the Application Status Enquiry.

Step 11.

The tuition fees have to be paid to the university before applying to the embassy.

Step 12.

Before applying to the embassy, please, contact the embassy and request for the information on working time and the documents required to apply. <http://www.am.gov.lv/en/ministry/mission/> or you can check our website for more details.

Step 13.

When you receive the package from school, check once again if you have the correct documents for the embassy and fill in application for the residence permit <http://www.pmlp.gov.lv/en/pakalpojumi/residence/application.html> . If you have any questions while filling in application form please contact RTU Foreign Students Department.

Step 14.

Submit the documents to the embassy and be prepared for the interview.

Step 15.

The decision on the residence permit usually takes 30 days (or more, if there are problems with the documents) and decision on entry visa up to 10 working days.