



We welcome all international students at our university!



Ortus.lv



- Ortus.lv is a portal (intranet) where you can find information about your studies and the latest news of RTU
- Use ORTUS to find your study schedule, materials for studies uploaded by professors, invoices
- Every student has a unique account in ORTUS
- RTU staff will give you your ORTUS username and password on your registration day
- If you wish, you can change your ORTUS password for your own one. You can change your ORTUS password in your profile in ORTUS in section “Profile”.
- NOTE! ORTUS login & password also is used to access RTU-WiFi – available in all RTU buildings

Classes and Schedule

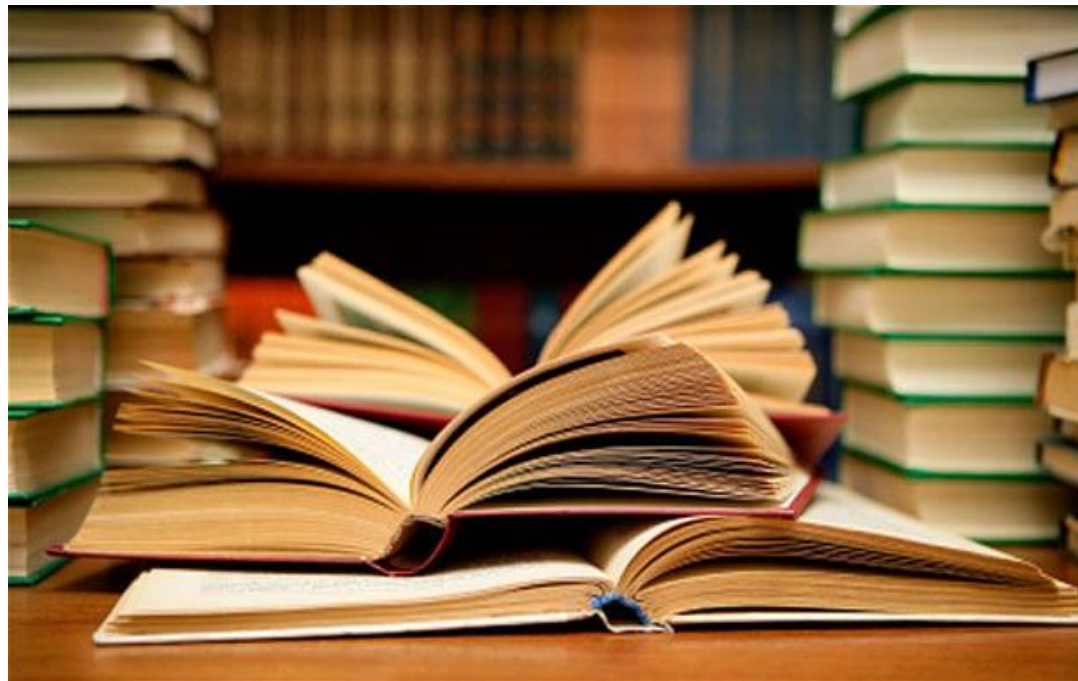
- Classes in Autumn semester commence on September 3, 2018
- Lectures take place during working days (Monday to Friday) from as early as 8.15am and some may finish as late as 10pm
- Find your lecture schedule on ORTUS (www.ortus.lv) under FOR STUDENTS and SCHEDULE, and all your courses under E-LEARNING



Academic Advisor

Room 312, 1 Kalku Street

See Academic Advisor for such matters as courses, grades, academic debts, time tables, transcripts, tuition fee payments etc.



Academic Advisor

Room 312, 1 Kalku Street

MS SIGNE LAIZĀNE (signe.laizane@rtu.lv, +371 6708 9167) is an academic advisor who is responsible for the following faculties:

- Faculty of Transport and Mechanical Engineering
- Institute of Applied Linguistics

MS MĀRĪTE TRANIŅA (marite.tranina@rtu.lv, +371 6708 9167) is an academic advisor who is responsible for the following faculties:

- Faculty of Electronics and Telecommunications
- Faculty of Power and Electrical Engineering
- Faculty of Civil Engineering
- Faculty of Material Science and Applied Chemistry

MS ELĪNA PEINA (elina.peina@rtu.lv , +371 6708 9108) is an academic advisor who is responsible for the following faculties:

- Faculty of Engineering Economics and Management
- Faculty of Computer Science and Information Technologies

You can reach your academic advisor during office hours :

- **Mondays** 10:00–12:30; 14:00–16:00
- **Tuesdays** 10:00–12:30; 14:00–16:00
- **Wednesdays** 14:00–16:00
- **Thursdays** by appointments only (*to schedule an appointment please contact the respective person by phone or e-mail*)
- **Fridays** 10:00–12:30

Admission Department

Room 318, 1 Kalku Street

Admission Department deals with admission matters, immigration, accommodation and financial related issues.

MR AGRIS DOBROVOĻSKIS

Admission officer

agris.dobrovolskis@rtu.lv

+371 6708 9766

MS LITA ZEMVALDE

Admission officer

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MS MĀRA KEIŠA

Admission officer

Accommodation matters

mara.keisa@rtu.lv

+371 6708 9766

MS ELĪNA NORNIECE

Admission officer

Immigration matters

elina.norniece@rtu.lv

+371 6708 9766

We accept students only during office hours:

- **Mondays** 10:00–12:30; 14:00–16:00
- **Tuesdays** 10:00–12:30; 14:00–16:00
- **Wednesdays** 14:00–16:00
- **Thursdays** by appointments only (to schedule appointment please call +371 6708 9766 or e-mail the respective person)
- **Fridays** 10:00–12:30

Student ID Card

A valid RTU student ID proves that you are currently studying in RTU, it serves as an electronic door lock in several faculties and an entrance card in the main building of RTU in 1 Kalku Street, as well as, it gives discounts, for example, in theaters, museums, clubs, shops, cafes etc.



Obtaining student ID Card



In order to make a student ID card you should fulfill one by one these steps:

- Apply for residence permit in Latvia
- Receive your residence permit decision (it will take around 2 months till your residence permit decision will come out starting from the registration day at the university).
- **Make your student ID card** in «Student Service Center» (see the picture) which is located in Azenes Street 6 (it is located in the same place where Kipsala dormitory).
- NOTE! You will be able to make **your student ID card in 2 months** starting from your registration day at the university.
- You will need just a passport to make a student ID card

Public Transport in Riga

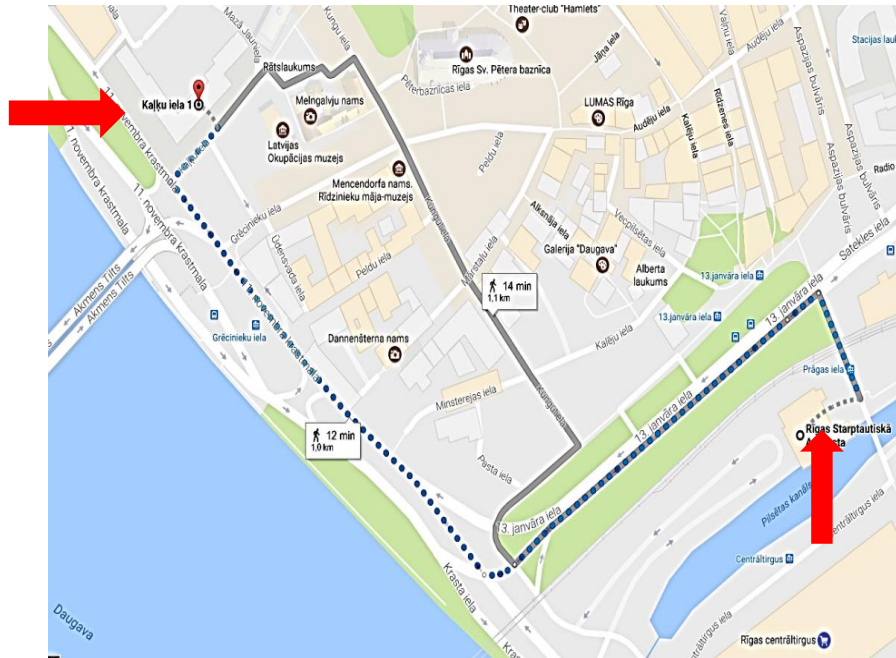
Riga Public Transport system covers all territory of Riga city. The public transport includes buses, trams and trolleybuses, as well as micro-buses with over than 100 routes. Students have 50% discount for all tickets. To receive the discount it is necessary to receive a personalized E-Ticket.

Find routes and time tables here: <https://www.rigassatiksmes.lv/en/>



Public Transport in Riga

- Use your **study agreement and a passport or ID card** to request the personalized E-Ticket at any customer service center of «Rīgas Satiksme».
- Find customer service centres here: <https://www.rigassatiksme.lv/en/tickets-and-e-ticket/ticket-trade-outlets/customer-service-centres/>
- The nearest customer service center of «Rīgas Satiksme» from RTU International Cooperation and Foreign Students department (Kalku Street 1) is at bus station (around 12 min on foot).



Insurance

- Insurance is an obligatory requirement to claim for residence permit ID card.
- The insurance should be the following:
 - *Valid throughout the territory of Schengen Zone;*
 - *Cover the entire period of the intended stay;*
 - *With the minimum coverage of EUR 43 000.*
- If your current insurance policy does not meet the requirements mentioned above, you may buy an insurance in Latvia.
- Bachelor students have to buy their insurance shortly after registration at the university.
- Master students have to make their insurances as soon as their RP decision comes out.

Insurance

ERGO

- Covers the doctor's appointments (family doctor services, oculist, psychiatrist etc.), laboratory and diagnostic examinations etc.
- Costs 160 Euros
- You can buy it through legal representative of insurance company in Riga Technical University
Ms Māra Keiša (mara.keisa@rtu.lv)

BTA

- Basic package of insurance which does not include doctor's appointments
- Costs 37 Euros
- You can buy it in any customer service center of *BTA* (one of the customer service centers is at the shopping mall «Olympia» which is very close to Kipsala dormitory)

Good luck with your studies!