

STUDENT GUIDE TO RTU



RIGA TECHNICAL
UNIVERSITY

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RTU

1. International Cooperation and Foreign Students Department (ICFSD)

Being internationally driven is essential for the future success of the Riga Technical University (RTU) and especially for RTU International Cooperation and Foreign Students Department. The RTU International Cooperation and Foreign Students Department (ICFSD) is the RTU structural unit, which has been working with International students coming from all around the world for more than 25 years.

We welcome all International students at our University!

Our Department supports all applicants, current students and international partnerships. If you are interested in spending a semester/year as an exchange/ full- time student in any degree programmes offered by RTU, you are welcome to contact the team of ICFSD. We will support you throughout the whole enrolment and study process.

1 Kalku Street, Room 318, Riga, LV-1658

Phone: +371 6708 9766

WhatsApp: +371 2571 4286

E-mail: admission@rtu.lv

Skype: Admission_RTU

Facebook: InternationalRelationsRTU



MANAGEMENT
1 Kalku Street Room 314

Deputy Rector for International Academic Cooperation and Studies Director of Department Professor Igors Tipans	+371 67089038 Igors.Tipans@rtu.lv
Deputy director Zane Purlaura	+371 67089084 Zane.Purlaura@rtu.lv
Office manager Sigita Sondore	+371 67089150 Sigita.Sondore@rtu.lv

**Appointments by phone or email*

ADMISSION OFFICE
1 Kalku Street Room 318

Laura Stale Admission officer	+371 67089020 Laura.Stale@rtu.lv
Lita Zemvalde Admission officer	+371 67089766 Lita.Zemvalde@rtu.lv

IMMIGRATION OFFICE
1 Kalku Street Room 318a

Elina Norniece	+371 67089060 Elina.Norniece@rtu.lv
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OFFICE HOURS of admission office

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**

Fridays 10:00–12:30

** To schedule appointment please contact ICFSD by +371 6708 9766 or e-mail the respective person*

ACADEMIC ADVISORS

1 Kalku Street 312

<p>Signe Laizane Faculty of Mechanical Engineering, Transport and Aeronautics Faculty of E-learning Technologies and Humanities BALTEC CENTRE</p>	<p>+371 67089167 Signe.Laizane@rtu.lv</p>
<p>Elina Peina Faculty of Engineering Economics and Management Faculty of Material Science and Applied Chemistry Faculty of Civil Engineering Faculty of Architecture</p>	<p>+371 67089108 Elina.Peina@rtu.lv</p>
<p>Agnese Dzademi Faculty of Electronics and Telecommunications Faculty of Power and Electrical Engineering Faculty of Computer Science and Information Technologies</p>	<p>+371 67089108 Agnese.Dzademi@rtu.lv</p>

OFFICE HOURS of academic advisors

Mondays 10:00–12:30; 14:00–16:00

Tuesdays 10:00–12:30; 14:00–16:00

Wednesdays 14:00–16:00

Thursdays *Appointments by e-mail to the respective person*

Fridays 10:00–12:30

See your Academic Advisor for such matters as courses, grades, academic debts, timetables, transcripts, tuition fee payments!

FOREIGN STUDENTS FOUNDATION AND SHORT-TERM COURSES UNIT

1 Kalku Street Room 414

<p>Head of the Unit Natalja Muracova</p>	<p>+371 67089036 Natalja.Muracova@rtu.lv</p>
<p>Arturs Lusic</p>	<p>+371 67089036 Arturs.Lusic@rtu.lv</p>
<p>Marite Tranina</p>	<p>+371 67089036 Marite.Tranina@rtu.lv</p>

INTERNATIONAL COOPERATION UNIT

1 Kalku Street Room 304

<p>Inga Karkla Incoming Exchange Students Coordinator</p>	<p>+371 67089812 Inga.Karkla@rtu.lv incomingexchange@rtu.lv</p>
<p>Eriks Badamsins International Visits</p>	<p>+371 67089790 Eriks.Badamsins@rtu.lv</p>
<p>Anna Sedova Partners from PR China, Hong Kong, Taiwan, Macau</p>	<p>+371 67089313 Anna.Sedova@rtu.lv</p>

OFFICE HOURS of incoming exchange students coordinator

Mondays 14:00–16:00

Tuesdays 14:00–16:00

Wednesdays 14:00–16:00

Thursdays 14:00–16:00

Fridays 14:00–16:00

** To schedule appointment please contact ICFSD by +371 67089812 or e-mail*

OUTGOING MOBILITY

1 Kalku Street Room 302

<p>Evita Miscuka Coordinator for the Outgoing Students of the Erasmus+ Programme</p>	<p>+371 67089314 +371 29484664 Evita.Miscuka@rtu.lv</p>
<p>Inga Riharda Coordinator for the Outgoing Students of the Erasmus+ Programme</p>	<p>+37167089067 +37125739079 (also WhatsApp) Inga.Riharda@rtu.lv</p>

INTERNATIONAL PROJECTS UNIT

1 Kronvalda Boulevard Room 212

Head of the Unit Karlis Valtins	+371 67089185 Karlis.Valtins@rtu.lv
Anete Beinarovica KA1, ERASMUS+ exchange student coordinator	+371 67089185 Anete.Beinerovica@rtu.lv
Timo-Juhani Turunen KA1, ERASMUS+ exchange student coordinator	+371 67089185 Timo-Juhani.Turunen@rtu.lv

Appointments by phone or email*FINANCIAL MATTERS**

1 Kalku Street Room 312

Vera Lipsta	+371 67089013 Vera.Lipsta@rtu.lv
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2. BEFORE YOUR ARRIVAL

- Make sure to arrive at least 1 day before the start of a semester (2 September OR 27 January).
- Inform ICFSD of your arrival (degree students: www.apply.rtu.lv portal; exchange students: incomingexchange@rtu.lv);
- Make sure you have all the necessary information on immigration and you have applied for visa or residence permit, if necessary (see www.fsd.rtu.lv for more info and contact elina.norniece@rtu.lv in case of any questions);
- Contact accommodations@rtu.lv to make a reservation for RTU dormitories OR arrange an alternative accommodation option, e.g. apartment;
- Read about the weather in Latvia and pack appropriate clothing;
- Attend Introduction Week.

3. AFTER YOUR ARRIVAL

- Exchange currency – the currency in Latvia is EURO;
- Be very careful with your personal belongings – it is easy to lose track of them if you are not careful and are trying to take in new sights!
- Arriving in Riga International Airport – get to your accommodations by taxi; you may pick any taxi outside of the airport exit – all of them are official ones, and accept cash and bank cards; OR by bus No 22 – the driver accepts cash but you may buy a ticket from the ticket vending machine at the bus stop before boarding the bus;
- Arriving in Riga International Train or Bus Station – see the Riga Public Transportation web page to find the most convenient public transport to get to your accommodations – www.rigassatiksmeliv/en / OR take a taxi outside the station (all of them are official ones and accept cash and bank cards);
- Check in at the accommodation, make sure you get your own key and sign an agreement with the owner, and make sure it is both in English and in Latvian;
- Come to the ICFSD office no later than 2 days after your arrival to register for your studies! Take a passport with you!

4. REGISTERING FOR STUDIES

Degree Students

- Come to the ICFSD office in 1 Kalku Street, room 318 no later than 2 days after your arrival (we work from Monday until Friday (check the office hours), and remember to take your passport with you!
- Sign up in the list of arrivals, provide your e-mail and mobile phone number;
- Sign the RTU Study Agreement;
- Receive information on ORTUS;
- Receive individual list of documents necessary to claim your Residence Permit;
- Receive your RTU Welcoming Package;
- Meet International Cooperation and Foreign Students Department employees.

Exchange Students

- Come to the ICFSD office in 1 Kalku Street no later than 2 days after your arrival (we work from Monday until Friday and remember to take your passport/identification card with you!
- Sign up in the list of arrivals, provide your e-mail and mobile phone number;
- Sign the RTU Study Agreement;
- Receive information on ORTUS;
- Submit form to receive documents for long term visa (non-EU citizens ONLY);
- Receive your RTU Welcoming Package;
- Meet International Cooperation and Foreign Students Department employees.

NOTE! It is important to register for studies within 2 days because failure to do so will result in automatic cancellation of Residence Permit or visa.

5. AFTER VISITING ICFSD OFFICE

Degree Students

- Use your ORTUS login information to see your class schedule (or check www.nodarbibas.rtu.lv if you did not receive it yet);
- Update your ORTUS contact information and receive latest ICFSD news and information on Immigration requirements;
- Explore ORTUS;
- Change ORTUS password after first login;
- Get your Residence Permit ID card; Master students arriving with a visa;
- Get your Student ID Card;
- Get your Riga Public Transportation personalized E-Ticket;
- Attend all seminars organized during the Introduction Week;
- Attend your lectures according to your schedule starting the first study week. Be on time! Contact ICFSD in case of overlapping lectures (room 312).

Exchange Students

- Use your ORTUS see your class schedule and find instructions on how to find alternative classes in case of them overlapping (happening at the same time);
- Use your Learning Agreement form and the class schedule to put together your individual class schedule; do Changes to the Learning Agreement ONLY if your chosen classes overlap (take place at the same time) within the first week of studies;
- For non-EU citizens – prepare all the necessary documents to apply for a long-term visa.
- Get your Student ID Card;
- Get your Riga Public Transportation personalized E-Ticket;
- Attend all seminars organized during the Introduction Week;
- Attend your lectures according to your schedule starting the first study week. Be on time! Contact ICFSD in case of overlapping lectures.

6. STUDIES

www.ortus.lv

- A portal (intranet) where you can find information about your studies and the latest news of RTU. You will receive your login & password by e-mail or in hand at ICFSD office at the day of the registration. Change the password after your first login;
- Use ORTUS to find your study schedule, materials for studies uploaded by professors, invoices for payments and use it to update your contact info available to ICFSD (phone number, current email ID, residence address in Latvia).
- ORTUS login & password is also used to access RTU-WiFi – available in all RTU buildings.

Classes and Schedule

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.

Using Lecture Schedule

- Be very attentive when reading information under “Course, lecturer, room”! The address and type of course in your schedule is indicated in abbreviated form.

For example:

Day Time Course, lecturer, room

Monday 10.15–11.50 Th.w. and Pr.w. Business Communication / V. Tiltiņa, K1 – 201

Weeks: ODD

- There are three lecture types: **Th.w.** – Theoretical work, **Pr.w.** – Practical work, and **Lab.w.** – Laboratory work, see the added abbreviations in front of the course title. The name of a person indicated in the second line (in the example: V.Tiltiņa) is the professor or lecturer teaching the particular lecture. A lecture can have more than one teaching staff, and a course can have more than one teaching staff as well. The letter **K** in **K1** indicate name of a Street (see explanation below), but number **1** in **K1** is the number of a building. The following number 201 is the room number.

- **Use the information below and RTU Campus Map to find the necessary building!**
K – Kaļķu Street, M – Meža Street, Āz – Āzenes Street (Ķīpsala), Kr – Kronvalda boulevard, V - Viskalu Street, Lo – Lomonosova Street, In – Indriķa Street, Ve - Ventpils Street, Kc - Kalnciema Street, PV- Paula Valdena Street , S - Sētas Street , D - Daugavgrīvas Street, Ķīp - Ķīpsalas Street
- A semester is 16 weeks long. Some lectures will happen only on certain weeks, so pay close attention to the numbers in the schedule. The weeks of a study semester are divided into EVEN and ODD (you may see the term added to some courses in your schedule).
For example, the first week of the semester is week No 1 – and it is an ODD week, the next week will be week No 2, and it is an EVEN week, and so on. The system is based on the concept of odd and even numbers.
- To find the number of a current study week check ORTUS, upper left side.

Courses and attendance

- Each course has a confirmed content and may possibly include midterm exam, course work, practical and laboratory tasks, etc. There is written or oral exam upon completion of every course. Ask the supervising professor this information at the beginning of course.
- Attending the lectures is obligatory! We expect you to have close to 100% attendance! If the attendance is below 50%, the course must be repeated.
- The lectures start sharp at the indicated time so do not be late! Professors have the rights to turn students away if they arrive after the start of a lecture so not to disturb the study process of others.
- If you become ill during the semester or exams session, you must visit a doctor and inform the International Cooperation and Foreign Students Department about your illness on the first day you are missing the classes (e-mail Academic Advisor). After you get well, you must get a note from the doctor and must bring it to the ICFSD office. If the period of studies you have missed due to bad health exceeds 3 weeks, please contact ICFSD to arrange an academic leave due to health status.

Lecture Times

8.15– 9.50	Lectures last 1h 30 min
10.15–11.50	
12.30–14.05	
14.30–16.05	
16.30–18.05	
18.15–19.50	
20.15–21.50	

Academic Calendar

- The first week of a semester is Orientation Week. During the week students register for studies and attend introduction seminars on various topics, e.g. Academics, Immigration, ORTUS, etc.
- The Autumn Semester is 16 weeks long, followed by 2-week Winter Holidays (Christmas and New Year's), the semester ends with the Examination Period of 4 weeks.
- Spring Semester is 16 weeks long with a Spring Break during the Easter Holidays. The last week of May marks the start of Examination Period of 4 weeks.

Academic Year 2019/2020

Orientation week	26.08.2019–01.09. 2019
Autumn semester	02.09.2019–22.12.2019
Winter holidays	23.12.2019–01.01.2020
Examination period	02.01.2020–26.01.2020
Orientation week	20.01.2020–26.01.2020
Spring semester	27.01.2020–05.04.2020
Spring holidays	06.04.2020–13.04.2020
Spring semester	14.04.2020 – 24.05.2020
Examination period	25.05.2020 – 21.06.2020

Grading System

- The final grade of each course may consist of several components (provided by the teacher at the beginning of the course): midterm exam, course paper, laboratory works, home works (assessment during semester) and final exam. A student is not allowed to take final exam without fulfilling and getting passing grades for each of the semester tasks. Exams are taken during the examination period.
- Depending on the fact whether knowledge and skills demonstrated by the student comply with the requirements set for the assessment test, the performance may be given the Pass or Fail assessments.
- Latvia’s higher education uses a ten-point grading system, the assessments ranging from (10) “with distinction” to (4) “almost satisfactory” and the Pass assessment are positive. The final assessment may be an exam (graded with a mark from 10-0) or a test (graded with Pass or Fail).

10	With distinction
9	Excellent
8	Very good
7	Good
6	Almost good
5	Satisfactory
4	Almost satisfactory
3, 2, 1, 0	Insufficient

Credit Point

Each course is worth a certain amount of credit points (CP). The amount of CP’s is determined by the amount of classes per week or/and the amount of work necessary to complete the class. The average amount of CP for full time study year is 40CP (20CP per semester). Latvian CP’s differ from European Credit Transfer and Accumulation System (ECTS) yet it is compatible with it, which means that credits earned at RTU can be transferred to other higher education institutions in the EU/EEA. A multiplication by a factor of 1.5 is necessary to calculate Latvian credit points into ECTS.

Transcripts and Confirmation Letters

You may order a paper with your grades (transcript / grade sheet) of a specific semester or of all study period and a paper confirming your status as an RTU student at ICFSD office in Room 312.

Tuition Fees and Invoices

Tuition fee should be paid before the start of study period or before extending residence permit via bank transfer. Contact ICFSD office to receive an invoice for tuition fee. The tuition fee is also indicated in your Study Agreement. Make sure to add your name, last name, invoice number and date of birth in the “Comments” section when doing the transfer. You may use internet banking system and transfer the necessary amount as indicated in the Invoice.

Fee to settle academic debt with a previous mark of 1 or 0 within 1st to 11th day of following semester	Exam - 20 EUR
	Test - 10 EUR
	with a previous mark of 2 or 3 – free of charge
Fee to settle academic debt within 11th day to week 14th of following semester	Exam – 10 EUR
	Test – 10 EUR
	Assessment for a study work (paper) – 25 EUR
Fee to settle academic debt within week 15th of following semester to the end of Examination Period	Exam – 80 EUR
	Test – 40 EUR
	Assessment for a study work (paper) – 100 EUR
Fee to improve a grade of a final exam by re-taking it	70 EUR

Fee to present the final assessment of a study programme or state examination later or to repeat it:

Qualification paper	70 EUR
Bachelor Thesis and Bachelor Thesis with a project	105 EUR
Engineering Design Project, Diploma Project, Diploma Paper, Master Thesis, and Master Thesis with a project	155 EUR

If the final exam or test is not passed until the end of following semester, the course must be repeated!

Fee for re-taking a course is calculated based on the credit point amount of the course and the cost of 1 credit point. Calculate the cost of 1 credit point by dividing total tuition fee for all study period by the total credit points if the study programme. See Academic Advisor in Room 312 or send an e-mail to receive Invoice to pay for repeating a course.

If you have difficulty understanding the study material, you may approach the professor. Each professor has weekly consultations when students can discuss questions that are not clear, please ask them to specify the day and time of consultation during your lectures.

Sometimes learning difficulties may arise due to some adaptation or personal issues, or pressure not to fail. Do not wait and consult with a professional at RTU Student Services.

NOTE! A student will be exmatriculated from RTU if:

- At the start of a semester the total amount of academic debt is 9 or more credit points;
- The attendance during the semester is below 50%;
- The tuition fee has not been paid before the start of a study period;
- A course is not passed after repeating it for the second time.

Latvian Scholarships

In accordance with bilateral agreements on co-operation in education and science, the State Education Development Agency (Valsts izglītības attīstības aģentūra – VIAA) offers scholarships to students, researchers and teaching staff of several countries for studies in Latvian higher education institutions (HEIs) in the 2019/2020 academic year. Only citizens from countries, which have signed an Agreement on co-operation in education and science, can apply for the Latvian government scholarships. These countries are:

Azerbaijan	Italy	Turkey
Belgium (Flanders Community and French Community of Belgium)	Kazakhstan	Turkmenistan
	Kyrgyzstan	Ukraine
Bulgaria	Mexico	Uzbekistan
Croatia	Moldova	
Cyprus	Mongolia	
Finland	Peru	
France	Spain	
Georgia	South Korea	
Greece	Tajikistan	
Israel	The People`s Republic of China	

Please see VIAA website for more info: <http://viaa.gov.lv/eng/> – International Cooperation – Scholarships

Exchange Opportunities for Degree Students

Erasmus+ Programme

Riga Technical University cooperates with more than 200 European universities within the Erasmus+ programme. The programme is financed by the European Commission, and the implementation period of the programme is 2014–2020. Within the framework of Erasmus+ there are two possibilities of mobility:

- Studies
- Traineeships

The programme is available for all specializations and levels of higher education, including doctoral studies.

In the Erasmus+ programme there are 34 participating countries (programme countries).

27 EU member states: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Spain, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Sweden.

European Economic Area member states:

Iceland, Liechtenstein, Norway, Switzerland**.

EU candidate countries: Albania, Montenegro, Serbia, Turkey, the former Yugoslav Republic of Macedonia.

** *Switzerland is participating as a partner country.*

Scholarships

Within the Erasmus+ programme students can apply for, receive a scholarship, and spend an officially recognized study period in one of the foreign partner universities without paying a tuition fee. The scholarships are intended to cover the extra cost related to studying abroad. The scholarships provided by the Erasmus+ programme will only partly cover the total cost of the mobility expenses. The students themselves are responsible for ensuring the necessary additional funding in a timely manner.

Prerequisites for Candidates

Erasmus+ programme is available for all RTU students from all specializations and levels of higher education. To apply for Erasmus+ scholarship, a student has to be registered at least as the 3rd semester student at Bachelor level or the 2nd semester student at Master level. The student must have adequate grades (weighted average grade cannot be lower than 6.0), no academic or financial debts, good knowledge of English, German or another language of the EU Member States, and a well-defined objective for participating in a mobility.

How to Participate in the Erasmus+ Programme

RTU encourages students to enrich their study and practical experience abroad in partner higher education establishments and enterprises worldwide. To participate in the Erasmus+ programme, the student must apply for the scholarship competition, which is organized twice a year – in September and in February. Submit online application at <https://outgoingexchange.rtu.lv/>

Coordinators for the Outgoing Students of the Erasmus+ Programme

EVITA MISCUKA	INGA RIHARDA
Kalku street 1, room 302	Kalku street 1, room 302
Phone: +371 67089314 or +371 29484664	+37167089067, +37125739079 (also WhatsApp)
Evita.Miscuka@rtu.lv	Inga.Riharda@rtu.lv

To get more information about Erasmus+ programme and to know tips and tricks for successful application and Erasmus mobility, join our informational events in September.

For further information visit –

- “Study mobility” <https://www.rtu.lv/en/internationalization/mobility/erasmus-plus/erasmus-outgoing-mobility/study-mobility-programme-countries>
- “Traineeship mobility” <https://www.rtu.lv/en/internationalization/mobility/erasmus-plus/erasmus-outgoing-mobility/traineeship-mobility-programme-countries>
- “Erasmus+ partner universities” <https://www.rtu.lv/en/internationalization/mobility/erasmus-plus/erasmus-outgoing-mobility/partners>

7. IMMIGRATION

Applying For Residence Permit (RP) in Latvia

1. 85 days before your Visa expires come to the ICFSD office, room 318, to fill in a form necessary to receive documents to apply for RP.
2. Call Immigration Office +371 6782 9750 and make an appointment to submit documents to apply for RP.
3. The appointment should be at least 45 days before your visa expires!
4. Transfer state duty fee (14EUR; bachelor's only) for Invitation processing using the invoice issued on ORTUS.
5. **Prepare and gather the following documents:**
 - RP Application Form and a photo (find the electronic version at www.pmlp.lv/en/ under Services – Residence Permit; or on ORTUS under HOME then ICFSD);
 - Invitation and Guarantee Letter – pick it up at ICFSD office;
 - Previous education diploma (legalized/with an apostille) and a transcript;
 - Police clearance certificate/Statement of punishability (legalized/with an apostille);

NOTE! The document is valid for 6 months.

- Bank statement/letter (Latvian bank letters must be in Latvian); 460 EUR per month (1 year = 5160 EUR) or equal in any currency.
 - Study Agreement with RTU;
 - Agreement with the place of residence (both in English and Latvian);
 - Passport.
6. Collect all the above mentioned and go to the Office of Citizenship and Migration Affairs, 1. Division (OCMA) (Pilsonības un migrācijas lietu pārvalde, 1. nodaļa). The office is located at Čiekurkalna 1. līnija, building K-1, and working from 8am–8pm. To get to the Migration Office take tram No. 11 (you can find its route on the big map you received in your Welcoming Package OR on www.rigassatiksmel.lv/en). Get off the tram at the second stop after the bridge over railway – the stop is called 2. Meža kapi. The Office is right across the street on the right – it is a large glass building, use the first entrance on your right. Inside the building use the tall touch-screen device to input your appointment code – click on the last option in red. **NOTE! The service is free of charge for Masters when applying for 30-day option and 70 EUR for Bachelors. The 10 working -day's option for Masters and Bachelors is 200 EUR, and 5 working days option is 400 EUR.**

How to Receive Residence Permit (RP) Card

1. After arrival to Latvia, in order to receive the RP card you need the following documents:
 - Passport;
 - X-ray of your lungs from a Latvian health center;
 - Insurance valid for 1 year (see page 8 for info on insurance requirements);
 - (If requested) Previous education diploma OR transcript (ask at ICFSD office);
 - (If requested) Bank card (one you can access the bank account with your living expenses – ask at ICFSD office).

Request RP card within 5 working days after arrival in Latvia!

Make sure to go to the OCMA at least 3 working days before your visa expires!

2. Collect all of the above mentioned and go to the Office of Citizenship and Migration Affairs, 1. Division (OCMA) (Pilsonības un migrācijas lietu pārvalde, 1. nodaļa). The office is located at Čiekurkalna 1. līnija, building K-1, and working from 9am–4pm. To get to the Migration Office take tram No. 11 (you can find its route on the big map you received in your Welcoming Package OR on www.rigassatiksme.lv/en). Get off the tram at the second stop after the bridge over railway – the stop is called 2. Meža kapi. The Office is right across the street on the right – it is a large glass building, use the first entrance on your right. Inside the building go to the front desk and tell them you need to claim your Residence Permit ID card – they will then instruct you what to do next.

Applying for Long Term Visa for Non-EU Citizens

1. If you can enter Latvia without a visa and stay for 90 days then to prolong your stay, you need to apply for a long-term visa. **To apply collect the following documents:**
 - Passport (bring the original and a copy);
 - Invitation and Guarantee Letter – apply at ICFSD office by filling in a form;
 - Visa application form – find it on ORTUS under section ICFSD;
 - Insurance covering the period of your stay;
 - A paper proving living expenses (bank letter or confirmation of scholarship), the amount should be 14 EUR per day;
 - Agreement with the place of residence.
2. Collect all of the above mentioned and go to the Office of Citizenship and Migration Affairs (OCMA)

(Pilsonības un migrācijas lietu pārvalde). The office is located at Čiekurkalna 1. līnija, building K-1, and working from 8am-8pm.

Make sure to go to OCMA at least 5 working days before your 90 days expire!

3. To get to the OCMA take tram No. 11 (you can find its route on the big map you received in your Welcoming Package OR on www.rigassatiksmeliv/en). Get off the tram at the second stop after the bridge over railway – the stop is called 2. Meža kapi. The OCMA is right across the street on the right – it is a large glass building, use the first entrance on your right. Inside the building go to the front desk and tell them you need to apply for a long-term visa – they will then instruct you what to do next.

X-ray (Degree)

One of the requirements to receive RP card is a medical certificate of lung X-ray results, in order to confirm your health. Do the X-ray in any medical center offering such service, one of those is:

Health care centre “Veselības centrs 4” (Located in K. Barona Street 117)

How to get there? Take tram No 1 and get on the stop: *Grēcinieku iela*. Get off on the stop: *Sporta nams “Daugava”*

Insurance

Insurance is an obligatory requirement for both RP and any type of visa. The insurance policy should meet the following requirements or the OCMA will not accept it!

The insurance should be:

- A medical travel insurance covering any expenses, which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during the period of stay;
- Valid throughout the territory of Schengen Zone; Cover the entire period of the intended stay or transit;
- With the minimum coverage of EUR 43 000.

If your current insurance policy does not meet the requirements mentioned above, you may buy insurance in Latvia.

Renewing Current RP

RP is valid until the date indicated on the RP card (derīga līdz). To extend the period it is necessary to renew the RP. Follow the list of steps to renew RP without additional penalties and payments.

1. 2, 5 months before (make a notification on your phone), RP expires visit ORTUS to apply ONLINE for your documents. Make sure to declare the address of your place of residence at OCMA or else we cannot process the Invitation request!
2. Call OCMA +371 67829750 or e-mail: rigaslnod_pieraksts@pmlp.gov.lv , and make an appointment to submit documents for RP extension. The appointment should be at least 45 days before your RP expires!
3. Transfer tuition fee for the upcoming study year (find invoice on ORTUS) and state duty fee (14 EUR for Bachelors) for Invitation processing (find invoice on ORTUS).
4. 50 days before receive Invitation and Guarantee Letter at ICFSD. The documents are issued ONLY of all financial debts towards RTU are covered (tuition fee, exam repeat, course repeat, etc.)
5. Prepare the remaining documents necessary to renew RP:
 - Bank statement/letter (Latvian bank letters must be in Latvian); 460 EUR per month (1 year = 5160 EUR) or equal in any currency.
 - RP Application Form and a photo (find the electronic version at www.pmlp.lv/en/ under Services – Residence Permit; or on ORTUS under HOME then FSD);
 - Study Agreement with RTU;
 - Agreement with the place of residence (both in English and Latvian), and make sure to declare your place of residence at OCMA;
 - Passport.
6. Go to OCMA on the day of the appointment and use the appointment code by entering it in the touch screen device in front of the entrance.

Declaring Your Place of Residence

One of the requirements for RP holders is to declare the place of residence at OCMA within 3 days of changing the address. Go to OCMA taking passport and agreement with the place of residence, as well as a bankcard. The state duty fee for the service is 5EUR (the office accepts bank cards only – no cash!).

NOTE! Not declaring the place of residence within 3 days may result in penalty up to 150 EUR!

8. ACCOMMODATIONS

Experience the true student life by staying in one of RTU dormitories!

Kipsala Campus Dormitory

- Double shared rooms;
- Rent – 153 to 189 EUR per month;
- Bedding, linens and internet included in the rent; Washing machines and dryers;
- Located on Kipsala Campus, few minutes' walk away from majority of RTU faculties;
- Big “green zone/back yard”
- Close to shopping mall “Olympia”.



Olaines Street Dormitory

- Double shared rooms;
- Rent – 103 EUR per month;
- Bedding, linens and internet included in the rent;
- Washing machines and dryers;
- 30 min away from Kipsala Campus;
- 2 nearby parks;
- A small gym.

**Kipsala
Campus
Dormitory
€ 153–189 per
month**

Apply for accommodations in one of the dormitories on our website by filling in online application form. The deadline for Autumn Semester is May 30, Spring – November 30. Security deposit applies according to RTU regulations. See a list of alternative non-RTU accommodation options on our website: www.fsd.rtu.lv > Accommodations > Alternative accommodation options.

NOTE! Tips when choosing off campus accommodation – choose the appropriate location, take into consideration your class schedule, neighborhood, public transport availability etc. If you choose to rent an apartment make sure you carefully read rental agreement, pay extra attention to rental period, indicated rental fee, security deposit. Ask to see utility bills for the previous months so you have sense of the provisional expenses. If you sign a rental agreement, it shall be prepared in two languages, most common in Latvian and English, do not sign an agreement if you have not seen the place or have any doubts about the terms and conditions of the apartment use.

<p>Accommodation Matters Student Housing Unit <i>Small glass doors between Azenes Street 6 and 8</i></p>	
<p>Anna Teivane Student Service specialist</p>	<p>+371 67089395 Anna.Teivane@rtu.lv</p>

9. STUDENT SERVICE CENTRE

The “Studentu Servisa Centrs” (in Latvian) offers students various services:

- Printing
- Copying
- Scanning
- Enrollment certificates
- Souvenirs
- ID card (making and renewing)
- Stationary

Find it on Kipsala Campus in dormitory building, first floor.

Studentu Servisa Centrs	
6 Azenes Street	
Phone: 67089364	
E-mail: ssc@rtu.lv	
Working hours:	
Monday to Friday	8am–8pm
Saturday	10am–4pm
Sunday	closed

Student ID card

RTU student ID card is the document proving your status as a current student. The card is valid for one year – renew it every year! Use your student ID to:

- Prove your status as a student;

- Use library services;
- Open faculty doors with electronic locks;
- Register your attendance in a classroom;
- Receive various discounts for services and goods.

Please note that before receiving your student ID card, you need to sign your study agreement.

Read more about Student ID Card: <http://fsd.rtu.lv/riga-technical-university-rtu/student-services/?lang=en>

Copy/scan/laminate/print

Get your copies (in colour and black & white), A3 and A4 sizes, scans, printouts; laminate your documents for student prices at **RTU Studentu servisa centrs**, on the first floor of the **Faculty of Electronics and Telecommunications** at the person on duty or **in the library**.

Career Centre

Consult with Career Centre specialists about employment possibilities, preparation for job interviews, personality development and participate in workshops. The Centre offers:

- Various career support projects;
- Help with job and internship search (vacancies publishing);
- Workshops about self and career development topics;
- Guest lecturer workshops;
- Individual career consultations; Individual psychological consultations.

To develop students' social skills the Career Centre organizes regular workshops for students, for example, "What is career?", "How to "sell" yourself?", "How to deal with stress before exams?", "Leadership", etc. If you experience learning difficulties or have hard time adapting to life in Latvia, the Career Centre specialists are always open and ready to talk and provide you with information on how to best deal with such problems or where to turn to get more help. **All Career Centre services are free of charge!**

10. STUDENT PARLIAMENT / INTERNATIONAL STUDENT COUNCIL

The RTU Students Parliament (SP) is a friendly students-focused organization rich in traditions and having a broad outlook on things not only at the University but also outside its walls. SP is the oldest students' self-government in Latvia including representatives of all nine faculties of RTU – students, who care about students! Overall, there are 45 SP parliamentarians and the elected SP Board, composed of 10 persons. SP represents students' interests and is actively involved in tackling various students' related issues at the RTU Senate.

SP focus areas are:

- Topical issues concerning studies and consultations to fill information gaps, and organization of educational events, seminars and educational Olympiads;
- Handling social issues, incl. how to obtain social scholarships as well as issues related with students' service hotel accommodation;
- Legislation, activities in the RTU Senate, organization of elections of faculty students self- government;
- Organization of various exciting cultural events; sport and recreation;
- Public relations;
- Management and raising of financing;
- External relations – co-operation with other students' organizations in Latvia and abroad; coordination of the activities of faculty students self-governments;
- Services to students: transport compensations, issue of ISIC students' cards, coordination of the operation of laundry at students' service hotels.

SP is open to new ideas and is ready to cooperate with administration, supporters, non-governmental organizations and other persons concerned, as well as participate in the improvement of student's life in Latvia by being an active member of the Latvian Students Association. SP has proved itself as a serious participant of the Technical Association of Universities of the Baltic Sea Region "Baltech", as well as focuses on cooperation with schools organizing online educational Olympiads in physics, mathematics, visiting schools in Latvia and propagating studies at RTU. All these activities are aimed at making the time spent at RTU memorable, the diploma obtained – prestigious and social life – more versatile and qualitative.

More information in <http://rtusp.lv/en/>

11. LIFE IN LATVIA

Public Transport

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, also available is the night public transport.

Find routes and timetables here: <https://www.rigassatiksmc.lv/en/> E-ticket is a universal electronic ticket which enables the use of one of the most up-to-date and convenient means of payment for public transport services. Each trip is to be registered, regardless of the ticket type; each trip is to be registered immediately after entering the public transport. **Students receive 50% discount for all tickets.** To receive the discount it is necessary to receive a personalized E-Ticket. Use enrollment certificate that you can receive in RTU Student service center or International cooperation and foreign students department when signing your agreement and passport to request the personalized E-Ticket at any Riga Public Transportation Client Service Centre (see their webpage)."

Health care

To receive emergency medical attention call 03 or 112! Receive primary health care by registering with a family doctor. Closest medical practice to Kipsala Campus is "Asola" at Balasta dambis 3, Rīga, phone: +371 2839 9111

Security and Personal Safety

Riga is generally safe city though as in all capitals you have to be careful and take notice about your surroundings. If in need and you think there is a danger to you or the ones around regarding health, life and safety you may dial the General Emergency Number 112. Call short number 110 only if you require rapid assistance from the police and want to report a breach of public order, a crime or traffic accident.

Opening a Bank Account

To open a bank account, take your passport, Enrollment Letter (receive in room 312) and RP card to any branch office. The account will be registered within two weeks.

Learning Latvian

Latvian language may prove to be a tricky at first but with practice along with an obligatory course (for Bachelors, free choice for Masters) in Latvian language for foreign students at the RTU you will soon be able to easily converse with your neighbors, people at the market and even teach some phrases to visiting family and friends.

Use the following links to learn Latvian easy!

<http://maciunmacies.valoda.lv/eng>

<http://www.sazinastilts.lv/?lang=en>

Expressions of politeness

Thank you – Paldies

Please/you're welcome – Lūdzu

Good morning – Labrīt

Good day/afternoon – Labdien

Good evening – Labvakar

Hello/greetings – Sveicināti

Good-bye/see you again – Uz redzēšanos

Good night – Ar labu nakti

Cheers! – Priekā!

Useful words

Yes – Jā

No – Nē

Taxi – Taksometrs

Bus/coach – Autobuss

Shop – Veikals

Police – Policija

Currency exchange – Valūtas maiņa

Hotel – Viesnīca

Cost of Living

Restaurants	Avg	Range
Meal, Inexpensive Restaurant	7.00 €	5.00-8.00
Meal for 2 People, Mid-range Restaurant, Three-course	31.50 €	20.00-40.00
McMeal at McDonalds (or Equivalent Combo Meal)	5.00 €	4.20-6.00
Domestic Beer (0.5 liter draught)	2.00 €	1.50-3.00
Imported Beer (0.33 liter bottle)	2.00 €	1.30-3.00
Cappuccino (regular)	2.07 €	1.50-2.80
Coke/Pepsi (0.33 liter bottle)	0.98 €	0.59-1.50
Water (0.33 liter bottle)	0.74 €	0.40-1.50
Markets		
Milk (regular), (1 liter)	0.93 €	0.80-1.09
Loaf of Fresh White Bread (500g)	0.77 €	0.65-1.00
Rice (white), (1kg)	1.30 €	1.00-2.00
Eggs (regular) (12)	1.57 €	1.20-2.00
Local Cheese (1kg)	6.15 €	5.00-7.00
Chicken Breasts (Boneless, Skinless), (1kg)	4.91 €	4.00-6.00
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	7.16 €	5.00-9.00
Apples (1kg)	1.05 €	0.60-1.50
Banana (1kg)	1.34 €	1.10-1.55
Oranges (1kg)	1.49 €	1.20-2.00
Tomato (1kg)	1.73 €	1.20-2.50
Potato (1kg)	0.47 €	0.32-0.60
Onion (1kg)	0.45 €	0.30-0.60
Lettuce (1 head)	1.05 €	0.75-1.50
Water (1.5 liter bottle)	0.60 €	0.45-1.00
Bottle of Wine (Mid-Range)	6.00 €	4.70-7.00
Domestic Beer (0.5 liter bottle)	0.98 €	0.80-1.50
Imported Beer (0.33 liter bottle)	1.16 €	0.82-1.50
Cigarettes 20 Pack (Marlboro)	3.50 €	3.30-3.80
Transportation		
One-way Ticket (Local Transport)	1.15 €	1.15-2.00
Monthly Pass (Regular Price)	50.00 €	35.00-50.00
Taxi Start (Normal Tariff)	1.00 €	0.71-2.00
Taxi 1km (Normal Tariff)	0.50 €	0.36-0.70
Taxi 1hour Waiting (Normal Tariff)	7.80 €	6.00-8.40
Gasoline (1 liter)	1.22 €	1.10-1.31

Volkswagen Golf 1.4 90 KW Trendline (Or Equivalent New Car)	17,168.00 €	16,486.00-19,938.00
Toyota Corolla 1.6l 97kW Comfort (Or Equivalent New Car)	16,924.35 €	14,000.00-20,000.00
Utilities (Monthly)		
Basic (Electricity, Heating, Cooling, Water, Garbage) for 85m2 Apartment	167.07 €	120.00-255.00
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.08 €	0.04-0.13
Internet (60 Mbps or More, Unlimited Data, Cable/ADSL)	14.69 €	10.00-20.00
Sports And Leisure		
Fitness Club, Monthly Fee for 1 Adult	34.10 €	25.00-45.00
Tennis Court Rent (1 Hour on Weekend)	20.81 €	14.00-30.00
Cinema, International Release, 1 Seat	7.00 €	5.00-8.00
Clothing And Shoes		
1 Pair of Jeans (Levis 501 Or Similar)	63.64 €	35.00-100.00
1 Summer Dress in a Chain Store (Zara, H&M, ...)	30.10 €	20.00-49.99
1 Pair of Nike Running Shoes (Mid-Range)	71.24 €	50.00-100.00
1 Pair of Men Leather Business Shoes	100.41 €	70.00-140.00
Rent Per Month		
Apartment (1 bedroom) in City Centre	346.81 €	200.00-500.00
Apartment (1 bedroom) Outside of Centre	255.68 €	160.00-350.00
Apartment (3 bedrooms) in City Centre	563.73 €	300.00-900.00
Apartment (3 bedrooms) Outside of Centre	389.80 €	250.00-500.00

Prices in Latvia

These data are based on 3507 entries in the past 18 months from 329 different contributors.

Last update: August 2018 https://www.numbeo.com/cost-of-living/country_result.jsp?country=Latvia

12. TERMS AND ABBREVIATIONS

Course – a study subject

CP – credit points

Degree – stands for degree students, all students obtaining a full degree in RTU.

ECTS – European Credit Transfer System

Exchange – stands for exchange students, all students studying at RTU according to Erasmus, bilateral or any other agreement between a university or consortium and RTU

Exmatriculation – deletion from the matriculation register – means exclusion from the list of active students

ICFSD – International Cooperation and Foreign Students Department

Lecture – 1.5 hours long class, types are theoretical work, practical work, laboratory work

OCMA – Office of Citizenship and Migration Affairs

ORTUS – university's intranet, see page 9

RP – Residence Permit

RTU – Riga Technical University

Transcript – or a mark sheet / report card is an inventory of the courses taken and grades earned of a student throughout a semester, year or whole study period