

STUDENT GUIDE 2020/2021



www.fsd.rtu.lv

CONTENTS

1. RTU INTERNATIONAL COOPERATION AND FOREIGN STUDENT DEPARTMENT

2. BEFORE ARRIVAL

3. AFTER ARRIVAL

4. REGISTERING FOR STUDIES (DEGREE AND EXCHANGE)

5. AFTER REGISTERING FOR STUDIES (DEGREE AND EXCHANGE)

6. STUDIES AT RTU

- ORTUS – university's intranet and Wi-Fi
- Classes and Schedule (using schedule, attendance, class times)
- Academic Calendar
- Grading system
- Credits
- Transcripts
- Tuition fee and invoices
- Passing exams
- Latvian scholarships
- Exchange opportunities for degree students

7. IMMIGRATION

- Applying For Residence Permit in Latvia
- How to Receive Residence Permit (RP) Card
- How to apply for a long term visa (Exchange)
- X-ray (Degree)
- Insurance
- Renewing current RP (Degree)
- Registering place of residence (Degree)

8. ACCOMMODATIONS

9. STUDENT SERVICES

- Student ID card
- Copy/Scan/Print/Laminate
- Career Centre

10. STUDENT PARLIAMENT/ INTERNATIONAL STUDENT COUNCIL

11. LIFE IN LATVIA

- Public transport
- Health Care
- Security and Personal Safety
- Opening a bank account/ATM's
- Learning Latvian
- Cost of Living & Shopping

12. TERMS AND ABBREVIATIONS


1. RTU

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

Instagram: RTUinternational

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
Gunita Akule

+371 67089150
Gunita.Akule@rtu.lv

**Appointments by phone or email*

ADMISSION OFFICE
1 Kalku Street Room 318

Ilze Romane
Admission officer

+371 67089766
Ilze.Romane@rtu.lv

Zane Neilande
Admission officer

+371 67089020
Zane.Neilande@rtu.lv

Elina Norniece - Muthukrisnana
Admission officer

+371 67089096
Elina.Norniece-Muthukrisnana@rtu.lv

IMMIGRATION OFFICE
1 Kalku Street Room 318a

Zanda Kamaldina

+371 67089060
Zanda.Kamaldina@rtu.lv

Admission and immigration office accepts students only by appointment!

**To apply visit - <https://calendly.com/rtu-registration/fulltime>*

ACADEMIC ADVISORS
1 Kalku Street 312

Signe Laizane

Faculty of E-Learning Technologies and Humanities
Faculty of Mechanical Engineering, Transport and Aeronautics

+371 67089167
Signe.Laizane@rtu.lv

Agnese Dzademi

Faculty of Civil Engineering
Faculty of Material Science and Applied Chemistry
Faculty of Computer Science and Information Technology

+371 67089108
Agnese.Dzademi@rtu.lv

Sniedze Abele

Faculty of Engineering Economics and Management:

- *Entrepreneurship and Management (Bachelors);*
- *Organization and Management of International Economic Relations;*
- *Economics;*
- *Civil Construction and Real Estate Management.*

+371 67089762
Sniedze.Abele@rtu.lv

Zane Rugele

Faculty of Electronics and Telecommunications
Faculty of Power and Electrical Engineering
Faculty of Engineering Economics and Management:

- *Entrepreneurship and Management (Masters);*
- *Business Finances;*
- *Industrial Engineering and Management;*
- *Innovations and Entrepreneurship.*

+371 67089094
Zane.Rugele@rtu.lv

Academic advisors accepts students only by appointment!

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

FOREIGN STUDENTS FOUNDATION AND SHORT-TERM COURSES UNIT
1 Kalku Street Room 414

Head of the Unit Natalja Muracova	+371 67089106 Natalja.Muracova@rtu.lv
---	---

Elina Peina Project manager of Short-term Courses	+371 67089106 Elina.Peina@rtu.lv
---	---

Arturs Lusis Project manager of Short-term Courses	+371 67089036 Arturs.Lusis@rtu.lv
--	---

Marite Tranina Project manager Foundation and PhD studies	+371 67089036 Marite.Tranina@rtu.lv
--	---

INTERNATIONAL COOPERATION UNIT
1 Kalku Street Room 304

Head of the Unit Laura Stale	+371 67089343 Laura.Stale@rtu.lv
--	---

Inga Karkla Incoming Erasmus Students Coordinator	+371 67089812 incomingexchange@rtu.lv
---	---

Eriks Badamsins International Visits	+371 67089790 Eriks.Badamsins@rtu.lv
--	---

Anna Sedova Partners from Mainland China, Hong Kong, Taiwan, Macau	+371 67089313 Anna.Sedova@rtu.lv
---	---

Erasmus student's coordinator accepts students only by appointment!

** To schedule appointment please contact ICFSD Erasmus students coordinator by e-mail
incomingexchange@rtu.lv*

OUTGOING MOBILITY
1 Kalku Street Room 302

Evita Miscuka

Coordinator for the Outgoing Students of the Erasmus+ Programme

+371 67089314

+371 29484664

Evita.Miscuka@rtu.lv

Inga Riharda

Coordinator for the Outgoing Students of the Erasmus+ Programme

+37167089067

+37125739079 (also WhatsApp)

Inga.Riharda@rtu.lv

INTERNATIONAL PROJECTS UNIT
1 Kronvalda Boulevard Room 212

Head of the Unit

Karlis Valtins

+371 67089105

Karlis.Valtins@rtu.lv

Anete Beinarovica

Project manager

+371 67089185

Anete.Beinarovica@rtu.lv

Timo-Juhani Turunen

Project manager

+371 67089185

Timo-Juhani.Turunen@rtu.lv

Ieva Ziemele

Project manager (KA1, ERASMUS+ staff mobilities)

+371 67089185

Ieva.Ziemele@rtu.lv

**Appointments by phone or email*

FINANCIAL MATTERS
1 Kalku Street Room 116

Juris Veselovs

+371 67089013

Juris.Veselovs@rtu.lv

Krista Akmene

+371 67089013

Krista.Akmene@rtu.lv



2. BEFORE YOUR ARRIVAL

- It is necessary to fill in the questionnaire with your arrival date and address in Latvia, as it is crucial for your own safety! Please find it here: forms.gle/o8bEhki7KzToQjX97;
- Before your arrival, take a Covid-19 test and send the test results to Gunita Ākule, office manager of the ICFSD, by e-mail Gunita.Akule@rtu.lv;
- Students coming from ALL countries (with few exceptions from EU) shall stay in self-isolation for at least 14 days. See the list here: spkc.gov.lv/lv/valstu-saslimstibas-raditaji-ar-covid-19-0. Make sure, that you have a place of residence in Latvia during self-isolation;
- Contact accommodations@rtu.lv to make a reservation for RTU dormitories OR arrange an alternative

accommodation option, e.g. apartment;

- Be informed about the Epidemiological Safety Measures in Latvia - [https://www.mfa.gov.lv/en/consular-information/news/66019-emergency-situation-in-latvia-to-restrict-the-spread-of-covid-19#:~:text=All%20travellers%2C%20including%20citizens%20and,registration%20form%20should%20be%20fulfilled](https://www.mfa.gov.lv/en/consular-information/news/66019-emergency-situation-in-latvia-to-restrict-the-spread-of-covid-19#:~:text=All%20travellers%2C%20including%20citizens%20and,registration%20form%20should%20be%20fulfilled;);
- Read about the weather in Latvia and pack appropriate clothing;
- Attend Introduction Online Seminar.

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.rigassatiksmes.lv/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.

4. REGISTERING FOR STUDIES

Degree Students

Registration at RTU will be made by appointment after your self-isolation period. Appointments you must book here: calendly.com/rtu-registration/fulltime.

When coming to registration take with you:

- **international passport,**
- **previous original education documents,**
- **proof of English language proficiency.**

During registration, you will sign hard copies of the Study Contract with RTU. Also will receive your RTU Welcoming Package.

Erasmus and Other Exchange Students

- Register for studies remotely via e-mail by indicating your exact date of arrival and place of residence in Riga;
- Sign documents requested by your home university (Confirmation of Arrival, Study Period etc.) requesting them via e-mail;
- Receive the access to ORTUS in your e-mail;
- Receive information on documents for long term VISA (for non-EU citizens only) in your e-mail;
- Sign the RTU Study Agreement by leaving the signed hard copies in the Lobby of RTU Main Building on Kalku street 1. It is a must to sign it in order start your studies at RTU!
- Visit your coordinator at ICFSD office on 1 Kalku Street only in urgent matters by booking appointment with your coordinator (Students hours: 2PM - 4PM, from Monday until Friday) and remember to take your passport/identification card with you!

5. AFTER REGISTERING FOR STUDIES

Degree Students

- From September 1 it will be mandatory to use @edu.rtu.lv e-mail addresses to communicate with RTU staff. Please find instructions how to apply for @edu.rtu.lv address [HERE](#). Once you have received your @edu.rtu.lv address, confirm it for further communication with FSD by submitting your information [HERE](#);
- 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;
- You will receive information about Residence Permit ID card by email;
- Get your Student ID Card;
- Get your Riga Public Transportation personalized E-Ticket;
- Attend your lectures according to your schedule starting the first study week. Be on time! Contact your academic advisor in case of overlapping lectures.

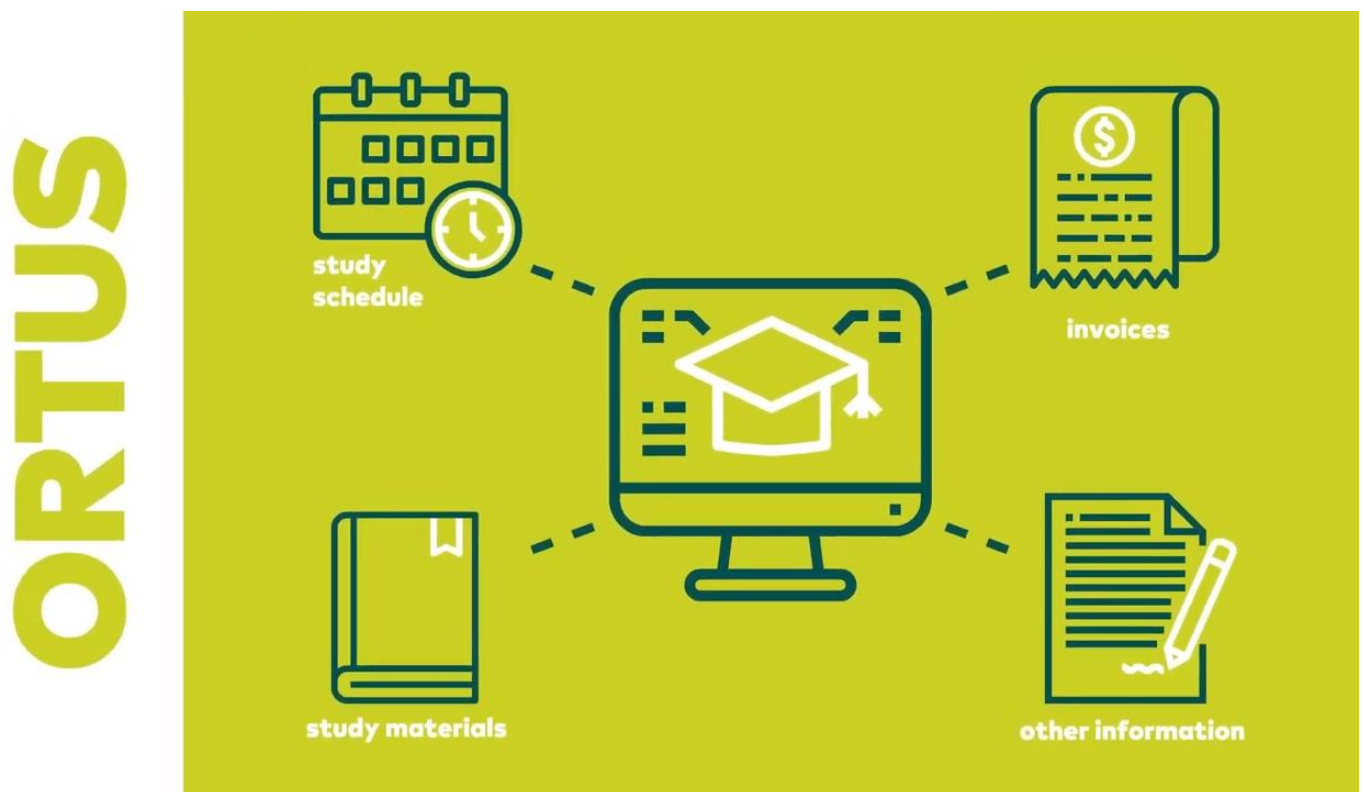
Erasmus and Other Exchange Students

- 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) or not taking place;
- Use your Learning Agreement form and the class schedule to put together your individual class schedule; do Changes to the Learning Agreement within the first week of studies ONLY if your chosen classes overlap (take place at the same time) or do not take place;
- 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 your lectures according to your schedule starting the first study week. Be on time! Contact your Coordinator 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. 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 - Ventspils 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 three weeks there will be online Orientation Seminar sessions. Follow the information in the apply system.
- The Autumn Semester is 16 weeks long (lectures and exams), with a Winter Holidays (Christmas and New Year's).
- The Spring Semester is 16 weeks long (lectures and exams), with a Spring Break during the Easter Holidays.

Academic Year 2020/2021

Autumn semester	14.09.2020–29.01.2021
Winter holidays	24.-25.12.2020, 31.12.2020-1.01.2021
Spring semester	01.02.2021–25.06.2021
Spring holidays	02.04.2021–5.04.2021

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

Degree students

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 Student Service Centre, 6 Azenes Street.

Erasmus and other exchange students

The Transcript of Records is sent out electronically both to your and your coordinator's emails shortly after the end of your exchange semester. If you need a hard copy of the document or to sign any other confirmation letters, please visit your coordinator.

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 – 20 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	100 EUR
Engineering Design Project, Diploma Project, Diploma Paper, Master Thesis, and Master Thesis with a project	150 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 of the study programme. Send an e-mail to your Academic Advisor 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 2020/2021 academic year.

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	Kazakhstan	Turkey
Belgium (Federation Wallonia - Brussels)	Kyrgyzstan	Turkmenistan
	Mexico	Ukraine
Bulgaria	Moldova	Uzbekistan
Croatia	Mongolia	

Cyprus	Peru
Finland	Poland
France	Spain
Georgia	South Korea
Israel	Tajikistan
Italy	The People`s Republic of China

Citizens from countries that offer scholarships for Latvian students, researchers and teaching staff without formal agreements on co-operation in education and science, can apply for the Latvian government scholarships. These countries are:

Austria	Hungary	Slovakia
Czech Republic	Iceland	Sweden
Denmark	Indonesia	Switzerland
Estonia	Japan	The United States of America
Germany	Lithuania	
Greece	Norway	

Please see VIAA website for more info: http://viaa.gov.lv/eng/scholarships_gov/latvian_scholarships/

Exchange Opportunities for Degree Students

Erasmus+ (Europe) Programme Countries

Riga Technical University cooperates with more than 300 European universities within the Erasmus+ programme. The programme is available for all specializations and levels of higher education, including doctoral studies. The programme is financed by the European Commission, and the implementation period of the programme is 2014–2021 and will be continued with next period starting in 2021.

Within the framework of Erasmus+ there are two possibilities of mobility:

- Studies;
- Traineeships (voluntary, mandatory, after graduation).

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

- **27 European Union 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**.
- **European Union candidate countries:** Serbia, Turkey, North 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 or organize a traineeship period. 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. Scholarship amounts are published on <https://outgoingexchange.rtu.lv/>.

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 6.25), no academic or financial debts towards RTU, good knowledge of English, German or another language of the EU Member States, and a well-defined objective for participating in a mobility. Student cannot be on an academic leave to receive Erasmus+ scholarship.

How to Participate in the Erasmus+ Programme

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 – submitting an online application at <https://outgoingexchange.rtu.lv/>.

Coordinators for the Outgoing Students of the Erasmus+ Programme

INGA RIHARDA (RTU foreign students)	EVITA MISCUKA (RTU local students)
Kalku street 1, room 302	Kalku street 1, room 302
+37167089067, +37125739079 (also WhatsApp)	+371 67089314 or +371 29484664
Inga.Riharda@rtu.lv	Evita.Miscuka@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 and February or see information here:

- Erasmus+ study exchange – rtu.lv/en/ErasmusStudies;
- Erasmus+ traineeship – rtu.lv/en/ErasmusTraineeship;
- Erasmus+ partner universities – rtu.lv/en/partners.



7. IMMIGRATION

Applying For Residence Permit (RP) in Latvia

1. Once you have completed the registration, you will receive an informative e-mail and you will be invited to watch a presentation on how to apply for RP in Latvia.
2. Meanwhile prepare a copy of your rental agreement for address verification.
3. Collect all the necessary documents and drop off at the Immigration Box (Kaļķu Str. 1, 1st floor) at your earliest convenience.
4. Cover the state duty fee payment for document revision (if required) and courier expenses (2 invoices will be added to your Ortus account).
5. Once you have received a positive residence permit decision, arrange an appointment for taking a photo at the Immigration Office.
6. Receive the residence permit card.

Prepare and gather the following documents:

- Additional application form – along with a sample form will be provided to your e-mail address;
- RP Application form and a photo – along with a sample form will be provided to your e-mail;
- Passport copy – all pages, also the empty ones;
- Invitation number – (provided by FSD);
- Original police clearance certificate/Statement of punishability (legalized/with an apostille);

NOTE! The document is valid for 6 months.

- Original bank statement/letter stating at least 430 EUR per month (1 year = 5160 EUR) or equal in other currency. It must include your name and surname as per the passport and your date of birth OR passport number;

NOTE! The document is valid for 3 months.

- Study Agreement with RTU – only copies of the Latvian part;
- Agreement with the place of residence – only copies

NOTE! Price list for document revision:

30 days – 70 EUR (Bachelor students, Master students - free of charge)

10 working days – 200 EUR (all)

5 working days – 400 EUR (all)

How to Receive Residence Permit (RP) Card

Having received a positive RP decision, arrange an appointment for taking a photo in any Immigration Office division, bring a valid passport with you.

On the day of taking a photo, arrange another appointment for receiving the new residence permit card. Be prepared to cover the state duty fee for RP card's issuance (10 business days EUR 15 or 2 business days EUR 30).

On the day of receiving your residence permit card, bring with you the following documents:

- Passport;
- X-ray check of your lungs (made in any public or private health clinic in Latvia);
- Insurance valid for 1 year, minimum coverage of EUR 43 000;
- Rental agreement with a place of residence in Latvia (you will be asked to declare your place of residence – EUR 4.27 state duty fee applies)

For your information:

The main Office of Citizenship and Migration Affairs (OCMA) is located at Čiekurkalna 1. līnija, building K-3. 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.

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, for example:

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

Rīgas 1. slimnīca (Located at Bruņinieku Street 5)

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, for example:

BTA Insurance Company (Located at the shopping mall Olympia – next to Ķīpsala campus)

ERGO insurance – arrange online through ergo@apdrosinasana.lv

NOTE! *In case you arrive to Latvia with health insurance from your home country, once it is close to expiration, make sure there is no gap between the old and the new insurance.*

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. Request an invitation letter through Ortus: <https://docs.google.com/forms/d/e/1FAIpQLSc0EIOP45-wv-1iRf8vcNIPH47FhhhwZHHsdqqaKHGuUVGfSQ/viewform>
2. Cover 14.00 EUR state duty fee (if necessary) for invitation letter (invoice will be added to your Ortus account)
3. Collect the rest of the necessary documents for RP renewal as per the list: https://ortus.rtu.lv/f/u20211s5/normal/render.uP?pCt=jps-fsd-news.u20211n16&pCm=view&pP_action=article&pP_id=29600#Pluto_87_u20211n16_102200_content_iner
4. Once you have collected the necessary documents, arrange an appointment for document verification at FSD, room 318A – WE ACCEPT VISITORS ONLY BY PREVIOUSLY ARRANGED APPOINTMENTS.
5. After the documents have been verified, send the documents to the Immigration Office via post or courier services. Address: **UZTURĒŠANĀS ATĻAUJU NODAĻA** (Čiekurkalna 1.līnija 1, k-3, Rīga, LV-1026). Or electronically to e-mail pmlp@pmlp.gov.lv confirming each document with E-paraksts (E-signature).
6. Wait for confirmation e-mail from the Immigration Office where they will let you know the date when

the final decision will be made. Once you know the decision date, you can arrange an appointment for taking a photo at any Immigration Office division. Take a photo for the new RP card, be prepared to cover the state duty fee for RP card's issuance (10 business days EUR 15 or 2 business days EUR 30).

7. Receive the new RP card.

Declaring Your Place of Residence

One of the requirements for RP holders is to declare the place of residence within 3 days of changing the address. Latvian bank account, smart ID or E-paraksts (E-signature) holders can do it via portal Latvija.lv:

<https://www.latvija.lv/epakalpojumi/ep15/apraksts>

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!

Kipsalas Street Dormitory

- Double shared rooms;
- Rent – 161 to 192 EUR per month;
- Utility fees, bedsheets, internet included in the rent;
- Tenants have to clean the room and shared premises by themselves;
- 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 – 113.25 EUR per month;
- Utility fees, bedsheets, towels, fridge, internet included in the rent;
- Washing machines and dryers;
- 30 min away from Kipsala Campus;
- 2 nearby parks;
- A small gym.

Laimdotas Street Dormitory

- Double shared rooms;
- Rent – 88 to 110 EUR per month;
- Utility fees, bedsheets, fridge included in the rent;
- Washing machines and dryers;
- Gym with fitness equipment.



Skolas Street Dormitory



- Single rooms, double-shared and triple-shared rooms;
- Rent – 240 to 500 EUR per month;
- Utility fees, bedsheets, fridge included in the rent, cleaning once a week;
- Private bathroom;
- Washing machines and dryers;
- In the city center of Riga.

Burtnieku Street Dormitory

- Double shared rooms;
- Rent – 88 to 110 EUR per month;
- Utility fees, bedsheets, fridge included in the rent;
- Washing machines and dryers;
- A gym is available.



Apply for accommodations in one of the dormitories on our website by filling in online application form. The deadline for Autumn Semester is **July 31**, Spring – **December 22**. Security deposit applies according to RTU regulations.

More information about RTU accommodation options find www.fsd.rtu.lv > Accommodation > Dormitories

RTU Accommodation Matters
Student Housing Unit
Small glass doors between Azenes Street 6 and 8

Anna Teivane
Head of Student Accommodation Unit

+371 67089395
Anna.Teivane@rtu.lv

See a list of alternative non-RTU accommodation options on our website: www.fsd.rtu.lv > Accommodation > 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.



9. STUDENT SERVICE CENTRE

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



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

Student Service Centre	Working hours:	
6 Azenes Street	Monday to Friday	8am–8pm
Phone: 67089364	Saturday	10am–4pm
E-mail: ssc@rtu.lv	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.rigassatiksm.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)."

PUBLIC TRANSPORTATION



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, Reference Letter (receive in Student Service Centre, 6 Azenes Street.) 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 in Latvia

Restaurants	Avg	Range
Meal, Inexpensive Restaurant	7.00 €	4.00-10.00
Meal for 2 People, Mid-range Restaurant, Three-course	35.00 €	24.00-55.00
McMeal at McDonalds (or Equivalent Combo Meal)	5.00 €	5.00-6.00
Domestic Beer (0.5 liter draught)	2.50 €	1.40-4.00
Imported Beer (0.33 liter bottle)	2.00 €	1.40-4.00
Cappuccino (regular)	2.29 €	1.00-3.50
Coke/Pepsi (0.33 liter bottle)	1.06 €	0.60-2.00
Water (0.33 liter bottle)	0.78 €	0.50-1.50
Markets		
Milk (regular), (1 liter)	0.91 €	0.75-1.00
Loaf of Fresh White Bread (500g)	0.87 €	0.55-1.40
Rice (white), (1kg)	1.48 €	0.90-3.00
Eggs (regular) (12)	1.78 €	1.20-2.40
Local Cheese (1kg)	6.69 €	5.00-12.00
Chicken Fillets (1kg)	5.40 €	2.80-7.00
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	7.74 €	5.00-12.00
Apples (1kg)	1.15 €	0.50-1.65
Banana (1kg)	1.27 €	0.90-1.70
Oranges (1kg)	1.43 €	0.90-2.00
Tomato (1kg)	1.59 €	0.90-2.50
Potato (1kg)	0.47 €	0.32-0.60
Onion (1kg)	0.53 €	0.35-1.00
Lettuce (1 head)	1.03 €	0.60-1.50
Water (1.5 liter bottle)	0.63 €	0.40-1.00
Bottle of Wine (Mid-Range)	6.00 €	5.00-8.00
Domestic Beer (0.5 liter bottle)	1.13 €	0.89-1.50
Imported Beer (0.33 liter bottle)	1.37 €	1.00-2.50
Cigarettes 20 Pack (Marlboro)	4.00 €	3.65-4.50
Transportation		
One-way Ticket (Local Transport)	1.15 €	0.80-2.00
Monthly Pass (Regular Price)	50.00 €	30.00-50.00
Taxi Start (Normal Tariff)	2.00 €	1.00-3.00
Taxi 1km (Normal Tariff)	0.70 €	0.40-1.20
Taxi 1hour Waiting (Normal Tariff)	8.40 €	6.00-10.00
Gasoline (1 liter)	1.27 €	1.10-1.35
Volkswagen Golf 1.4 90 KW Trendline (Or Equivalent New Car)	18,888.00 €	18,000.00-20,000.00
Toyota Corolla Sedan 1.6l 97kW Comfort (Or Equivalent New Car)	17,970.69 €	16,000.00-20,000.00
Utilities (Monthly)		
Basic (Electricity, Heating, Cooling, Water, Garbage) for 85m2 Apartment	174.05 €	123.64-261.54
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.10 €	0.03-0.15
Internet (60 Mbps or More, Unlimited Data, Cable/ADSL)	16.12 €	11.00-20.00
Sports And Leisure		
Fitness Club, Monthly Fee for 1 Adult	33.48 €	20.00-45.00
Tennis Court Rent (1 Hour on Weekend)	20.11 €	14.00-25.00
Cinema, International Release, 1 Seat	7.80 €	5.60-10.00

Clothing And Shoes		
1 Pair of Jeans (Levis 501 Or Similar)	57.69 €	30.00-90.00
1 Summer Dress in a Chain Store (Zara, H&M, ...)	35.06 €	20.00-50.00
1 Pair of Nike Running Shoes (Mid-Range)	67.78 €	50.00-100.00
1 Pair of Men Leather Business Shoes	90.22 €	55.00-150.00
Rent Per Month		
Apartment (1 bedroom) in City Centre	366.89 €	200.00-600.00
Apartment (1 bedroom) Outside of Centre	261.87 €	150.00-400.00
Apartment (3 bedrooms) in City Centre	674.59 €	300.00-1.000.00
Apartment (3 bedrooms) Outside of Centre	477.43 €	260.00-700.00

**These data are based on 3537 entries in the past 12 months from 363 different contributors.*

Last update: September 2020 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 12

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