

Rīga Stradiņš University

ADMISSIONS PROCEDURE

to English-taught study programmes

for academic year
2019/2020

Riga, 2019

Admissions procedure to English-taught study programmes

I. General Provisions

1. This Procedure lays down the process of the admission of the applicants to the English-taught study programmes offered by Rīga Stradiņš University. Any provision of the present Procedure refers to the English-taught study programmes.
2. Admission to the University is carried out in conformity with the Law on Institutions of Higher Education (hereinafter – LIHE), Regulations of the Cabinet of Ministers No.846 of 10 October 2006 - *Regulations on the requirements, criteria and procedure for the admission to the study programmes* (hereinafter – CM Regulations of 10.10.2006)), RSU Constitution, the present Procedure and other regulatory enactments.
3. The admission to the English-taught study programmes is ensured by RSU International Department (hereinafter – ID) and RSU International Admissions Commission (hereinafter – IAC), who acts in conformity with the Regulations of RSU Admissions Commission (Paragraph 5 of the Regulations of the Cabinet of Ministers of 10.10.2006.).
4. In conformity with the provisions of the present Procedure, the following persons shall be admitted to the English-taught study programmes offered by RSU: citizens of the European Union, citizens of the European Economic Area (hereinafter – EU/EEA) or citizens of the Swiss Confederation, permanent residents of the European Community holding a valid residence permit and citizens of other countries having completed all requirements of the immigration process and who are eligible for studies in Latvia in conformity with Section 83 of the LIHE.
5. Requirements and criteria for admission to each English-taught study programme, as well as other information with regard to the relevant study programme are specified in the annexes of the present Procedure.

II. Study Programmes

6. RSU implements the following English-taught study programmes:
 - 6.1. Second level professional higher education programme "Medicine",
 - 6.2. Second level professional higher education programme "Dentistry",
 - 6.3. Second level professional higher education programme "Pharmacy",
 - 6.4. Bachelor's study programme "Nursing",
 - 6.5. Bachelor's study programme "Physiotherapy",
 - 6.6. Bachelor's study programme "Occupational Therapy",
 - 6.7. Master's study programme "Public Health",
 - 6.8. Master's study programme "Health Management",
 - 6.9. Master's study programme "International Governance and Diplomacy",
 - 6.10. Master's study programme "Rehabilitation",
 - 6.11. Professional master's study programme "Social Work with Children and Youth",
 - 6.12. Academic master's study programme "Health Communication";
 - 6.13. Doctoral study programmes.

III. Documents

7. Upon registering for studies, the applicant shall fill out an electronic application form on the RSU's e-Admissions portal and submit the documents specified in the present Procedure and its annexes for the admission to a respective study programme.
8. The applicant shall send the hard copies of the documents by mail or submit in person to the responsible employees of the RSU ID International Office (hereinafter – ID responsible employees), who are in charge of the admission to the English-taught study programmes. Other natural or legal persons are entitled to submit the documents to RSU on behalf of the applicant.

In such case the representatives should present the letter of authorisation or should have a written or oral authorisation to submit the documents of the respective student [Section 39 Paragraph 1 of the Administrative Procedure Law].

9. The submitted documents shall be drafted in Latvian or English. If the documents are in a language other than Latvian or English, the applicant shall submit them in the original language together with a notarised translation of the documents into English or the translation into English approved by the issuing authority.
10. Where relevant, applicants who are citizens of EU/EEA countries shall submit their documents only in legally approved (notarised) way or approved by the issuing authority. No additional certifications are necessary.
11. Where relevant (usually for non-EU/EEA citizens), prior to the submission of the documents, the applicant shall ensure the certification of documents with an Apostille or their legalisation in the country of document origin following the legalisation Procedure stipulated by the regulatory enactments, in conformity with The Hague Convention of 5 October 1961 abolishing the requirement of legalisation for foreign public documents, Law on Hague Convention on abolishing the requirement of legalisation for foreign public documents, a.o. regulatory enactments.
12. Document certification with Apostille or legalisation the country of document origin is compulsory to all public documents issued in the respective country included in the list of documents to be submitted by the applicants:
 - 12.1. Secondary school leaving diploma and the official transcript (for the second level professional higher education programmes and Bachelor's programmes),
 - 12.2. Bachelor's diploma and the official transcript (for Master's study programmes),
 - 12.3. Master's diploma and the official transcript (for Doctoral study programmes),
 - 12.4. Police clearance certificate from the country where the applicant has stayed for the past 12 months.
13. If the applicant's documents have been legalized in the country of document origin, RSU shall take the necessary measures to legalize these documents in the Consular Department of the Ministry of Foreign Affairs of the Republic of Latvia in accordance with regulatory enactments.
14. RSU covers the expenses of the legalisation of applicant's documents in the amount of 50.00 EUR. If the expenses of document legalization exceed the abovementioned amount, the applicant (after he/she has started his/her studies at RSU) refunds the difference upon the RSU's request.
15. If the applicant has obtained the educational document or academic degree abroad, he/she sends copies of all his/her education documents to RSU's e-mail edocs@rsu.lv. In conformity with the regulatory enactments (Section 85 of the LIHE) RSU shall take the necessary measures to obtain a reference from the Academic Information Centre (hereinafter - AIC) evaluating the level of the applicant's qualification by determining the corresponding educational document or academic degree conferred in Latvia. The applicant can also fulfil the requirements of this Paragraph without RSU assistance.
16. Upon submitting the documents, the applicant shall pay a non-refundable application fee to the RSU account in the following amount:
 - 16.1. For international applicants – 100.00 EUR.
 - 16.2. For applicants who are citizens of the Republic of Latvia and who have obtained their secondary/higher education in an accredited education institution of the Republic of Latvia – 15.00 EUR.
17. If RSU cannot provide applicant's admission to the study programme that the applicant has applied for because a study group is not formed in the respective study programme (insufficient number of students), the applicant can request to use the same application fee for the next successive admission in the same study programme by submitting an electronic (e-mail) application.
18. The applicant ensures that RSU receives the application fee in full amount (including different bank charges/commissions for international money transfer).

19. The applicant shall enclose the payment confirmation (such as payment slip, bank reference, bank statement, bank transfer printout etc.). The payment confirmation shall include the following information:
 - 19.1. Transfer/payment date,
 - 19.2. Applicant's name and surname,
 - 19.3. The amount transferred/paid to the account specified by RSU.
20. If any of the submitted documents issued by the respective country contains the personal name and/or surname other than the one in the passport, the applicant shall present a notarised document in English or Latvian attesting the change of the personal name and/or surname.
21. RSU IAC shall keep the documents submitted by the applicants who are not admitted to studies at the RSU for the period of one year (except for their original secondary/higher education diplomas and official transcripts and other original education documents and certificates) in conformity with the procedure of RSU Rules of Nomenclature. After the end of the deadline for document keeping specified in RSU Rules of Nomenclature, the documents submitted by the applicants shall be destroyed. The original secondary/higher education diplomas and official transcripts and other original education documents and certificates will be kept in the ID.

IV. Deadlines

22. The application for studies in English-taught study programmes takes place twice per year – for September and February admission.
23. The following application (document registration) periods shall be determined for September admission:
 - 23.1. EU/EEA applicants, non-EU/EEA applicants who have a valid permanent/temporary residence permit in an EU/EEA country and applicants from a country whose citizens may enter Latvia without a visa: 1 March - 1 July,
 - 23.2. Applicants from other countries, who need a visa for entering Latvia: 1 March - 1 June.
24. The following application (document registration) periods shall be determined for February admission:
 - 24.1. EU/EEA applicants, non-EU/EEA applicants who have a valid permanent/temporary residence permit in an EU/EEA country and applicants from a country whose citizens may enter Latvia without a visa: 1 September - 1 December,
 - 24.2. Applicants from other countries, who need a visa for entering Latvia: 1 September – 1 November.
25. RSU reserves the right on the basis of a respective IAC decision to determine a different deadline for the submission of the secondary school leaving documents (secondary school diploma and the official transcript) for applicants from countries, where these documents are issued within the period other than specified in Paragraphs 23 and 24.
26. Applicants to the study programmes "Medicine" and "Dentistry" are admitted for September and February admission.
27. Whereas, applicants to the study programmes "Pharmacy", "Nursing", "Physiotherapy", "Occupational Therapy", "Health Management", "International Governance and Diplomacy", "Rehabilitation" and "Social Work with Children and Youth" are admitted only for September admission.
28. Applicants to the study programme "Public Health" and "Health Communication" are admitted for February admission.
29. On the basis of significant interest form applicant and a respective decision of the head of the study programme, RSU can offer the study programmes specified in Paragraph 27 also in February admission. Information about such additional admission and the respective decision of the head of the study programme shall be displayed on RSU homepage (<https://www.rsu.lv/en>).

V. General Admission Criteria

30. RSU has defined the following general academic criteria for the admission to the English-taught second level professional higher education programmes and Bachelor's programmes:
 - 30.1. Completed secondary education attested by originals or certified copies of the secondary education diploma and official transcript (copies might be certified by a sworn notary or applicant's educational establishment or the institution that issued the original document. Language requirements for these documents are specified in Paragraph 9.
 - 30.2. The following subjects acquired at the secondary school (at least 2 semesters):
 - 30.2.1. **Biology** and/or **Chemistry** (compulsory):
 - 30.2.1.1. For study programmes "Medicine" and "Dentistry" – at least one of the above mentioned subjects at the secondary school level,
 - 30.2.1.2. For study programme "Pharmacy" - Chemistry is compulsory at the secondary school level,
 - 30.2.1.3. For study programmes "Nursing", "Physiotherapy", "Occupational Therapy" - Biology is compulsory at the secondary school level.
 - 30.2.2. **English language** (compulsory),
 - 30.2.3. **Mathematics** and **Physics** (preferably).
31. Upon assessing applicants' performance, RSU shall:
 - 31.1. Take into account final/last secondary school semester and exam grades in the subjects specified in Paragraph 30.2 included in the secondary school leaving diploma and the official transcript. In case both final/last secondary school semester and also exam grades have been received in any of the subjects referred to in Paragraph 30.2, all these grades shall be taken into account.
 - 31.2. Not take into account the overall average grade of the secondary school diploma and/or the official transcript.
 - 31.3. Recalculates the grades specified in Paragraph 31.1 into percentages by comparing the obtained grade with the highest possible grade in the secondary education grading scale of the respective country.
32. Unsatisfactory final/last secondary school semester grade or exam grade is not admissible in any of the subjects included in the diploma and the official transcript (in conformity with the secondary education grading scale of the respective country);
33. For applicants from the countries from which RSU receives the most applications, RSU has set the minimum level of grades of the secondary school diploma and the official transcript (final/last secondary school semester grades and exam grades) in subjects specified in Paragraph 30.2 for the admission to second level professional higher education programmes and Bachelor's study programmes (See Annex No. 14). In case of applicants from other countries, the minimum level of grades of the secondary school diploma and the official transcript (final grades and exam grades) in subjects specified in Paragraph 30.2 for the admission to second level professional higher education programmes and Bachelor's study programmes shall be evaluated and determined separately for each country by consulting the AIC and studying the information on the educational system of the respective country.
34. Should the applicant fail to meet the minimum level of grades of the secondary school diploma and the official transcript (final/last secondary school semester grades and exam grades) specified in Paragraph 33 in subjects specified in Paragraph 30.2, RSU IAC reserves the rights to enrol the applicant, if the applicant's application contains other compelling grounds to do so.
35. The following applicants do not have to confirm their English proficiency to RSU:
 - 35.1. applicants with English as an official language in their country of citizenship,
 - 35.2. applicants with English as an official educational language in their country of citizenship,
 - 35.3. applicants with English as the primary language, *de iure* or *de facto* first language or *lingua franca* in their country of citizenship,
 - 35.4. applicants with English as a language of instruction at the secondary school,
 - 35.5. applicants with English as a language of instruction of their previous university studies.

36. If the applicant has not acquired English at the secondary school, he/she submits to the ID responsible employees the results of the internationally recognised English test (see Annex No.15) as a proof of his/her English proficiency. The results of the internationally recognised English test can also be submitted, if the applicant considers his/her English proficiency higher than the level stated in the secondary school diploma and the official transcript.
37. If none of the criteria of Paragraph 36 apply, RSU reserves the rights to accept the English subject grade/level acquired in previous university studies provided that the grade/level is good or excellent.
38. Should the University (ID responsible employees) have doubts about the applicant's English proficiency, RSU reserves the rights to request the applicant to submit the results of the internationally recognised English test (see Annex No.15) or to conduct an interview with the applicant.
39. Taking into account the peculiarities of educational systems of various countries, RSU reserves the rights to evaluate the applications submitted by the applicants, whose secondary school diploma and the official transcript do not contain the subjects "Biology" and "Chemistry". Instead, these documents contain subject(s) of the similar content having different name(s) (for example, "Natural Sciences", "Physics-Chemistry", "Biology-Geology").
40. If the applicant has not acquired Biology, Chemistry or subject(s) of similar content having different name(s) at the secondary school level, grade in these subjects may be replaced only by:
 - 40.1. a diploma/certificate on successful completion of the preparation courses organised by a medical school listed in the *World Directory of Medical Schools* (the applicant has successfully passed/studied Biology and/or Chemistry in the amount of no less than 130 academic hours in each subject).
 - 40.2. a certificate on successful completion of a subject of similar content provided/offered by the RSU Open University.
 - 40.3. a positive RSU decision about transfer of credit points in Biology or Chemistry or a subject of similar content (see Chapter VI of this Procedure).
41. General academic admissions criteria to the RSU English-taught Master's study programmes are laid down in the Annex of this Procedure on a particular study programme.
42. General academic admissions criteria to the RSU English-taught Doctoral study programmes are laid down in the Annex of this Procedure on these study programmes.

VI. Additional Admission Criteria

43. In addition to general academic criteria for admission to English-taught study programmes offered by RSU specified in Chapter V of this Procedure, RSU has defined the following additional criteria for admission of transfer students to English-taught study programmes offered by RSU and transfer of credit points from another institution of higher education:
 - 43.1. The transfer applicant has studied at the university of EU/EEA countries or Swiss Confederation or top university of other country listed in the following university rankings: *QS World University Rankings*, *The Times Higher Education World University Rankings*, *The Academic Ranking of World Universities* (ARWU, *ShanghaiRanking Consultancy*),
 - 43.2. The transfer applicant has obtained at least 60 ECTS points during studies specified in Paragraph 43.1 or successfully completed the curriculum of one academic year at the respective university,
 - 43.3. The transfer applicant's academic performance during studies specified in Paragraph 43.1 was good or excellent,
 - 43.4. The transfer applicant's studies specified in Paragraph 43.1 have taken place within the past four years.
44. Transfer applicants (while filling out the electronic application form on the RSU's e-Admissions portal specified in Paragraph 7 of the present Procedure) shall specify the following information

in the subsection “Application for credit transfer” of the section that follows “Your study programmes”:

- 44.1. The will to transfer credit points from previous university studies.
 - 44.2. Information about previous university studies (university, study programme, etc.),
 - 44.3. Additional information about previous university studies (duration of studies, credit points (ECTS) acquired, additional documents, etc.).
 - 44.4. Names of RSU study courses that could be transferred to RSU, in the opinion of the transfer applicant.
45. When the information specified in Paragraph 44 is provided, the applicant shall print, sign, date and add a hard copy of the “Application for Credit Transfer from previous university studies” (to be downloaded together with the electronic application form from the RSU’s e-Admissions portal) to the documents specified in the present Procedure and its annexes for the admission to a respective study programme and proceed with submission of his/her application as specified in Paragraph 8 of the present Procedure.
 46. If a transfer applicant, when registering for the studies, has not yet acquired 60 ECTS points or has not successfully completed one full academic year study programme at the relevant university, but is planning to acquire the necessary amount of credit points during the active stage of admission (submission of documents), the applicant shall accordingly notify ID responsible employees thereof and shall fill out the “Application for Credit Transfer from previous university studies” specified in Paragraph 45 of the present Procedure indicating the planned time of acquiring 60 ECTS or successful completion of one full academic year programme at the relevant university.
 47. RSU ID responsible employees shall be in charge of reviewing the transfer applications to RSU English-taught study programmes offered by RSU. Credit point transfer opportunities for transfer applicants shall be reviewed by the dean of the responsible faculty/department.
 48. If the dean of the responsible faculty/department takes a decision to transfer a certain amount of credit points to RSU, the employees of the responsible faculty/department draft a Transfer Protocol.
 49. RSU ID responsible employees shall inform the transfer applicant by e-mail on the decision taken by the dean of the responsible faculty/department and request the transfer applicant to accept or decline it.
 50. If the transfer applicant accepts the decision taken by the dean of the responsible faculty/department, RSU ID responsible employees calculate the amount of tuition fee for years/semesters to which the credit points are transferred on the grounds of the Transfer Protocol. The amount of the calculated tuition fee shall be approved by the dean of the responsible faculty/department.

VII. Procedure of Competition

51. The RSU shall determine the amount of tuition fee and the number of study places financed by natural or legal persons.
52. All applications received participate in the competition for study places in English-taught study programmes but only the following applications may qualify for study places (in accordance with the number of study places financed by natural or legal persons determined by RSU IAC):
 - 52.1. applications containing a fully assembled package of application documents (except for applications by applicants who have to submit the documents necessary for immigration process in addition to the documents to be submitted that are specified in the Annex of this Procedure on a particular study programme).
 - 52.2. applications meeting the selection requirements laid down in this Procedure and have received the highest grades in the subjects specified in Paragraph 30.2 of this Procedure for admission to the second level professional higher education programmes and Bachelor’s degree programmes.

- 52.3. applications meeting the provisions of Paragraph 41 of this Procedure for admission to Master's study programmes.
- 52.4. applications meeting the provisions of Paragraph 42 of this Procedure for admission to Doctoral study programmes.
- 53. Responsible employees of the ID shall commence communication on the applicant's application status (complete/incomplete, comments) not later than within 10 working days after receiving the application at RSU.
- 54. Applicants shall pass the competition and shall be enrolled for studies at the RSU, based on the following:
 - 54.1. the grades specified in the secondary education diploma and the official transcript, taking into account the minimum level of subject final grades and subject exam marks established by RSU for admission to the second level professional higher education programmes and Bachelor's degree programmes (see Annex No. 14);
 - 54.2. document confirming English proficiency and its level (preferable);
 - 54.3. applicant's motivation, arising from the applicant's motivation letter and its contents;
 - 54.4. letters of recommendation received by the applicant from at least two persons with an in-depth understanding of the applicant's academic and/or professional qualification;
 - 54.5. additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification and/or motivation to study at the University;
 - 54.6. other additional requirements, if such are established for admission to the particular programme (see annex on the specific study programme);
 - 54.7. compliance with the provisions of Paragraph 41 of this Procedure for admission to Master's study programmes;
 - 54.8. compliance with the provisions of Paragraph 42 of this Procedure for admission to Doctoral study programmes;
 - 54.9. other prerequisites arising from laws and regulations in force, if any have been identified as necessary.
- 55. The IAC decision on study places at RSU shall be taken one to three calendar months after RSU has received the person's application with a complete package of documents to be submitted.
- 56. The respective communication (letter) about whether the applicant has/has not passed the competition and whether he/she has been offered/refused a study place (acceptance/rejection letter) shall be sent within a week's time following the date of the IAC decision on study places at RSU. Applicants shall be informed of the results of the competition electronically and by regular mail.
- 57. A study place at RSU may be offered to the applicants specified in Paragraph 34 of the present Procedure in case there are any free study places at the final stage of active admission or rejections are received from the enrolled applicants. If this rule applies, the corresponding applicants shall receive the study place offer not later than 15 working days prior to the beginning of the academic year. Applicants shall be informed electronically and an acceptance letter shall be sent by regular mail.
- 58. Competition results are determined by the RSU IAC. They are announced (electronically or by regular mail) no later than five working days from the date of conclusion of the competition.

VIII. Re-applying for Studies

- 59. Applicants who have submitted their applications with a complete package of documents to be submitted, but who do not pass the competition, who have not been offered a study place, who have declined the study place or postponed it to the next admission, may re-apply for studies in the next consecutive admission without the need to submit a complete package of documents.
- 60. Applicants specified in Paragraph 59 of this Procedure must submit the following documents to the responsible employees of the ID:
 - 60.1. application form on the RSU's e-Admissions portal specified in Paragraph 7 of this Procedure that has been electronically filled out anew (printed and signed),

- 60.2. application fee specified in Paragraph 16 of this Procedure shall be paid to the RSU account. The applicant shall attach the payment confirmation to the document specified in Paragraph 60.1 and send it by regular mail to RSU,
- 60.3. applicants specified in Paragraph 76.3 and 76.4 of this Procedure do not have to pay to the RSU account the application fee specified in Paragraph 14 of this Procedure.
61. For applicants specified in Paragraph 59 of this Procedure who have been offered a study place, it is reserved (guaranteed) for one consecutive (next) admission in the same study programme. Applicants shall be informed electronically and a new acceptance letter shall be sent by regular mail.
62. Should the applicant wish to re-apply for studies after more than one (next) consecutive admission, they shall submit a new complete package of documents to RSU (the documents initially submitted are destroyed in accordance with Paragraph 21 of this Procedure).

IX. Concluding the Study Contract and Enrolment

63. The applicants who have passed the competition shall:
 - 63.1. confirm the study place electronically (by sending a confirmation e-mail to confirmation@rsu.lv) by the deadline specified in the RSU acceptance letter. In case the study place is not confirmed within the period prescribed by RSU, it may be offered to other applicants who have passed the competition or applicants specified in Paragraph 34 of the present Procedure.
 - 63.2. Pay the tuition fee and make other payments (established by a separate order of the rector of RSU) by the deadline specified in the RSU acceptance letter. Making payments after the deadline prescribed by RSU could be a reason for losing the study place. In case the applicant is not able to pay the tuition fee in time due to impartial reasons not depending on him/her (e.g. any delays/failure of the responsible authorities to allocate the financial means to the applicant), the applicant shall accordingly notify ID responsible employees thereof and shall ask for prolongation of the deadline of the tuition fee payment. ID responsible employees provide the applicant with an "Application for payment extension", which the applicant fills out and sends to RSU via e-mail.
64. Applicants that have confirmed their study places and made the payments shall be enrolled to RSU by an order.
65. Prior to commencing studies, applicants shall conclude a study contract with RSU. Responsible employees of the ID shall set the date and time for concluding the study contract. Failure to conclude the study contract in due time might serve as a grounds for exclusion.
66. During the enrolment period applicants admitted by RSU may not change the study programme in which RSU has offered them a study place.
67. Not later than 30 calendar days after commencing studies, the responsible employees of the ID shall hand over all files of enrolled applicants to the International Student Department (hereinafter – ISD) or the responsible faculty/department by drawing up an appropriate deed. The files of enrolled applicants shall include documents submitted to RSU by applicants when applying for studies in accordance with the relevant annex of this Procedure on the specific programme, as well as:
 - 67.1. a statement issued by AIC on the education certificate or academic degree awarded in Latvia that corresponds to the applicant's education certificate or degree acquired abroad,
 - 67.2. a printout of the applicant's electronic confirmation of the study place,
 - 67.3. a study contract concluded with RSU,
 - 67.4. a copy of RSU order (with the annex) on the applicant's enrolment,
 - 67.5. other documents (if applicable).

X. Procedure for admission of applicants under the age of 18 at the moment of the commencement of studies

68. Applicants who are under the age of 18 (minors) at the moment of commencement of studies are eligible for admission to the English-taught second level professional higher education study programmes and Bachelor's study programmes, if they meet the following criteria:
 - 68.1. They have acquired secondary education attested by the secondary education diploma and the official transcript,
 - 68.2. They present a power of attorney signed by both parents or the current guardian authorising a certain person to be the applicant's legal guardian within the territory of the Republic of Latvia until the moment the applicant turns 18.
69. RSU shall not be obliged to provide underage applicants with a legal guardian. Applicants and their family shall assume responsibility for appointing a legal guardian and settling the required legal formalities.
70. If the applicant's parents arrive and stay with the applicant in the Republic of Latvia until the moment the applicant turns 18, they are obliged to inform the responsible employees of the ISD thereof. In such case, no written power of attorney is necessary.
71. Persons meeting the following conditions might be appointed as a legal guardian (in conformity with Regulations of the Cabinet of Ministers No. 564 "Regulations Regarding Residence Permits":
 - 71.1. a citizen of the Republic of Latvia, who has reached the age of 18,
 - 71.2. a citizen of EU/EEA country, who has rights to reside in Latvia and has reached the age of 18,
 - 71.3. other legitimate resident of the Republic of Latvia, who has reached the age of 18 and has a residence permit until the moment the applicant reaches the age of 18.
72. The guardian of the underage applicant shall have the following obligations towards RSU and the applicant:
 - 72.1. to perform his/her duties conscientiously,
 - 72.2. to sign the study contract together with the applicant,
 - 72.3. to participate in the applicant's immigration procedure and its organisation (if applicable).

XI. Rights and Obligations of the Applicant and the University

73. The applicant shall have the following obligations during the admissions process:
 - 73.1. to submit and, if applicable, present the documents specified in this Procedure and its annexes;
 - 73.2. to fill out an electronic application form in accordance with Paragraph 7 of the present Procedure and provide the RSU with solely truthful information to the University;
 - 73.3. to get acquainted with and observe the provisions of this Procedure and external regulatory enactments with regard to the admission process;
 - 73.4. to observe the deadlines specified in the regulatory enactments and the present Procedure;
 - 73.5. to settle financial obligations towards the University within the deadline set by RSU;
 - 73.6. to fulfil other obligations arising from the regulatory enactments.
74. The RSU shall have the following obligations during the admissions process:
 - 74.1. to ensure fair and non-discriminatory (irrespective of race, skin colour, gender, religion, special needs, origin, ethnicity) admission process in conformity with regulatory enactments;
 - 74.2. to provide the applicants with an information about study opportunities at the RSU and their rights and obligations;
 - 74.3. to inform the applicants about the number of study places financed by natural persons and legal entities set by the RSU;
 - 74.4. to set the amount of the tuition fee and other fees;
 - 74.5. to accept documents submitted by the applicants;

- 74.6. to announce the competition results to the applicants via e-mail or regular mail;
 - 74.7. to announce the reception of applicant's payments in RSU account via e-mail;
 - 74.8. to organise the conclusion of study contracts with the applicants having qualified for studies, confirmed their study places and made the payments specified in Paragraph 63.2;
 - 74.9. to organise the enrolment of the applicants having confirmed their study places and made the payments specified in Paragraph 63.2;
 - 74.10. to send back the originals of the secondary school diploma and/or the official transcript or other documents certifying education (if such documents have been submitted) by keeping their copies. No other application documents (both originals and copies) shall be returned to the applicant.
 - 74.11. to fulfil other obligations arising from the regulatory enactments.
75. The obligations of the applicant and the RSU correspond to the relevant rights of the other party.

XII. Cancellation of the study place

76. RSU reserves the right to cancel the applicant's study place in the following cases:
- 76.1. the applicant fails to fulfil the financial obligations towards the University within the deadline specified in the Acceptance Letter sent by RSU.
 - 76.2. the applicant fails to carry out the required steps of the immigration process defined by RSU or other procedures related to the admissions and commencement of studies specified by RSU (for example, conclusion of study contracts).
 - 76.3. the applicant fails to commence studies for more than 14 calendar days as of the official starting date of the semester due to immigration process or because of the failure to certify documents with an Apostille or to legalise them (see Paragraph 11 of this Procedure) or any other reason. In case the applicant shall not commence the studies on the official starting date due to impartial reasons not depending on him/her (e.g. any delays/failure to issue immigration or any other documents by the responsible authorities) the offered study place shall be retained (guaranteed) for one (next) successive admission in the same study programme.
 - 76.4. a study group is not formed in the study programme that the applicant has applied for (insufficient number of students) and accordingly RSU cannot provide admission to the respective study programme. The offered study place shall be retained (guaranteed) for one (next) successive admission in the same study programme.
 - 76.5. RSU receives information from the competent institution of the Republic of Latvia (such as the Office of Citizenship and Migration Affairs, the State Border Guard, Latvian Security Police a.o. institutions) that the applicant has failed to carry out the required steps of the immigration process and obligations towards the Republic of Latvia.
 - 76.6. RSU receives information from the competent institutions (such as the AIC) that might serve as grounds for doubting the sufficiency or conformity of the submitted documents to the requirements of the regulatory enactments or the requirements set by RSU.
 - 76.7. During the admissions process RSU discovers that the applicant has provided untruthful data and/or information.

XIII. Appeals and Challenging of Admission-Related Decisions

77. Within five working days after the announcement of the results electronically to the applicant, the applicant shall be entitled to submit a written appeal regarding the results of the competition to RSU IAC. Within three working days, RSU IAC shall re-evaluate the applicant's application and immediately notify the applicant about the decision electronically.

78. Decision made by the RSU IAC may be challenged by submitting an application to RSU Rector within a month of the decision entering into force. Decision made by RSU Rector may be appealed against according to the procedure established in the Administrative Procedure Law.

XIV. Final Provisions

79. All issues related to admission to the RSU not stipulated by the regulatory enactments of the Republic of Latvia or this Procedure shall be reviewed by RSU IAC.
80. This Procedure is subject to change upon necessity or in cases of amendments to the regulatory enactments.
81. The information on study opportunities at the University is given:
- 81.1. during international education fairs, RSU Open Days,
 - 81.2. through RSU cooperation partners,
 - 81.3. by displaying the information in RSU premises and/or on RSU homepage (<https://www.rsu.lv/en>).
82. For information about the course of admissions the applicant may contact the responsible employees of the ID by phone 67409066, 67409094, 67409145, 67062638 or e-mail: admissions@rsu.lv) or in person in Riga, 16 Dzirciema Street.
83. Annexes:
- 83.1. Second level professional higher education programmes with English as a language of instruction:
 - 83.1.1. Annex No.1 – Medicine;
 - 83.1.2. Annex No.2 – Dentistry;
 - 83.1.3. Annex No.3 – Pharmacy;
 - 83.2. Bachelor's and professional study programmes with English as a language of instruction:
 - 83.2.1. Annex No.4 – Nursing;
 - 83.2.2. Annex No.5 – Occupational Therapy;
 - 83.2.3. Annex No.6 – Physiotherapy;
 - 83.3. Master's study programmes with English as a language of instruction:
 - 83.3.1. Annex No.7 – Health Management;
 - 83.3.2. Annex No.8 – Public Health;
 - 83.3.3. Annex No.9 – International Governance and Diplomacy;
 - 83.3.4. Annex No.10 – Rehabilitation;
 - 83.3.5. Annex No.11 – Social Work with Children and Youth;
 - 83.3.6. Annex No.12 – Health Communication.
 - 83.4. Doctoral study programmes with English as a language of instruction:
 - 83.4.1. Annex No.13 – Doctoral study programmes.
 - 83.5. Level of grades of the diploma and official transcript and documents certifying English proficiency.
 - 83.5.1. Annex No. 14 - Minimum level of grades (final/last secondary school semester grades and exam grades) specified in the secondary education diploma and official transcript established by RSU for admission to the second level professional higher education programmes and Bachelor's degree programmes.
 - 83.5.2. Annex No. 15 - Level of internationally recognised English language tests required by RSU.

IAC responsible secretary

B.Pētersone

Annex No. 1
 Application package for the study programme **Medicine**
 (with English as a language of instruction)

1.	Study programme level	Second level professional higher education European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Medical Doctor (corresponding to a Master's degree)
3.	Study duration	6 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the secondary school leaving diploma. 3. Original or a certified copy of the secondary school official transcript. 4. Two (2) recommendation letters (use the form approved by RSU). 5. Motivation letter. 6. Document confirming English proficiency and level (advisable). 7. Two (2) photocopies of passport (data page) or personal identity card. 8. Four (4) photos (size 3x4 cm). 9. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 10. Chest X-ray radiograph and radiologist's report on the findings. 11. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 12. Bank statement about financial means available in applicant's bank account. <p>In addition to the above mentioned documents, the under-age applicants have to submit:</p> <ol style="list-style-type: none"> 13. A power of attorney signed by both parents or the current guardian authorising a certain person to be the applicant's legal guardian within the territory of the Republic of Latvia until the moment the applicant turns 18.
6.	Previous education	Completed secondary education
7.	Additional requirements	None
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Medicine" shall be applied:</p> <ol style="list-style-type: none"> 1. Assessment in the following subjects (at least 2 semesters studied) acquired at the secondary school (final/last secondary school semester grades or examination grades listed in the secondary school diploma and the official transcript): <ol style="list-style-type: none"> 1.1. Biology or Chemistry (at least one subject, compulsory), 1.2. English (compulsory), 1.3. Mathematics and Physics (preferably). 2. Two (2) recommendation letters and their content. 3. Applicant's letter of motivation and its content. 4. Document confirming English proficiency and level (preferable). 5. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Medicine".

Annex No.2

Application package for the study programme **Dentistry**
(with English as a language of instruction)

1.	Study programme level	Second level professional higher education European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Doctor of Dental Surgery (corresponding to a Master's degree)
3.	Study duration	5 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the secondary school leaving diploma. 3. Original or a certified copy of the secondary school official transcript. 4. Two (2) recommendation letters (use the form approved by RSU). 5. Motivation letter. 6. Document confirming English proficiency and level (preferable). 7. Two (2) photocopies of passport (data page) or personal identity card. 8. Four (4) photos (size 3x4 cm). 9. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 10. Chest X-ray radiograph and radiologist's report on the findings. 11. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 12. Bank statement about financial means available in applicant's bank account. <p>In addition to the above mentioned documents, the under-age applicants have to submit:</p> <ol style="list-style-type: none"> 13. A power of attorney signed by both parents or the current guardian authorising a certain person to be the applicant's legal guardian within the territory of the Republic of Latvia until the moment the applicant turns 18.
6.	Previous education	Completed secondary education
7.	Additional requirements	None
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Dentistry" shall be applied:</p> <ol style="list-style-type: none"> 1. Assessment in the following subjects (at least 2 semesters studied) acquired at the secondary school (final/last secondary school semester grades or examination grades listed in the secondary school diploma and the official transcript): <ol style="list-style-type: none"> 1.1. Biology or Chemistry (at least one subject, compulsory), 1.2. English (compulsory), 1.3. Mathematics and Physics (preferably). 2. Two (2) recommendation letters and their content. 3. Applicant's letter of motivation and its content. 4. Document confirming English proficiency and level (preferable). 5. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Dentistry".

Annex No.3

Application package for the study programme **Pharmacy**
(with English as a language of instruction)

1.	Study programme level	Second level professional higher education European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Pharmacist's degree (corresponding to a Master's degree)
3.	Study duration	5 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the secondary school leaving diploma. 3. Original or a certified copy of the secondary school official transcript. 4. Two (2) recommendation letters (use the form approved by RSU). 5. Motivation letter. 6. Document confirming English proficiency and level (preferable). 7. Two (2) photocopies of passport (data page) or personal identity card. 8. Four (4) photos (size 3x4 cm). 9. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 10. Chest X-ray radiograph and radiologist's report on the findings. 11. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 12. Bank statement about financial means available in applicant's bank account. <p>In addition to the above mentioned documents, the under-age applicants have to submit:</p> <ol style="list-style-type: none"> 13. A power of attorney signed by both parents or the current guardian authorising a certain person to be the applicant's legal guardian within the territory of the Republic of Latvia until the moment the applicant turns 18.
6.	Previous education	Completed secondary education
7.	Additional requirements	None
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Pharmacy" shall be applied:</p> <ol style="list-style-type: none"> 1. Assessment in the following subjects (at least 2 semesters studied) acquired at the secondary school (final/last secondary school semester grades or examination grades listed in the secondary school diploma and the official transcript): <ol style="list-style-type: none"> 1.1. Chemistry (compulsory), 1.2. English (compulsory), 1.3. Biology, Mathematics and Physics (preferably). 2. Two (2) recommendation letters and their content. 3. Applicant's letter of motivation and its content. 4. Document confirming English proficiency and level (preferable). 5. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Pharmacy".

Annex No.4

Application package for the study programme **Nursing**
(with *English as a language of instruction*)

1.	Study programme level	Second level professional higher education European Qualifications Framework (EQF) – Level 6
2.	Qualification or/and degree conferred	Nurse/Professional Bachelor's degree in Health Care
3.	Study duration	4 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the secondary school leaving diploma. 3. Original or a certified copy of the secondary school official transcript. 4. Two (2) recommendation letters (use the form approved by RSU). 5. Motivation letter. 6. Document confirming English proficiency and level (preferable). 7. Two (2) photocopies of passport (data page) or personal identity card. 8. Four (4) photos (size 3x4 cm). 9. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 10. Chest X-ray radiograph and radiologist's report on the findings. 11. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 12. Bank statement about financial means available in applicant's bank account. <p>In addition to the above mentioned documents, the under-age applicants have to submit:</p> <ol style="list-style-type: none"> 13. A power of attorney signed by both parents or the current guardian authorising a certain person to be the applicant's legal guardian within the territory of the Republic of Latvia until the moment the applicant turns 18.
6.	Previous education	Completed secondary education
7.	Additional requirements	None
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Nursing" shall be applied:</p> <ol style="list-style-type: none"> 1. Assessment in the following subjects (at least 2 semesters studied) acquired at the secondary school (final/last secondary school semester grades or examination grades listed in the secondary school diploma and the official transcript): <ol style="list-style-type: none"> 1.1. Biology (compulsory), 1.2. English (compulsory), 1.3. Chemistry, Mathematics and Physics (preferably). 2. Two (2) recommendation letters and their content. 3. Applicant's letter of motivation and its content. 4. Document confirming English proficiency and level (preferable). 5. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Nursing".

Application package for the study programme **Physiotherapy**
(with *English as a language of instruction*)

1.	Study programme level	Second level professional higher education European Qualifications Framework (EQF) – Level 6
2.	Qualification or/and degree conferred	Bachelor's degree in Health Care
3.	Study duration	4 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the secondary school leaving diploma. 3. Original or a certified copy of the secondary school official transcript. 4. Two (2) recommendation letters (use the form approved by RSU). 5. Motivation letter. 6. Document confirming English proficiency and level (preferable). 7. Two (2) photocopies of passport (data page) or personal identity card. 8. Four (4) photos (size 3x4 cm). 9. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 10. Chest X-ray radiograph and radiologist's report on the findings. 11. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 12. Bank statement about financial means available in applicant's bank account. <p>In addition to the above mentioned documents, the under-age applicants have to submit:</p> <ol style="list-style-type: none"> 13. A power of attorney signed by both parents or the current guardian authorising a certain person to be the applicant's legal guardian within the territory of the Republic of Latvia until the moment the applicant turns 18.
6.	Previous education	Completed secondary education
7.	Additional requirements	None
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Physiotherapy" shall be applied:</p> <ol style="list-style-type: none"> 1. Assessment in the following subjects (at least 2 semesters studied) acquired at the secondary school (final/last secondary school semester grades or examination grades listed in the secondary school diploma and the official transcript): <ol style="list-style-type: none"> 1.1. Biology (compulsory), 1.2. English (compulsory), 1.3. Chemistry, Mathematics and Physics (preferably). 2. Two (2) recommendation letters and their content. 3. Applicant's letter of motivation and its content. 4. Document confirming English proficiency and level (preferable). 5. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Physiotherapy".

Application package for the study programme **Occupational Therapy**
(with *English as a language of instruction*)

1.	Study programme level	Second level professional higher education European Qualifications Framework (EQF) – Level 6
2.	Qualification or/and degree conferred	Bachelor's degree in Health Care
3.	Study duration	4 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the secondary school leaving diploma. 3. Original or a certified copy of the secondary school official transcript. 4. Two (2) recommendation letters (use the form approved by RSU). 5. Motivation letter. 6. Document confirming English proficiency and level (preferable). 7. Two (2) photocopies of passport (data page) or personal identity card. 8. Four (4) photos (size 3x4 cm). 9. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 10. Chest X-ray radiograph and radiologist's report on the findings. 11. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 12. Bank statement about financial means available in applicant's bank account. <p>In addition to the above mentioned documents, the under-age applicants have to submit:</p> <ol style="list-style-type: none"> 13. A power of attorney signed by both parents or the current guardian authorising a certain person to be the applicant's legal guardian within the territory of the Republic of Latvia until the moment the applicant turns 18.
6.	Previous education	Completed secondary education
7.	Additional requirements	None
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Occupational Therapy" shall be applied:</p> <ol style="list-style-type: none"> 1. Assessment in the following subjects (at least 2 semesters studied) acquired at the secondary school (final/last secondary school semester grades or examination grades listed in the secondary school diploma and the official transcript): <ol style="list-style-type: none"> 1.1. Biology (compulsory), 1.2. English (compulsory), 1.3. Chemistry (preferably), Mathematics and Physics (preferably). 2. Two (2) recommendation letters and their content. 3. Applicant's letter of motivation and its content. 4. Document confirming English proficiency and level (preferable). 5. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Occupational Therapy".

Annex No.7

Application package for the study programme **Public Health***(with English as a language of instruction)*

1.	Study programme level	European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Master's degree of Health Sciences in Health Care
3.	Study duration	2 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the Bachelor's Diploma and Diploma Supplement. 3. Certification of at least one year of practical experience in the field of public health (preferable). 4. Applicant's CV. 5. One (1) letter of recommendation (use the form approved by RSU). 6. Two (2) photocopies of passport (data page) or personal identity card. 7. Four (4) photos (size 3x4 cm). 8. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 9. Chest X-ray radiograph and radiologist's report on the findings. 10. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 11. Bank statement about financial means available in applicant's bank account.
6.	Previous education	Higher education (in health sciences)
7.	Additional requirements	<ol style="list-style-type: none"> 1. Document confirming English proficiency and level (preferable). 2. Copies of publications in peer-reviewed journals (preferable). 3. Documents of additional training and activities (certificates, awards, diplomas etc.; preferable).
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Public Health" shall be applied:</p> <ol style="list-style-type: none"> 1. Bachelor's degree in Health Sciences and Diploma Supplement. 2. A certification of at least one year of practical experience in the field of public health (preferable). 3. Applicant's CV. 4. One (1) letter of recommendation and its content. 5. Document confirming English proficiency and level (preferable). 6. Copies of publications in peer-reviewed journals. 7. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Public Health".

Annex No.8

Application package for the study programme **Health Management**
(with English as a language of instruction)

1.	Study programme level	5th level professional qualification of a Business Establishment Executive European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Professional Master's degree in Health Management and a professional qualification "Business Establishment Executive"
3.	Study duration	1.5 or 2 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the Bachelor's Diploma in health sciences or social sciences and Diploma Supplement. 3. Applicant's CV. 4. Motivation letter. 5. Two (2) photocopies of passport (data page) or personal identity card. 6. Four (4) photos (size 3x4 cm). 7. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 8. Chest X-ray radiograph and radiologist's report on the findings. 9. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 10. Bank statement about financial means available in applicant's bank account.
6.	Previous education	Higher education (health sciences or social sciences)
7.	Additional requirements	<ol style="list-style-type: none"> 1. Document confirming English proficiency and level (preferable). 2. Copies of publications in peer-reviewed journals (preferable). 3. Documents of additional training and activities (certificates, awards, diplomas etc.; preferable).
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Health Management" shall be applied:</p> <ol style="list-style-type: none"> 1. Bachelor's Diploma in health sciences or social sciences and Diploma Supplement. 2. Applicant's CV. 3. Motivation letter and its content. 4. Document confirming English proficiency and level (preferable). 5. Copies of publications in peer-reviewed journals. 6. Documents of additional training and activities. 7. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Health Management".

Annex No.9

Application package for the study programme **International Governance and Diplomacy**
(with *English as a language of instruction*)

1.	Study programme level	Academic Master's study programme
2.	Qualification or/and degree conferred	Master's degree of Social Sciences in International Relations
3.	Study duration	2 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the Bachelor's Diploma and Diploma Supplement. 3. Written essay (1000 words) on a topical issue in international relations. 4. Motivation letter. 5. Document confirming English proficiency and level. 6. Two (2) photocopies of passport (data page) or personal identity card. 7. Four (4) photos (size 3x4 cm). 8. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 9. Chest X-ray radiograph and radiologist's report on the findings. 10. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the last 12 months. 11. Bank statement about financial means available in applicant's bank account.
6.	Previous education	<p>Academic Bachelor's or 2nd level professional Bachelor's degree in social sciences or humanities in the state-accredited study programme.</p> <p>In case the applicant has acquired academic Bachelor's degree or 2nd level professional Bachelor's degree (or similar education) at the state-accredited programme in other fields, negotiations between the applicant and the head of the programme shall take place.</p>
7.	Additional requirements	None
8.	Criteria for admission	<p>The following criteria for admission to the study programme "International Governance and Diplomacy" shall be applied:</p> <ol style="list-style-type: none"> 1. Academic Bachelor's or 2nd level professional Bachelor's degree in social sciences or humanities and Diploma Supplement. Average grade of the diploma/diploma supplement; 2. Written essay (1000 words) on a topical issue in international relations. 3. Motivation letter and its content. <p>If the applicants are equally qualified, the assessment of the letter of motivation shall be decisive.</p>

Application package for the study programme **Rehabilitation**
(with English as a language of instruction)

1.	Study programme level	Academic Master's study programme European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Academic Master's degree of Health Sciences in Health Care
3.	Study duration	2 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the Bachelor's Diploma and Diploma Supplement. 3. Applicant's CV. 4. Written essay (1000 words) on the applicant's motivation to study in the programme "Rehabilitation". 5. Two (2) photocopies of passport (data page) or personal identity card. 6. Four (4) photos (size 3x4 cm). 7. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 8. Chest X-ray radiograph and radiologist's report on the findings. 9. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the past 12 months. 10. Bank statement about financial means available in applicant's bank account.
6.	Previous education	Higher education (in health sciences)
7.	Additional requirements	<ol style="list-style-type: none"> 1. Document confirming English proficiency and level (preferable). 2. Copies of publications in peer-reviewed journals (preferable). 3. Documents of additional training and activities (certificates, awards, diplomas etc.; preferable).
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Rehabilitation" shall be applied:</p> <ol style="list-style-type: none"> 1. Bachelor's Diploma in health sciences or social sciences and Diploma Supplement. Average grade of the diploma/diploma supplement; 2. Applicant's CV. 3. Written essay (1000 words) on the applicant's motivation to study in the programme "Rehabilitation". 4. Document confirming English proficiency and level (preferable). 5. Copies of publications in peer-reviewed journals. 6. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's participation in trainings or other activities and the applicant's qualification or motivation to study in the study programme "Rehabilitation".

Annex No. 11

Application package for the study programme **Social Work with Children and Youth**
(with English as a language of instruction)

1.	Study programme level	SDMb – 5th level qualification European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Professional Master's degree in social work/social worker
3.	Study duration	1.5 or 2 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the Bachelor's Diploma and Diploma Supplement. 3. Applicant's CV. 4. Motivation letter. 5. Two (2) photocopies of passport (data page) or personal identity card. 6. Four (4) photos (size 3x4 cm). 7. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 8. Chest X-ray radiograph and radiologist's report on the findings. 9. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the past 12 months. 10. Bank statement about financial means available in applicant's bank account.
6.	Previous education	Higher education
7.	Additional requirements	<ol style="list-style-type: none"> 1. Document confirming English proficiency and level (preferable). 2. Documents of additional training and activities (certificates, awards, diplomas etc.; preferable).
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Social Work with Children and Youth" shall be applied:</p> <ol style="list-style-type: none"> 1. Bachelor's Diploma in health sciences or social sciences and Diploma Supplement. 2. Applicant's CV. 3. Motivation letter and its content. 4. Document confirming English proficiency and level (preferable). 5. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's qualification or motivation to study in the study programme "Social Work with Children and Youth".

Application package for the study programme **Health Communication**
(with English as a language of instruction)

1.	Study programme level	Academic Master's study programme European Qualifications Framework (EQF) – Level 7
2.	Qualification or/and degree conferred	Master's Degree of Social Sciences in Information and Communication Science
3.	Study duration	2 years
4.	Type	Full time
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the Bachelor's Diploma and Diploma Supplement. 3. Applicant's CV. 4. Written essay (1000 words) on a topical problem related to human health, healthy lifestyle or healthcare system (providing argumentation and evidence why this problem is topical on national or global scale). 5. Two (2) photocopies of passport (data page) or personal identity card. 6. Four (4) photos (size 3x4 cm). 7. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 8. Chest X-ray radiograph and radiologist's report on the findings. 9. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the past 12 months. 10. Bank statement about financial means available in applicant's bank account.
6.	Previous education	Second level professional higher education in medicine, dentistry or pharmacy or Bachelor's degree in healthcare, natural sciences, environmental sciences, food sciences, social sciences and humanities.
7.	Additional requirements	<ol style="list-style-type: none"> 1. Document confirming English proficiency and level (preferable). 2. Copies of the applicant's publications (abstracts, scientific articles) and the title page of the information source (collection of abstracts, scientific journal etc.) (preferably). The maximum number of documents attesting research work: three. They should have been published within the past seven years. 3. Documents of additional training and activities (certificates, awards, diplomas etc.; preferable).
8.	Criteria for admission	<p>The following criteria for admission to the study programme "Health Communication" shall be applied:</p> <ol style="list-style-type: none"> 1. Second level professional higher education in medicine, dentistry or pharmacy or Bachelor's degree in healthcare, natural sciences, environmental sciences, food sciences, social sciences and humanities. Average grade of the diploma/diploma supplement; 2. Applicant's CV. 3. Written essay (1000 words) on a topical problem related to human health, healthy lifestyle or healthcare system (providing argumentation and evidence why this problem is topical on national or global scale). <ol style="list-style-type: none"> 1. Document confirming English proficiency and level (preferable). 2. Copies of the applicant's publications (abstracts, scientific articles, preferable). 3. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's participation in trainings or other activities and the applicant's qualification or motivation to study in the study programme " Health Communication ".

Application package for **Doctoral** study programmes
(with English as a language of instruction)

1.	Study programme level	Doctoral studies European Qualifications Framework (EQF) – Level 8
2.	Qualification or/and degree conferred	Doctoral Degree
3.	Study duration	3 years
4.	Type	-
5.	Application package	<ol style="list-style-type: none"> 1. Printout of the online application form: https://admission.rsu.lv/en/login 2. Original or a certified copy of the Master's Diploma and Diploma Supplement. 3. Applicant's CV. 4. Two (2) recommendation letters (use the form approved by RSU). 5. Motivation letter. 6. Applicant's research topic. 7. Two (2) photocopies of passport (data page) or personal identity card. 8. Two (2) photos (size 3x4 cm). 9. Application fee payment confirmation. <p>In addition to the aforementioned documents, non-EU/EEA citizens have to submit the following documents:</p> <ol style="list-style-type: none"> 10. Chest X-ray radiograph and radiologist's report on the findings. 11. Police clearance certificate (issued by a police office/responsible institution) from the country where the applicant has stayed for the past 12 months. 12. Bank statement about financial means available in applicant's bank account.
6.	Previous education	Master's Degree.
7.	Additional requirements	<ol style="list-style-type: none"> 1. Entrance test and interview. 2. Document confirming English proficiency and level (preferable). 3. Documents of additional training and activities (certificates, awards, diplomas etc.; preferable).
8.	Criteria for admission	<p>The following criteria for admission to doctoral studies shall be applied:</p> <ol style="list-style-type: none"> 1. Master's Diploma and Diploma Supplement. 2. Entrance test and interview. 3. Applicant's research topic. 4. Applicant's CV. 5. Two (2) recommendation letters and their content. 6. Motivation letter and its content. 7. Document confirming English proficiency and level (preferable). 8. Additional documents enclosed with the application (certificates, awards, diplomas etc.) that attest the applicant's participation in trainings or other activities and the applicant's qualification or motivation for doctoral studies.

Annex No. 14

Minimum level of grades specified in the secondary education diploma and official transcript established by RSU for admission to the second level professional higher education programmes and Bachelor's degree programmes

No.	Country	Grading scale (Lowest/highest)	RSU minimum grade	Comments	Diploma
1	Australia	Most common: E-A	C		Queensland – Queensland Certificate of Education and Senior Statement and Tertiary Entrance Statement Northern Territory – Certificate of Education and Training and Record of Achievement, Scaled Scores for Tertiary Entrance, Tertiary Entrance Statement Western Australia – Western Australian Certificate of Education and Tertiary Entrance Statement
2	Austria	5-1	3		Reifeprüfung
3	Azerbaijan	1-5	4		Tam Orta Təhsil Haqqında Attestat
4	Bangladesh	F-A+	A-		Higher Secondary Certificate Examination
5	Belarus	Semester: 0-10 Exams: 0-100	7 70		Атэстат аб агульнай сярэдняй фбукацы (Attestat o Srednem (polnom) obshchem obrazovanii, Secondary School Leaving Certificate) and Сертификат централизованного тестирования (Certificate on Centralised Testing)
6	Brazil	0-10 or 0-100	7 70	No unified grading system, the most common ones are mentioned.	Certificado de conclusao de 2 grau/Certificado de Ensino Médio
7	Canada	0-100	70		High School Graduation Diploma/Secondary School Diploma/Diplôme d'études secondaires and Student Transcript/Relevé de notes
8	China	750	525		Gaokao
9	Cyprus	0-20	14		Apolytirio (Graduation Certificate)
10	Denmark	-3 -12	7		Bevis for Studentereksamen
11	El Salvador	1-10	7		Bachiller General and grade transcript

12	Estonia	0-5	3		Gümnaasiumi lõputunnistus or Lõputunnistus kutsekeshariduse omandamise kohta
13	Finland	<i>Improbatur-Laudatur</i> (0-7) 0-10*	<i>Magna cum laude approbatur</i> (5) 7*	RSU accepts also grades of secondary school leaving certificate (grading scale: 0-10) if the applicant has acquired at least 5 courses within the respective subject.	Ylioppilastutkintotodistus and Lukion Päästötodistus*
14	France	1-20	14		Diplôme de Baccalauréat Général
15	Germany	0-15	10		Abitur/ Allgemeine Hochschulreife
16	Iceland	1-10	7	An average grade is taken into account by summing up all grades and dividing by the number of subjects.	Stúdentspróf acquired at Menntaskóli level
17	India	Different systems: 0-100 0-200 u.c.	70 140 (~70%)	Grading systems vary by state.	10 th Grade Certificate and 12 th (Ten Plus Two) Grade Certificate and Marks Statement Document titles vary by state, for example: <ul style="list-style-type: none"> • All India Senior School Certificate Examination and Marks Statement • Secondary School Leaving Certificate (SSLE) and Marks Statement • Directorate of Higher Secondary Education Certificate and Higher Secondary Examination Certificate • All India Senior School Certificate Examination or Certificate - DISTINCTION and Pre-University Education Certificate
18	Iran	0-20	14		Certificate of Completion of Pre-University Studies and Pre-University Course of Studies – Transcript of Records
19	Iraq	0-100	70		Secondary School Certificate
20	Ireland New system Old system	8-1 NG-A1	4 B-3 (70-75%)	<i>Leaving Certificate</i> (at least 6 subjects, 2 of them at <i>Higher Level</i>).	Leaving Certificate
21	Israel	0-100	70		Bagrut

22	Italy	1-10	7		Diploma di superamento dell' esame di stato conclusivo del corso di studi, Allegato del diploma (di Superamento dell'Esame di Stato) and Pagella Scolastica
23	Kazakhstan	1-5	4		Жалпы орта білім туралы АТТЕСТАТ and Жалпы орта білім туралы аттестатка косымша/АТТЕСТАТ об общем среднем образовании, Приложение к аттестату об общем среднем образовании (Certificate of General Secondary Education and Supplement to the Certificate of General Secondary Education)
24	Malaysia	SPM: G - A+ STPM: F - A	SPM: B STPM: B		Sijil Pelajaran Malaysia (SPM, Open Certification Examination (Malaysian Certificate of Education)) and Sijil Tinggi Persekolahan Malaysia (STPM, Malaysian Higher School Certificate or the Matriculation Certificate respectively).
25	Morocco	0-20	14		Attestation du Baccalauréat and Releve des notes du Baccalaureat
26	Namibia	Ungraded-1	2		Namibia Senior Secondary Certificate
27	The Netherlands	1-10	6		Voorbereidend Wetenschappelijk Onderwijs Diploma and Cijferlijst
28	New Zealand	N-E	A		National Certificate of Educational Achievement (NCEA)
29	Nigeria	F9-A1	B3		Senior Secondary Certificate Examination (SSCE) or General Certificate of Education Examination (GCE) issued by the West African Examinations Council (WAEC)
30	Norway	1-6	4		Vitnemål for Videregående Opplæring
31	Pakistan	0-200 0-50	140 35		Higher Secondary School Certificate or Intermediate School Certificate
32	Poland	Semester: 1-6 Exams: 0-100%	4 70%		Świadectwo Dojrzałości (Certification about secondary school graduation exams, <i>Matura</i>) and Świadectwo Ukończenia ...school title... (semester marks)
33	Portugal	0-20	14	<i>Final Grade is preferred to Exam Grade.</i>	Diploma Nível Secundário de Educação and Certificado Nível Secundário de Educação
34	Qatar	QOSSS: 700-990	QOSSS: 840		Qatar Senior School Certificate (SSS) that gives access to

		SSS: 300-500	SSS: 400		Qatar Overall Senior Schooling Score (QOSSS)
35	Republic of South Africa	1-7 (0-100%)	5 (60-69%)		National Senior Certificate (NSC)
36	Russia	1-5	4		Diplom un Attestat o srednem polnom obshchem obrazovanii
37	Saudi Arabia	A-F	C (70%)		Secondary Education Certificate (<i>Shahadat al-Thawawiyah al- 'Aama or Shahadat al-Marhalat al-Thawawiyat</i>)
38	Scotland	D-A	B		Scottish Qualifications Certificate/Summary of Attainment
39	Slovenia	1-5	3		Splošna Matura and Letno Spričevalo (General Diploma and Annual Report)
40	Spain	0-10	7		Título de Graduado de Educación Secundaria Obligatoria/Título de Graduado de Educación Secundaria
41	Sri Lanka	F-A	C	At least 3 passed exams at <i>General Certificate of Education (GCE) Advanced Level.</i>	General Certificate of Education (GCE) A-level or General Certificate of Education (Advanced Level) Examination, Sri Lanka and General Certificate of Education (Ordinary Level) Examination, Sri Lanka
42	Sweden New system Old system	F-A IG-MVG	C VG		Slutbetyg or Examensbevis
43	Switzerland	0-6	4.5		Maturitätsausweis
44	Syria	0-100%	70%		General Secondary Education Certificate
45	Taiwan	1-100	B (70)		Senior High School Diploma and Transcript of Record
46	Turkey	1-100	70		Lise Diploması and TRANSKRIPT
47	Uganda	UACE Principal Pass A-E UACE Subsidiary Pass 1-6 Other grades 1-9	UACE Principal Pass C UACE Subsidiary Pass 3 Other grades - 4		UACE

48	Ukraine	0-12	8		Атестат про повну загальну середню освіту (Atestat pro zagal'nu serednyu osvitu)
49	UK	F(U)-A	B	At least 3 passed exams at <i>General Certificate of Education (GCE) Advanced Level.</i>	General Certificate of Education (GCE) A-level
50	USA	F-A	B		Diploma and Official Transcript
51	Uzbekistan	0-5	4		Diplomi and Diplomiga ilova
52	European Baccalaureate	0-10	7		European Baccalaureate Diploma (Europäische Abiturprüfung)
53	International Baccalaureate	N-7	5		International Baccalaureate Diploma and IB Diploma Programme Results (at least 12 points acquired in HL subjects)

Annex No. 15

Level of internationally recognised English language tests required by RSU

RSU accepts internationally recognised English language test results that are not older than 2 years (date of issue of the certificate) on the date when the applicant's application has been received.

No.	Test	RSU minimum grade
1	IELTS	6.5
2	TOEFL iBT	85
3	TOEFL PBT	550
4	TOEIC	700
5	British GCE A Levels	B level
6	Cambridge First Certificate in English	170
7	Cambridge Certificate in Advanced English	170