**To: Rīga Stradiņš University**

**APPLICATION**

***on the issue of duplicate of diploma, copy, transcript, extract or archival record***

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| **PERSONAL INFORMATION of the applicant** |
| **Name, Surname:** |  |
| **Personal ID #:** |  |
| **Registered place of residence:** |  |
| **Applicant’s authorised person\*:** |  |
| **Date of the issue of power of attorney, No:\*** |  |
| **Phone #:** |  | **E-mail:** |  |
| ***\* Fill in if the application is submitted by an authorised person or if the applicant authorises another person on the spot.*** |

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| **REQUEST** |
| **I hereby request to issue*:*****[ ]** Duplicate of diploma | ***[ ]*** Duplicate of diploma supplement |
| ***[ ]*** Duplicate of certificate | ***[ ]*** Other *(please specify):* |  |
|  |
| **The reason for issuing a duplicate** (*mandatory*): |  |
|  | (e.g.: original document is lost, stolen, destroyed, damaged, incorrect) |
| **I hereby request to issue:**[ ]  Copy[ ]  Transcript[ ]  Extract | [ ]  Archival record[ ]  Other *(please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Additional information** |
| **Faculty:** | **[ ]  International Student Department**  | **[ ]  Other:**  |
| **Study programme:** | **[ ]  Medicine** | **[ ]  Dentistry** |
| **Year of graduation:** |  |
| **Notes** *(state the planned use of the requested document)***:** |  |
| **Appendix:** |       |
| Copy of power of attorney, damaged diploma and others. |

I am informed that the duplicate of educational or any other document will be issued only in case the duplicate as per its contents may be produced on the basis of a valid form. In case no duplicate can be issued, RSU, following examination of the circumstances of the case and at the discretion of the applicant, shall issue a copy, transcript, extract or archival record or take a decision on the correction of mistakes.

When submitting the application or upon receipt of the prepared document the applicant has to present a valid personal identification document or a document confirming his/her rights to a reduced service fee, power of attorney etc.

Any documents are prepared and issued only after payment of the respective service fee in accordance with the price list. For more detailed information please contact RSU Records Management and Archives Department, Study Department, Open University or Division of Postgraduate Courses.

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| **Signature** |  |  | **Date** |  |