

Before you go to OCMA

- Make an appointment with OCMA ☐
- Fill out the OCMA Application form ☐
- Attach your photo to the form ☐
- Enclose your study agreement (original + copy) ☐
- Enclose your passport/ID card (original + copy) ☐
- Enclose your health insurance (original + copy) ☐

Always inform RSU and OCMA if you change your

- ADDRESS IN RIGA
- PASSPORT
- NAME OR SURNAME
- ANY OTHER PERSONAL INFORMATION

According to the law in the Republic of Latvia, you are obligated to inform OCMA and RSU about any changes in your personal information listed above.

For more information on these and other issues, please see either www.pmlp.gov.lv/en, the Immigration section on the RSU website or contact the RSU Immigration Officer.

RSU International Admissions Office
International Department
16 Dzirciema Street, Block K, Room 218
Phone: +371 67 409 262
E-mail: immigration@rsu.lv



IMMIGRATION PROCEDURES FOR EU/EEA CITIZENS

STEP BY
STEP

**ALL EU/EEA INTERNATIONAL STUDENTS
STUDYING AT RSU ARE OBLIGATED TO COMPLETE
IMMIGRATION PROCEDURES** within the **first three
months** of their arrival in Latvia.

STEP 1

Submit the following items to RSU Immigration Officer:

- copy of health insurance card
- permanent address in Riga
- phone number and e-mail

Make an appointment with the Office of Citizenship and Migration Affairs (OCMA)

OCMA appointments must be prearranged.

You can go to any of these OCMA Offices on weekdays from 8:00 till 16:30:

1. Jura Alunāna iela 1 (Centre), **+371 67 612 167**
2. Eduarda Smiļģa iela 46 (close to RSU Student Hostel), **+371 67 609 957**
3. Čiekurkalna 1. līnija 1, Block 3, **+371 67 829 750**

STEP 3

Go to OCMA

Appointment procedure at OCMA

Upon arrival at OCMA, find the appointment machine:

- Press the last line on the list of choices ("*Klientiem ar iepriekšēju pīrakstu*").
- Enter your appointment number that you received when you made your appointment.
- The appointment machine will issue a reservation number.
- Go to the specialist when your reservation number appears on the screen.

NB! Do not be late for your appointment.

Do not enter the appointment number more than 15 minutes before your appointment time; otherwise, the system might change your appointment time.

STEP 2

STEP 4

Submit all necessary documents to OCMA

In order to apply for the Registration Card/Latvian ID card, you must **submit the following documents** to OCMA:

- OCMA **Application form** with **appendixes** if they apply (available at www.rsu.lv/eng/current-students/immigration-issues/get-your-registration-card)
- Original and copy of the **Study agreement**
- Original and copy of **Passport/ID card**
- Original and copy of your **Health Insurance** (EHIC is not valid for immigration purposes)

Your Registration Card/Latvian ID card will be ready in four weeks. To receive it **make the 2nd appointment on the spot at OCMA** right after you submit your documents.

STEP 5

Declare your address

You can declare **your address during the 2nd appointment** at OCMA.

This is what you do:

- After you receive your Registration Card, tell the Immigration Officer that you want to declare your address.
- At that time you will be sent to a different specialist.
- Fill out the address declaration form; submit your rent agreement
- Pay the declaration fee of EUR 4.27 with your credit card (no cash!).

STEP 6

Bring your Registration Card/Latvian ID to RSU International Admissions Office (K-218)!

NB! Many students forget about Step 6 and Step 7. **Do NOT be one of them! You have completed your immigration procedure and obligations only after Step 7!**

STEP 7