# CHECKLIST for admission to study courses offered by the

# RSU OPEN UNIVERSITY

The checklist contains information about the documents and forms necessary when applying for study courses offered by the RSU Open University. Please read it through.

When you have acquired all the documents listed below, send them by regular post to:

* **Rīga Stradiņš University, Division of Postgraduate Courses, 16 Dzirciema St., Riga, LV-1007, Latvia**
* We will get back to you within 1 (one) weeks after we have received your application.

**Make sure that your application is received at RSU at least 1 (one) months (non-EU/EEA citizens) or 2 (two) weeks (EU/EEA citizens) prior to the start of the course/-s of your interest!**

Please note that it is only possible to apply for the courses offered by the RSU Open University (not any course of any study programme offered at RSU), yet your application does not grant you admission to the course. Each case is reviewed on an individual basis and only a maximum amount of 4 (four) courses can be taken during one semester via RSU Open University! The maximum length of studies a student can apply for at a time is 1 (one) semester.

If you are already studying at RSU, you must only fill out the Open University [online registration form](http://ou.rsu.lv/).

**Application Package**

* **Fill out the Open University** [online registration form](http://ou.rsu.lv/).
* **A Printout** your personal/education information.
* **Document Confirming English Proficiency**
* The list of accepted language certificates is published on the RSU [website](https://www.rsu.lv/en/study-here/admissions/requirements-studies-english).
* **If you have studied English in high school, the grade from the High School Official Transcript can be accepted provided that the grade received is very good or excellent**.
* Language proficiency confirmation is not required for applicants who are citizens of countries where the official state language is English.
* **Two (2) Photocopies of Passport**
* EU/EEA citizens have to submit only the picture page of the passport or the national ID card (both sides).
* Non-EU/EEA citizens have to submit a full copy (all pages) of the passport.
* **Two (2) Photos, Size 3x4 cm**
* Standard photos (size 3x4 cm) on photo paper.
* Digital photos and photos printed on plain paper are not accepted.

**Only for applicants from non-EU/EEA countries**

**In addition to the documents listed above, a copy of a valid Schengen visa or Temporary/Permanent Residents Permit from any EU/EEA country must be submitted upon applying. Immigration procedures are not organized on behalf of RSU for applicants to courses provided by the RSU Open University!**