

RSU's instructions for submission of application documents

1. NO POSTAL PACKAGES

Since RSU will process all international applications digitally, you **DO NOT** have to send us postal packages by regular mail. The Online application system (hereinafter – OAS) is the only place where applications will be stored. However, we will also process paper form applications should they arrive. Please allow 5 working days to check them and to get back to you.

2. SUBMISSION OF APPLICATION DOCUMENTS

- a. Fill the [online application form](#) and follow the instructions while filling in the form.
- b. Before clicking “**Submit**”, please double-check if you have uploaded the necessary documents onto the OAS.
- c. For any queries please contact RSU's International Admissions Office by e-mail admissions@rsu.lv

3. UPLOADING THE DOCUMENTS

This is an excerpt from the [Application Checklist](#) that refers to uploading of documents.

- a. Upload education documents:

Digital Versions of Secondary/High School Leaving Documents

- **Upload digital versions of high school leaving documents** (both in original language and in English onto the OAS.
- Upload the documents onto the section “**Finished educational institutions**” of the OAS. Choose the subsections “**Certificate**” or “**Attachment/grade list**” depending on the type of document you are uploading.

- b. Upload all other application documents (passport copy, 100 EUR payment slip, English proficiency certificate, recommendation letters, motivation letter):

Digital versions of all other application documents

- **Upload digital versions** of all other application documents indicated in the **Application Checklist** onto the OAS.
- Upload the documents onto the section “**Finished educational institutions**” and specifically onto the subsection “**AIC conclusion**”!

4. CERTIFICATIONS OF DOCUMENTS

With the present situation in the World when many countries are under lockdown and many institutions are not working, please see below the certifications we require on the uploaded digital documents:

- a. **Online application form** – no certification/signature needed.
- b. **Passport copy** – no certification/signature needed.
- c. **100 EUR payment slip** – no certification/signature needed.
- d. **English proficiency certificate** – no certification/signature needed.
- e. **Motivation letter** – no certification/signature needed.
- f. **Recommendation letters** – the referees have to sign the letters, scan them and send to you. You upload the scanned letters with signatures onto the OAS.
- g. **Education documents** – no certifications/signatures needed for now. However, you will have to bring properly certified documents with you when you come to Latvia (please see Paragraph 6).

5. WHEN THE APPLICATION IS SUBMITTED

When you have clicked “**Submit**” (application complete and ready), please send an e-mail to admissions@rsu.lv with the online application **NUMBER** (application page, top right corner) and your **NAME, SURNAME** (as it is stated in your passport). You will receive a confirmation e-mail when we have checked and registered the application.

6. POP-UP MESSAGE WHEN CLICKING “SUBMIT”

We have added an extra message that pops up when you click “**Submit**”. Please note that:

1. Upon your arrival in Latvia to start studies but not later than one month after the start of your studies, you will have to present the originals or certified copies of your educational documents to the University.
2. RSU reserves the right to cancel the study place offer if fraud and document forgery are discovered.

7. CERTIFICATIONS OF DOCUMENTS – Apostille and Legalisation

There are certain countries that need either Apostille or Legalisation seals on documents in order for other countries to accept them as genuine. Please see below the instructions for Apostilles and legalised documents:

- a. **Apostille** – no certification needed for now. However, as you read before, you will have to bring certified documents with you when you come to Latvia.
- b. **Legalisation** – The Consular Department of the Republic of Latvia (legalisation office) is currently closed. Moreover, official institutions in your countries most probably are also closed. Considering this, we will not be able to process applications that require legalisation of documents.