

APPLICATION CHECKLIST

for English-taught study programmes

Contents

UNDERGRADUATE study programmes	1
UNDERGRADUATE study programmes ECTS TRANSFER STUDENTS	2
MASTER'S study programme HEALTH MANAGEMENT	3
MASTER'S study programme INTERNATIONAL GOVERNANCE & DIPLOMACY	4
MASTER'S study programme RUSSIA AND EURASIA STUDIES	5
MASTER'S study programme BIOSTATISTICS.....	6
Additional documents for applicants from non-EU/EEA countries.....	7

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16 Dzirciema Street, Riga, LV-1007, Latvia
Block K, 2nd Floor, Room K-218
admissions@rsu.lv
www.rsu.lv/en

UNDERGRADUATE study programmes
MEDICINE, DENTISTRY,
INTERNATIONAL BUSINESS AND START-UP ENTREPRENEURSHIP

- ✓ The checklist contains information about the documents and forms necessary for your application.
- ✓ Make sure that **your application is received at RSU within the indicated [application period](#)**.

1. Online Application

- Complete the [Online Application](#). Register, log in and fill the necessary information.
- **Upload your photo** onto the e-Admissions Portal.
- When the online application is completed and submitted, you will receive a confirmation e-mail.

2. High School Leaving Documents

- **Upload digital versions of high school leaving documents** (both in original language and in English if the documents are not issued in English) onto the e-Admissions Portal.
- Upload the documents onto the section “**Finished educational institutions**” of the e-Admissions Portal. Choose the subsections “**Certificate**” or “**Attachment/grade list**” depending on the type of the document.
- If you studied in a high school outside of the EU/EEA, all high school leaving documents have to be [legalised](#) or have to have an [Apostille](#) seal on them (depending on the country where you studied).
- If you are unable to upload the documents, send the digital versions in both languages to edocs@rsu.lv.

Upload **digital versions** of the following documents onto the e-Admissions Portal:

- Section “**Finished educational institutions**”
- Subsection “**AIC conclusion**”

3. Document Confirming English Proficiency

- See the list of **accepted language certificates** published on the RSU [website](#).
- Language proficiency certificate is not required for applicants who have obtained their education in English, are citizens of the EU/EEA countries or countries with English as an official/first language.
- For applicants mentioned in the previous bullet point, the English grade from high school will be evaluated.

4. Two (2) Letters of Recommendation

- We accept scanned original letters **with handwritten wet signatures** on the official RSU form.
- The form (in both Word and PDF formats) can be found on the RSU [website](#) (bottom of the page).
- Letters of recommendation are usually written by teachers, professors, employers, course instructors, etc.
- We do NOT accept letters of recommendation written by relatives or friends.

5. Letter of Motivation

- We only accept letters of motivation written on the official RSU form.
- The form (in both Word and PDF formats) can be found on the RSU [website](#) (bottom of the page).
- Explain your motivation to study at RSU and the chosen programme. Include information about relevant personal, professional or academic achievements.

6. Copy of Passport/ID Card - picture page of the passport or the national ID card (both sides).

7. EUR 100.00 Application Fee Payment Slip

(EUR 15.00 for citizens of Latvia, who have obtained their previous education in Latvia)

- The application fee shall be paid to:

Recipient: **Riga Stradins University**
Bank: **A/S Swedbank**
SWIFT/BIC: **HABALV22**
Purpose of payment:

Registration No: **90000013771**
Bank address: **Balasta dambis 1a, Rīga, LV-1048, Latvija**
Account No (IBAN): **LV02 HABA 0551 0003 7605 0**
Application fee for *name, surname*

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- ✓ If you wish to apply for ECTS transfer at RSU, you must indicate it in the e-Admissions Portal. Follow this link to the [RSU transfer policy](#). Apply for exemptions accordingly.

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3. Official Academic Transcript from the University You are Currently Studying at

- **Upload digital version of the academic transcript** from your previous studies onto the e-Admissions Portal.
- The academic transcript has to be provided in English (original transcript or a certified copy). The transcript should include grades and ECTS credit points received in all completed courses/subjects.

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2. Bachelor's Degree Diploma and Diploma Supplement in Health or Social Sciences

- **Upload digital versions of your bachelor's degree diploma and diploma supplement** (both in original language and in English if the documents are not issued in English) onto the e-Admissions Portal.
- Upload the documents onto the section "**Finished educational institutions**". Choose the subsections "**Certificate**" or "**Attachment/grade list**" depending on the type of document.
- If you studied at a university outside of the EU/EEA, all university graduation documents have to be [legalised](#) or have to have an [Apostille](#) seal on them (depending on the country where you studied).
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Upload **digital versions** of the following documents onto the e-Admissions Portal:

- Section "**Finished educational institutions**"
- Subsection "**AIC conclusion**"

3. CV - your Curriculum Vitae in English.

4. Letter of Motivation

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8. Publications and Documents of Additional Training/Activities (preferable) - copies of your publications and documents confirming your participation in courses, seminars, conferences, etc.

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2. Bachelor's Degree Diploma and Diploma Supplement in Social Sciences or Humanities

- **Upload digital versions of your bachelor's degree diploma and diploma supplement** (both in original language and in English if the documents are not issued in English) onto the e-Admissions Portal.
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Upload **digital versions** of the following documents onto the e-Admissions Portal:

- Section "**Finished educational institutions**"
- Subsection "**AIC conclusion**"

3. Written Essay – an essay (1000 words) on a topical issue in international relations.

4. Letter of Motivation

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2. Bachelor's Degree Diploma and Diploma Supplement in Social Sciences or Humanities

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Upload **digital versions** of the following documents onto the e-Admissions Portal:

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3. Written Essay – an essay on the topic of the intended master's thesis.

4. Letter of Motivation

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3. One (1) Letter of Recommendation

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Application fee for *name, surname*

ADDITIONAL DOCUMENTS for applicants from **non-EU/EEA countries** to be sent/brought to **RSU**

If/When you have been offered a study place at RSU, prepare these immigration documents. You will need them (original documents (hard copies)) for immigration procedures.

- 1. Two (2) Photos** - standard photos (3x4 cm) on photo paper.
- 2. Chest X-ray** - radiograph (film/picture/CD) and radiologist's written report on the findings.
- 3. Police Clearance Certificate (PCC, valid for 6 months from the date of issue)**
 - PCC from the respective official institution of the country where you have stayed for the last 12 months.
 - The PCC must be [legalised/approved](#) by the respective governmental institution in the country.
 - Citizens of [countries that Latvia has a visa-free regime with](#), do NOT have to provide the PCC.
- 4. Bank Letter (valid for 3 months from the date of issue)**
 - A confirmation letter (official letterhead, signed, stamped) from your bank stating that you have a minimum of EUR 6,000.00 in your personal bank account.
 - The letter has to include your name, surname, date of birth, place of birth (city, country), passport number, passport date of issue, official title of the bank, bank account number, bank card information, account balance.
 - The **account can be a shared account with somebody else (another person)**. In this case, the bank letter should confirm that there are a minimum of EUR 12,000.00 in the shared bank account.