

# INTERNATIONAL FULL-TIME STUDENT'S CHECKLIST

## After the arrival in Ventspils

- Take an x-ray at the hospital. Its costs around 10 EUR. Results are ready the next day after 16:00. ERGO medical insurance covers it. For a refund, submit the check to ERGO;
- Unless you have paid for ERGO medical insurance, obtain a new medical or travel insurance policy. It has to be valid in all Schengen countries, covering one year period, the minimum amount of insurance has to be 42 600 EUR;
- Submit the results of the x-ray and the new insurance policy to the Immigration office (Uzavas street 8, 1st floor) to get the Residence permit (RP) card (to get it in 14 working days – pay 14.23 EUR, but in 2 working days – 28.46 EUR). Make sure you have the original VISA or MASTERCARD with you that is attached to the account you have your bank statement from. **NB!** The immigration office does not accept cash. **Bank card payments only!**
- Declare the address of the residence at the Immigration office. It costs 4.27 EUR;
- Once you have the RP card, you may apply for a Latvian bank account and ISIC student card. Documents to be provided to the bank:
  - Letter from the university that you are a student here (costs 0.70 EUR for a letter in Latvian). Obtained at C210. Payment has to be made beforehand at C308.
  - RP card
  - Passport

## Preparing for studies

- Sign up for a Moodle account and university e-mail. Check your university e-mail at least once a day;
- Within the first three weeks of the respective semester (in September for the autumn semester and in February for the spring semester) register for the courses on [www.lais.lv](http://www.lais.lv), print out your commitment paper, sign the commitment paper and submit it to your faculty secretary;
- Current students in order to register for courses should fill in the mandatory IKA questionnaire on LAIS.

## Finishing studies (after each semester)

- Return all the borrowed books to the library;
- In case you have failed a subject, write an application to the faculty dean asking for permission to continue studies with academic debts. The faculty secretary will provide example of the application;
- In case you need to repeat the whole study course, write an application to your faculty dean. The faculty secretary will provide example of the application. Repeating a course costs approx. 40 EUR per one credit point.
- If you are leaving for internship/travelling/visiting your home country, fill in the travelling document (form available in C211 or here <http://venta.lv/wp-content/uploads/travel-document.pdf>) and submit it together with the tickets for a round trip to the IO.

## Moving out the dormitory (for the summer, Erasmus studies/internship)

- Clean your room (move the furniture into the initial positions, clean behind the furniture, clean the hall and the bathroom, defrost and clean the fridge);
- Hand in the keys to the dormitory administration counter by entrance B.

# Annual registration procedure

Check the expiry date of your RP card. Documents should be submitted to the Immigration office no later than 1.5 months before the card expires. It costs 42.69 EUR, but for fast document processing in 10 working days – 113.83 EUR. **NB!** IO can submit documents on your behalf, but you need to be in Latvia at least 3 working days before the expiry date of your RP card to take a photo for the new RP card.

## **List of the documents needed for the annual registration procedure:**

**You need to take with you (or send them to IO if you want them to submit the documents on your behalf):**

- Your passport (check the expiry date);
- Your current RP card;
- Bank statement (original, signed and stamped by the bank and saying that you have no less than 380EURx12=4560 EUR on it). It cannot be older than 3 months before you submit your documents for the RP card. For example, if you submit your documents exactly on June 2, then the bank statement may not be older than March 2;
- Copy of your bank card (if the bank statement is from a foreign bank). The bank card has to be signed to be considered valid;
- A new medical insurance policy (valid in all Schengen countries, covering one year period, the minimum amount of insurance has to be 42 600 EUR)

## **Provided by the university:**

- Invitation (provided by the university. Costs 9.96 EUR);
- Letter of Accommodation (if you live in the dormitory, the university will provide it, but if you are renting an apartment, the university needs an agreement from the landlord);
- Letter from the university that you are a student here.