

APPROVED

by the Senate of Ventspils University of Applied Sciences
on 19th December, 2018,
Decision No. 18-108

With the amendments approved by the VUAS Senate 29.04.2019. decision No. 19-39

**TERMS OF ADMISSION AND THE MATRICULATION PROCESS FOR VENTSPILS
UNIVERSITY OF APPLIED SCIENCES FOR ENGLISH-TAUGHT STUDY
PROGRAMMES IN THE ACADEMIC YEAR 2019/2020**

1. GENERAL CONDITIONS

- 1.1. The following Terms of Admission have been developed according to the Law of Higher Education (in Latvian – Augstskolu likums).
- 1.2. Foreign citizens have the right to study at Ventspils University of Applied Sciences “VUAS” according to the Section 83 of the Law of Higher Education in Latvia.
- 1.3. The admission of foreign citizens is carried out by the Foreign Affairs Specialist and the Commission of Admission.
- 1.4. The Commission of Admission has been established by order No. _____ of the Rector of VUAS as of _____.
- 1.5. Foreign citizens are admitted upon meeting the following criteria:
 - 1.5.1. The education documents of the foreign citizen comply with the standards set within the Republic of Latvia and a positive expert opinion of the Academic Information Centre, according to Section 85 of the Law of Higher Education in Latvia.
 - 1.5.2. The appropriate requirements of the VUAS Terms of Admission for the particular study programme have been met.
 - 1.5.3. Foreign candidates have fully met the requirements laid out by the Ministry of Foreign Affairs for entering and residing in the Republic of Latvia, the Office of Citizenship and Migration Affairs and other institutions of the Republic of Latvia.
- 1.6. The following Terms of Admission and Matriculation Process at Ventspils University of Applied Sciences apply to citizens of another country and who have expressed willingness to study at Ventspils University of Applied Sciences in one of the English-taught study programs mentioned below.
- 1.7. Latvian citizens and Latvian non-citizens willing to study at Ventspils University of Applied Sciences in one of the English-taught study programs mentioned below should refer to the terms of admission and matriculation process in Latvian.

2. TERMS OF ADMISSION AND MATRICULATION PROCEDURE

- 2.1. **Terms of admission** at VUAS to English-taught study programs in academic year 2019/2020 see in Annex No. 1.
- 2.2. **The tuition fees and the number of budget places** for students who will start studies at VUAS in academic year 2019/2020 see in Annex No. 2.
- 2.3. Applications for studies in English-taught study programs are accepted in the Autumn (September) semester only.
- 2.4. The following **application periods** shall be determined for Autumn admission:

April 1, 2019 – July 15, 2019.	Citizens of the European Union (EU), member states of the European Economic Area (EEU) and Swiss Confederation.	Countries whose citizens may enter Latvia without a visa. (See Annex No. 5)	Citizens of countries <u>not listed</u> in the Annex of the Regulation of the Cabinet of Ministers No. 554. (See Annex No. 4)
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April 1, 2019 – June 30, 2019.	Applicants from countries <u>listed</u> in the Annex of the Regulation of the Cabinet of Ministers No. 554 (See Annex No. 4.)
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2.5. The application procedure for all English-taught study programs:

2.5.1. The candidate must complete the online application form <http://application.venta.lv/> and **attach the following documents¹:**

- Documents of Secondary or Higher education. The average grade should be at least 60%. Original documents in English, German, French or Russian may be submitted. All other languages must be translated into English. Translations need to be notary attested and certified².
- IELTS (6.0 and over), TOEFL (PBT) 550 or (IBT) 70, London Language Test or Longman Language Test. If the candidate has not passed an international English language test, the candidate ought to pass VUAS online English language test (achieving at least 60%) free of charge.
- Curriculum Vitae (resume);
- A copy of the applicant’s passport (including a note “Submitted for use by Ventspils University of Applied Sciences”, date and time);
- One photo 3 cm x 4 cm.

2.6. Upon completing the online application form, the candidate should **send a confirmation email** to international@venta.lv before the deadlines mentioned under Article 2.4. of the present Terms of Admission and **pay the application fee** in order to proceed with the application process.

2.7. The following **application fee amounts** shall be determined:

150 EUR	Applicants who are not citizens of the EU/EEA countries and Switzerland and who have not acquired their previous education in the countries of the European Union (see the list of the European Member states in the Annex No. 1)	
35 EUR³	Applicants who are citizens of the EU/EEA countries or Switzerland.	Applicants who are not citizens of the EU/EEA countries or Switzerland, but who have acquired their secondary/higher education in the countries of the European Union (see the list of the European Member states in the Annex No. 1)

2.8. Remittance order certifying payment of the application fee (VUAS account: Ventspils Augstskola, 101 Inzenieru St., Ventspils LV-3601, Registration No. 90000362426, Bank name: Valsts kase, SWIFT code: TREL LV22, Account No. LV23TREL9150140000000, purpose of payment: 21379).

2.9. The application fee is non-refundable.

2.10. VUAS will evaluate the application and send the decision to the applicant’s email only after receiving all documents mentioned under Articles 2.5 and 2.8.

¹ If any of the submitted documents issued contain the name and/or surname other than the one in the passport, the applicant shall present a notarised document in English or Latvian attesting to the change of the applicant’s name and/or surname.

² See Article No 4: requirement for document authentication (legalisation) and apostille certification.

³ Additional payment according to the price list of Academic Information Centre paid services in the Annex of the Regulation of the Cabinet of Ministers No. 409, the fee for an appraisal (one certificate) of an academic degree or any other education document is set at **EUR 41**.

- 2.11. **The result of the applicant selection** is comprised of the grade in the entrance examination and the interview result. Terms of admission see in Annex No. 1
- 2.12. Upon a positive decision, a candidate will be offered to enter into a study agreement.
- 2.13. Studies start on September 1, 2019.**

3. RECEIVING THE RIGHT TO ENTER AND RESIDE IN THE REPUBLIC OF LATVIA

- 3.1. After the candidate has paid the tuition fee for the first year and the security deposit of **EUR 500**⁴ (for the amount of the tuition fee to be paid; see Annex No 2), and the signed study agreement is received then VUAS will issue an official invitation that has been approved by the Office of Citizenship and Migration Affairs (OCMA) of the Republic of Latvia, indicating that the candidate is ready to submit documents necessary to receive the right to enter and reside in the Republic of Latvia;
- 3.2. **Depending on the country of origin**, before entering Latvia, the candidate either first applies for the D (national long-stay) visa or the Temporary Residence Permit;
- 3.2.1. Applicants from **countries listed** in Annex of the Regulation of the Cabinet of Ministers No. 554 (See Annex No. 4.) first must apply for a Temporary Residence Permit and upon receiving a positive decision may apply for a D (national long-stay) visa;
- 3.2.2. Applicants from **countries not listed** in Annex of the Regulation of the Cabinet of Ministers No. 554 (See Annex No. 4.) first may apply for a D (national long-stay) visa and then after having arrived in Latvia should apply for a Temporary Residence Permit;
- 3.2.3. Applicants from **countries whose citizens may enter Latvia without a visa** (See Annex No. 5) after having arrived in Latvia should apply for the Temporary Residence Permit;
- 3.2.4. VUAS students who are **citizens of the EU/EEA countries** have the right to move and reside freely within the territory of Latvia. Thus, immigration procedures are not compulsory as long as they leave the territory of Latvia once in every 3 months or if they wish, they may apply for a Registration Certificate or ID Card for European Citizens⁵;
- 3.3. If the invitation is approved (within two to seven working days), the invitation number along with the necessary documents for acquisition of a Residence Permit are sent to the student;
- 3.4. Upon receiving the documents mentioned in Article 3.4. the student personally has to submit to a diplomatic or consular representative office of the Republic of Latvia for a **Temporary Residence Permit**:
- 3.4.1. A valid travel document recognized by the Republic of Latvia (passport);
- 3.4.2. A signed and completed [Residence Permit form](#);
- 3.4.3. One photograph 3 cm x 4 cm (in case the applicant has signed the consent of the Data Subject);
- 3.4.4. A copy of a document confirming that the applicant has a valid travel medical [insurance policy](#);
- 3.4.5. Police clearance certificate issued by a competent institution from the country of citizenship or the host country if the student has resided there for more than 12 months (most often issued by the police department). The document cannot be older than six months and should be [legalized](#)⁶ by the Foreign Ministry (or the Embassy) of the host country;

⁴ Applicants **who are** from the EU/EEA countries or Switzerland, or **who have acquired** their previous education in the countries of the European Union (see the list of the European Member states in the Annex No. 1) are exempted from paying the security deposit.

⁵ For detailed information on immigration for citizens of the EU/EEA countries please consult international@venta.lv.

⁶ See Article No 4 for requirement for document authentication (legalisation) and apostille certification.

- 3.4.6. Evidence of funds to support the student during the stay in Latvia (a bank statement in the student's name that is less than three months old indicating that the applicant has at least **5160 EUR available** per year;
- 3.4.7. The document guaranteeing accommodation at the dormitory (submitted by VUAS);
- 3.4.8. The original Contract for studies concluded with VUAS;
- 3.4.9. Copy of the remittance order certifying payment⁷ of state duty (account details are available on OCMA internet website www.ocma.gov.lv).
- 3.5. Documents for a Temporary Residence Permit will be evaluated by OCMA within two months from the date of submission. Therefore it is advisable⁸ to travel at least twice to the diplomatic or consular office of the Republic of Latvia and not reside in the country where the consular office is located. It is also advisable to telephone the diplomatic or consular office to arrange an appointment for submission of documents beforehand.
- 3.6. A copy of the OCMA decision will be sent to VUAS and the student. If the decision is positive, VUAS will inform the student and the student will be able to apply to a diplomatic or consular office of the Republic of Latvia to receive a visa for entering Latvia.
- 3.7. After arrival in Latvia, the candidate must obtain a medical insurance policy that covers any medical expenses incurred during the period of stay in Latvia (the first study year).
- 3.8. If the decision of OCMA is negative, VUAS shall immediately inform the candidate and, within a week after receiving the candidate's account details, transfer the remitted tuition fee and security deposit deducting the bank transaction charges.
- 3.9. Within seven days from arrival in Latvia, the student must visit an OCMA office to receive their Residence Permit. The student will receive assistance from VUAS. To receive their Residence Permit the student must present a valid medical insurance policy, an lung X-ray and a certificate from a competent medical institution in Latvia stating that the student does not have tuberculosis.
- 3.10. **The following documents are required for a D (national long-stay) visa:**
 - 3.10.1. A valid travel document recognized by the Republic of Latvia (passport);
 - 3.10.2. A [national long-stay visa](#) form completed and signed;
 - 3.10.3. One photograph 3 cm x 4 cm;
 - 3.10.4. A copy of a document confirming that the applicant has an adequate and valid travel medical [insurance policy](#);
 - 3.10.5. Documents indicating that the applicant possesses sufficient means of subsistence both for the duration of the intended stay and for the return to the country of origin or residence, or for the transit to a third country into which he is certain to be admitted (14 EUR per day);
 - 3.10.6. The document guaranteeing accommodation at the dormitory (submitted by VUAS);
 - 3.10.7. The original of the Contract on studies concluded with VUAS;
 - 3.10.8. Copy of the remittance order certifying payment⁹ of the state duty (account details are available on OCMA internet website www.ocma.gov.lv);
- 3.11. Current and **more detailed information on migration-related issues** can be received by writing to international@venta.lv.

4. DOCUMENT AUTHENTICATION (LEGALISATION) AND APOSTILLE CERTIFICATION

⁷ Students applying for master degree or doctorate are exempted from the fee.

⁸ This applies to students applying for a Residence Permit before arriving in Latvia.

⁹ Students applying for master degree or doctorate are exempted from the fee.

- 4.1. Public documents issued in foreign countries should be legalised at the Consular Department of the Ministry of Foreign Affairs or a diplomatic or consular mission of the Republic of Latvia in the respective country, or their authenticity should be certified with an Apostille in a competent institution of the foreign country, unless other procedures are in place between Latvia and the respective country.
- 4.2. If the document has been issued by a **Member State of the European Union, European Economic Zone or by Swiss Confederation**, no additional confirmation (legalisation or Apostille) is required, in order to use this document in Latvia.
- 4.3. If a document is intended for use in a foreign country, which has joined [the Hague Convention Abolishing the Requirement of Legalisation for Foreign Documents of 5 October 1961](#), its authenticity should be certified with an Apostille by the competent authority of the issuing country. The document bearing an Apostille is valid for submission in the institutions of the relevant country and is not subject to any other confirmation.
- 4.4. If a document is intended for use in a foreign country, which has **not** joined [the Hague Convention Abolishing the Requirement of Legalisation for Foreign Documents of 5 October 1961](#), it must be first legalised by the competent authority of the issuing country (Ministry of Foreign Affairs or diplomatic/consular mission of the issuing country) and only then legalised by the Consular Department of the Ministry of Foreign Affairs of Latvia or [the diplomatic/consular mission of Latvia in the relevant country](#)

5. REDUCED TUITION FEES

- 5.1. A student, because of academic excellence, studying in one of the study programs referred to in Annex No 1 may be entitled to a reduced tuition fee for a semester;
- 5.2. The reduced tuition fee is applicable in the following amounts:

The amount of the reduction	Main criteria	Applicants
10% of the semester fee	for the 8,5 weighted average mark in the previous semester	2 nd to 4 th year students
15% of the semester fee	for the 9,0 weighted average mark in the previous semester	2 nd to 4 th year students
20% of the semester fee	for the 9,5 weighted average mark in the previous semester	2 nd to 4 th year students
25% of the semester fee	for the 10,0 weighted average mark in the previous semester	2 nd to 4 th year students

- 5.3. The average grade is evaluated based on the final grade (three decimal places) of all previously acquired study courses;
- 5.4. The tuition fee reduction applies to the current semester, but the weighted average mark is taken into account from the previous successfully completed semester;
- 5.5. Each student may apply for this category for an unlimited number of semesters;
- 5.6. The reduced tuition fee is applied only by the order of the VUAS Rector.

6. FINANCIAL REWARD FOR NEW STUDENT RECRUITMENT

- 6.1. The financial reward shall be applicable to a student studying in one of the study programs referred to in Annex No 1;
- 6.2. VUAS shall grant the financial reward 20% (twenty percent) to a 2nd to 4th year Student out of the first year tuition fee of the recruited student.

- 6.3. Any student who meets the following requirements shall be deemed recruited by another VUAS student:
- 6.3.1. he/she has all the necessary documents for conclusion of the study contract and enrolment;
 - 6.3.2. he/she has paid the application fee;
 - 6.3.3. he/she has concluded a study contract with the University of Applied Sciences for studies in the study programme;
 - 6.3.4. he/she has paid in full the tuition fee foreseen in the contract with the University of Applied Sciences for the study year;
 - 6.3.5. he/she has entered and resides in Latvia legally;
 - 6.3.6. he/she has a temporary Latvian Residence Permit in connection with his/her studies or for other reasons;
 - 6.3.7. he/she has valid travel documents;
 - 6.3.8. he/she has comprehensive medical insurance policy that is valid at least for a year;
 - 6.3.9. he/she has submitted an official (stamped and signed by the bank) bank statement that he/she has enough funds to cover his/her minimum existence in accordance with the Minimum Salary in the Republic of Latvia.
- 6.4. The financial reward shall be applied on the basis of an application in which the attracted student confirms that the respective student has provided to him/her information on VUAS.
- 6.5. The financial reward is applied only by the order of the VUAS Rector.

TERMS OF ADMISSION AT VUAS TO ENGLISH-TAUGHT STUDY PROGRAMMES IN THE ACADEMIC YEAR 2019/2020

Abbreviations:

FS – full time studies

ITIT – international testing institution test in a foreign language

AG– average of the grades obtained during the Secondary education/Bachelor studies

EX – entrance examination at VUAS

G – grade

T – test result

Study Programme	Degree to be obtained and/or qualification	Type and duration of studies	Requirements for prior education	International tests and entrance examinations	Calculation of the outcome of the competition
FACULTY OF INFORMATION TECHNOLOGIES					
First level professional higher education study programme “Programming Specialist”	Qualification: a programmer who corresponds to the 4 th level of professional qualification.	FS, 2 years	General or professional (third level of qualification) secondary education	T1-ITIT in English or VUAS organized EX in English ¹⁰ T2-EX in math	$T1*0,5+T2*0,5$

¹⁰ if the applicant has not passed English language test of an international testing institution

Study Programme	Degree to be obtained and/or qualification	Type and duration of studies	Requirements for prior education	International tests and entrance examinations	Calculation of the outcome of the competition
Academic Bachelor study programme “ Computer Science ”	Bachelor of Science degree in Computer Science	FS, 3 years	General or professional (third level of qualification) secondary education	T1-ITIT in English or VUAS organized EX in English ¹¹ T2-EX in math	$T1*0,5+T2*0,5$
FACULTY OF ECONOMICS AND MANAGEMENT					
Academic Bachelor study programme “ Business Administration ”	Bachelor of Social science degree in Business Administration	PLK, 3 years	General or professional (third level of qualification) secondary education	T1-ITIT in English or VUAS organized EX in English ¹² , T2-AG, T3-G in math	$T1*0,33+T2*0,33+T3*0,33$
FACULTY OF TRANSLATION STUDIES					
Professional Bachelor study programme “ Translation ” with specialisation “translation studies English – Russian – German”	Professional Bachelor’s degree in Translation/Translator and Interpreter	FS, 4 years	General secondary education	T1-ITIT in English or VUAS organized EX in English ¹³ T2-VUAS EX in Russian	$T1*0,8+T2*0,2$
Academic Bachelor study programme “ Languages ”	Bachelor of Humanities degree	FS, 3 years	General secondary education	T1-ITIT in English or VUAS organized EX in English ¹⁴	$T1*0,8+T2*0,2$

¹¹ if the applicant has not passed English language test of an international testing institution

¹² if the applicant has not passed English language test of an international testing institution

¹³ if the applicant has not passed English language test of an international testing institution

¹⁴ if the applicant has not passed English language test of an international testing institution

Study Programme	Degree to be obtained and/or qualification	Type and duration of studies	Requirements for prior education	International tests and entrance examinations	Calculation of the outcome of the competition
and Intercultural Communication”	in intercultural communication			T2-ITIT in Russian or German or the G in the language of the country the student has acquired previous education	
Academic Master study programme “Languages and Cultural Environment”	Master’s degree in Humanities	FS, 2 years	Professional bachelor in humanities	<ul style="list-style-type: none"> • average grades obtained during the Bachelor studies • certificate of English proficiency, via submitting results of an English language test from an international testing institution or via taking VUAS entrance examination • individual interview determining the applicants’ motivation and the topic of Master Thesis/possible topics for research 	AG*0.4+ ITIT result *0.5+ individual interview *0.1

**THE AMOUNT OF TUITION FEES AND THE NUMBER OF BUDGET PLACES FOR STUDENTS WHO WILL START STUDIES AT
VUAS IN THE ACADEMIC YEAR 2019/2020**

No.	Study Programme	State funded places ¹⁵	Applicants who are citizens of the EU/EEA countries or Switzerland	Applicants who have acquired their previous education in the EU/EEA countries or Switzerland	Applicants who <u>are not</u> citizens of the EU/EEA countries and who <u>have not</u> acquired their previous education in EU/EEA countries or Switzerland	Duration (years)	Tuition fee payment for the whole study period ¹⁶
1.	First level professional higher education study programme “ Programming Specialist ”	Available	2270	2270	2270	2	4540
2.	Academic Bachelor study programme “ Computer Science ”	Available	2270	2270	2270	3	6810
3.	Academic Bachelor study programme “ Business Administration ”	-	1700	1700	2100	3	5100/6300
4.	Professional Bachelor study programme “ Translation ” with	Available	1700	1700	2100	4	6800/ 8400

¹⁵ Only available to Applicants who are citizens of EU/EEA countries. See Annex No 3

¹⁶ The tuition fee may be paid in two equal instalments, except for the first study year, which requires the tuition fee to be paid in full.

	specialisation “translation studies English – Russian – German”						
5.	Academic Bachelor study programme “ Languages and Intercultural Communication ”	Available	1700	1700	2100	3	5100/6300
6.	Academic Master study programme “ Languages and Cultural Environment ”	Available	2270	2270	2270	2	4540

ANNEX NO. 3
to the Senate of Ventspils University of Applied Sciences
on 19th December, 2018,
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European Union member countries

- | | |
|-------------------|---------------------|
| 1. United Kingdom | 15. Lithuania |
| 2. Austria | 16. Luxembourg |
| 3. Belgium | 17. Malta |
| 4. Bulgaria | 18. The Netherlands |
| 5. Czech Republic | 19. Poland |
| 6. Denmark | 20. Portugal |
| 7. France | 21. Romania |
| 8. Greece | 22. Slovakia |
| 9. Croatia | 23. Slovenia |
| 10. Estonia | 24. Finland |
| 11. Ireland | 25. Spain |
| 12. Italy | 26. Hungary |
| 13. Cyprus | 27. Germany |
| 14. Latvia | 28. Sweden |

Source: European Union official website

https://europa.eu/european-union/about-eu/countries_lv#es_28_dalibvalstis/
https://europa.eu/european-union/about-eu/countries_en ,

Viewed on 12.12.2018.

**Countries whose nationals need additional background checks when issuing a visa or
Residence permit**

1. Islamic Republic of Afghanistan
2. The People's Democratic Republic of Algeria
4. Kingdom of Bahrain
5. Bangladesh People's Republic
- 5.1 The Republic of South Sudan
- 5.2 Georgia (Abkhazia and South Ossetia) *
6. Arab Republic of Egypt
7. Republic of Indonesia
8. Republic of Iraq
9. Islamic Republic of Iran
10. Republic of Yemen
11. Kingdom of Hashimite Jordan
12. State of Qatar
13. Republic of Kenya
14. Democratic People's Republic of Korea
15. Russian Federation (Chechnya, Dagestan, Ingushetia, Kabarda-Balkar, Karachaya-Cherkesia and North Ossetia) *
16. State of Kuwait
17. Republic of Lebanon
18. Libyan Socialist Arab People's Jamahia
- 18.1 Republic of Mali
19. Kingdom of Morocco
20. Federal Republic of Nigeria
21. Oman Sultanate
22. Islamic Republic of Pakistan
23. Palestinian Authority *
24. Kingdom of Saudi Arabia
25. Syrian Arab Republic
26. Somalia
27. Republic of Sudan
29. Republic of Tunisia
30. Ukraine (Autonomous Republic of Crimea, Luhansk District and Donetsk Area) *

Note:

* refers to a person whose place of residence or place of birth is situated in that territory.

Source: Likumi.lv

<https://likumi.lv/doc.php?id=212364>,

Viewed on 18.12.2018.

Countries and territories whose citizens may enter Latvia without a visa

Stay of up to 90 days in any 180-day period

Albania*	Macau (more)
Andorra (more)	Macedonia*
Antigua and Barbuda	Malaysia
Argentina (more)	Marshall Islands
Australia	Mauritius
Bahamas	Mexico
Barbados	Micronesia
Bosnia and Herzegovina*	Moldova*
Brazil	Monaco (more)
Brunei	Montenegro*
Canada	New Zealand
Chile	Nicaragua
Colombia	Northern Mariana Islands
Costa Rica (more)	Palau
Dominica	Panama (more)
East Timor	Paraguay
El Salvador	Peru
Georgia *	Saint Kitts and Nevis
Grenada	Saint Lucia
Guatemala	Saint Vincent and the Grenadines
Honduras	Samoa
Hong Kong (more)	

Israel (more)	San Marino (more)
Japan (more)	Serbia***
Kiribati	Seychelles
Republic of Korea (more)	Singapore
	Solomon Islands
	Taiwan **
	Tonga
	Trinidad and Tobago
	Tuvalu
	The Vatican
	Ukraine *
	United Arab Emirates
	United States of America (more)
	Uruguay (more)
	Vanuatu
	Venezuela

* Only for holders of biometric passports

** Only for holders of passports which include an identity card number

*** Only for holders of biometric passports (excluding holders of Serbian passports issued by the Serbian Coordination Directorate, in Serbian: “Kordinaciona uprava”)

The List of countries should be viewed in tandem with the [table of travel documents recognized in the Republic of Latvia](#)

Source: Ministry of Foreign Affairs of the Republic of Latvia

<https://www.mfa.gov.lv/en/consular-information/countries-and-territories-whose-citizens-may-enter-latvia-without-a-visa> ,

Viewed on 18.12.2018.